

QUEENSLAND FLOODS COMMISSION OF INQUIRY

STATEMENT OF ROBERT BAIN

I, ROBERT BAIN, Chief Executive Officer, Somerset Regional Council, make the following statement under oath as required by the Commissioner of Inquiry [Commission Ref 1621334]:

1. *The number of members in each State Emergency Service (SES) Unit within the council area.*

Response -

Membership levels at the end of each of the financial years in question are as shown below:

2009-10	Esk	15
	Kilcoy	20
	Lowood	24
	Toogoolawah	30

2010-11 (not including new recruits currently being processed)

Esk	11
Kilcoy	13
Lowood	18
Toogoolawah	26

2. *The equipment, if any, that the council provided the SES units.*

Response -

Council-supplied equipment allocated for SES use for the financial years in question is as shown below:

2009-10 Vehicles (4x 4 wheel drive Troopcarriers, 1x 4 wheel drive crew cab utility, 1x crew cab light truck)

Purpose-built facilities for training, operations and vehicles/equipment storage:

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Esk	Kilcoy	Lowood	Toogoolawah
18.3m x 12.2m steel frame (includes training room operations room, offices, store room, vehicle bay, kitchen and toilets/showers) – (SRC with EMQ subsidy)	18m x 12.5m steel frame (includes training room operations room, offices, store room, vehicle bay, kitchen and toilet/shower) – extensions due 2011-12 (SRC with EMQ subsidy)	18m x 12m steel frame (includes training room operations room, offices, store room, vehicle bay, kitchen and toilets/showers) – new 25.2m x 12m building almost completed (SRC with EMQ subsidy)	13m x 11m steel frame (includes training room operations room, offices, store room, vehicle bay, kitchen and toilet/shower) - (SRC with EMQ subsidy)
Fridges, freezer, stove and microwave oven (initially supplied by Social Club, subsequent replacements by Council)	Fridge, freezer, stove and microwave oven (initially supplied by Social Club, subsequent replacements by Council)	Fridges, freezer, stove and microwave oven (initially supplied by Social Club, subsequent replacements by Council)	Fridge, freezer, stove and microwave oven (initially supplied by Social Club, subsequent replacements by Council)

Office equipment (mobile phones, computers, printers, copiers, scanners, facsimile machines):

	Esk	Kilcoy	Lowood	Toogoolawah	SES Controller
Phone / landline	5 / 3 (SRC)	2 / 1 (SRC)	1 + Commander system / 3 (SRC)	1 / 2 (SRC)	
Facsimile machine / landline	1 / 1 (SRC)	1 / 1 (SRC)	1 / 1 (SRC)	1 / 1 (SRC)	
Mobile phone	1 (SRC)	1 (SRC)	1 (SRC)	1 (SRC)	2 (SRC)
Computer	4 (SRC)	4 (SRC)	3 (SRC)	2 (SRC)	
Laptop	2 (EMQ) 1 (Social club)	1 (SRC)	1 (SRC) 1 (EMQ)	1 (Social club)	1 (Social club)
Printer	1 (SRC) 1 (EMQ), 1 (donated)	2 (SRC)	1 (SRC) 1 (Social club)	2 (SRC)	
Copier	1 (SRC) 1 (donated)	1 (SRC)	1 (SRC)	1 (SRC)	

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Television monitor	1 (SRC)	2 (SRC) 1 (donated)	1 (SRC) 1 (Social club)	1 (SRC)	
Data projector	1 (Social club)	1 (Social club)	1 (Social club)	1 (Social club)	
Generator (sizes in kva)	1 x 1.0 (SRC) 1 x 5.0, 1 x 3.0, 1 x 2.5 & 1 x 2.2 (EMQ)	1 x 5.0 & 2 x 3.5 (EMQ) 2 x 0.75 (Social club)	1 x 5.0 & 3 x 2.5 (EMQ) 1 x 3.0 (donated)	1 x 0.5 (SRC) 1 x 5.0 & 1 x 2.5 (EMQ)	
Chainsaw / pole saw	1 (EMQ) / 1 (Social club)	2 (EMQ) / 1 (EMQ)	2 (EMQ) / 1 (Social club)	1 (EMQ), 1 (donated) / 1 (EMQ)	
Ladder	1 x ext'n (EMQ) 1 x step (SRC)	2 x ext'n (EMQ) 1 x step (SRC)	2 x ext'n (EMQ) 1 x step (donation)	1 x ext'n (EMQ) 1 x step (SRC)	
Lighting	3 x 500 twin & 4 x 500 single Halogen, 1 x 150 & 2 x 100 Portafood (SRC)	6 x 500w Halogen (SRC)	4 x twin Portafood (SRC) 5 x 1500w Halogen (Social club)	4 x 500 twin Halogen (SRC)	
Vehicle	1 x 4wd troopcarrier (SRC)	1 x 4wd crew cab utility & 1 x light truck (SRC)	2 x 4wd troopcarrier (SRC)	1 x 4wd troopcarrier (SRC)	
Trailer	1 x tandem & 1 x single (EMQ)	1 x single (EMQ)	1 x tandem & 1 x single (EMQ)	1 x tandem (SRC) 1 x single EMQ	
Boat	n/a	1 x 5.3m "flood truck" (EMQ)	1 x 5.3m "flood truck" (EMQ)	1 x 4.6m 'V' hull (EMQ)	
GPS units (hand-held)	6 (SRC)	6 (SRC)	7 (SRC)	3 (SRC)	
First aid equipment	Comprehensive kits supplied and maintained by EMQ				
General office equipment	Desks, chairs, filing cabinets and book cases supplied by SRC, Social clubs (some with EMQ subsidy)				

Sundry equipment (hand-tools, general rescue items & traffic control equipment)	Various quantities supplied by SRC and EMQ	
Storm damage equipment	Tarpaulins, rolls H/D plastic, ropes etc. supplied by EMQ	

2011 - 11 As for 2009-10.

3. Whether the council employed any staff in SES positions on a full-time basis or any other basis; and if so:

(a) The remuneration paid to each staff member; and

(b) A copy of each staff member's statement of responsibilities; or, if a statement does not exist, a description of each staff member's responsibilities.

Response -

Council employed staff in the SES position on a full-time basis: [REDACTED]

- a. Level 4.4 + 20% of the Local Government Officers Award 1998 and the Somerset Regional Council Officers Certified Agreement 2008 - \$77,030.40 per annum.

Please note: A new certified agreement for Somerset Regional Council is currently with the Industrial Relations Commission and once certified this rate will increase by 4%.

- b. Position Description

- Refer DVD - COMMISSION OF INQUIRY 2\05 BAIN SES 1621334.

4. A description of the roles or tasks which SES units in the council area generally performed.

Response -

Tasks undertaken by the 4 SES groups in Somerset Region for the financial years in question are as shown below, and are in keeping with the Unit's approved functions as agreed by SRC and EMQ:

2009-10 Land & water search ops, storm damage (temp. roof repairs / clear fallen trees), agency support (QPS & QFRS), water search, traffic control, flood operations (clean-up)

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2010-11 Storm damage (temp. roof repairs / clean-up), flood operations (rescue / evacuations [incl. medivacs] / sandbagging / resupply / clean-up), land & water search ops, traffic control, agency support (QPS & QAS)

5. *The form, amount and purpose of funding, if any, the Council provided to SES Units.*

Response -

Somerset Regional Council recorded the following operating and capital expenditure in relation to State Emergency Service activities during financial years 2009-2010 and 2010-2011:

Total expenditure - actual - operating and capital	\$ 173,582	\$ 396,808	\$ 570,390
Per capita expenditure (22,500 residents)	\$7.71	\$17.64	
Details	Actual 2009/2010	Actual 2010/2011	Total over 2 years
Costs of employing SES Coordinator	\$ 82,517	\$ 82,787	\$165,304
Running and holding costs of SES troop carriers and other plant	\$ 7,672	\$ 7,672	\$ 15,345
Running and holding costs of SES troop carriers and other plant	\$ 20,801	\$20,805	\$ 41,605
Running and holding costs of SES troop carriers and other plant	\$ 7,672	\$ 7,672	\$ 15,345
Running and holding costs of SES troop carriers and other plant	\$ 15,345	\$ 15,345	\$ 30,690
Mtce SES Equipment - not specific depot site	\$ 2,661	\$ 2,607	\$ 5,268
SES controller mobile phone	\$ 736	\$ 503	\$ 1,239
Maintenance and operating costs for printers, photocopiers and computers	\$ 658	\$ 9	\$ 667
Costs of maintaining pager network for all SES members per annum	\$ 504	\$ -	\$ 504
Security monitoring costs	\$ -	\$ 420	\$ 420
Insurance SES flood boats	\$ 1,472	\$ 1,571	\$ 3,043
Inspect SES lifting Equip	\$ 750	\$ -	\$ 750
Phone/ SES Pinder/0419677711	\$ 112	\$ 178	\$ 290

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Inspect SES electrical Equipment	\$ 365	\$ 936	\$ 1,301
Building Maintenance	\$ -	\$ 2,455	\$ 2,455
Quarterly electricity payment	\$ 1,463	\$ 1,612	\$ 3,075
Training Expenses - Esk	\$ 1,128	\$ 467	\$ 1,596
Treatment of building	\$ 1,960	\$ 243	\$ 2,203
Contingency allowance	\$ 468	\$ 703	\$ 1,170
Security monitoring costs - Esk	\$ 1,800	\$ 3,893	\$ 5,693
State Emergency Services telephone line - Esk depot	\$ 868	\$ 804	\$ 1,672
State Emergency Services telephone line - Esk depot	\$ 492	\$ 438	\$ 930
State Emergency Services telephone line - Esk depot	\$ 444	\$ 442	\$ 885
State Emergency Services telephone line - Esk depot	\$ 443	\$ 444	\$ 887
State Emergency Services mobile telephone - Esk group	\$ 673	\$ 744	\$ 1,417
Phone/8334299430ADSL	\$ 390	\$ 375	\$ 765
Quarterly electricity payment	\$,056	\$ 1,096	\$ 2,153
Training Expenses - Lowood	\$ 1,650	\$ 776	\$ 2,426
Treatment of building	\$ -	\$ 33	\$ 33
Contingency allowance	\$ 213	\$ 221	\$ 433
Security monitoring costs - Lowood	\$ 1,580	\$ 4,059	\$ 5,639
State Emergency Services telephone line - Lowood depot	\$ 524	\$ 507	\$ 1,031
State Emergency Services telephone line - Lowood depot	\$ 536	\$ 465	\$ 1,001
State Emergency Services telephone line - Lowood depot	\$ 895	\$ 936	\$ 1,830
State Emergency Services telephone line - Lowood depot	\$ 447	\$ 446	\$ 893

State Emergency Services mobile telephone - Lowood group	\$ 631	\$ 431	\$ 1,063
State Emergency Services mobile telephone - Lowood group	\$ 164	\$ 109	\$ 273
Phone/9001073530ADSL	\$ 578	\$ 375	\$ 953
Quarterly electricity payment	\$ 315	\$ 2,400	\$ 2,715
Training Expenses - Kilcoy	\$ 1,471	\$ 1,555	\$ 3,026
Treatment of building	\$ -	\$ -	\$ -
Minor Capital Equipment - Kilcoy	\$ 337	\$ 997	\$ 1,334
Alarm installed in 2009	\$ 420	\$ 315	\$ 735
Photocopier Charges (lease arrangement)	\$ 297	\$ -	\$ 297
Mobile phone - SES Kilcoy volunteer 2	\$ 260	\$ 239	\$ 498
Landline phone SES headquarters	\$ 562	\$ 574	\$ 1,136
Landline fax SES headquarters	\$ 681	\$ 639	\$ 1,320
Internet 8332749330SESKilcoy	\$ 512	\$ 374	\$ 887
ELEC69TaylorStKilcoySES	\$ 472	-\$ 472	\$ -
Quarterly electricity payment	\$ 653	\$ 929	\$ 1,582
Local volunteer brigades are trained at Council expense	\$ 1,097	\$ 281	\$ 1,378
Treatment of building	\$ 164	\$ 164	\$ 327
Contingency allowance	\$ 63	\$ 356	\$ 419
Quarterly monitoring by Ace Alarms	\$ 695	\$ 925	\$ 1,620
State Emergency Services telephone line - Toogoolawah depot	\$ 617	\$ 556	\$ 1,173
State Emergency Services telephone line - Toogoolawah depot	\$ 762	\$ 745	\$ 1,507
State Emergency Services telephone line - Toogoolawah depot	\$ 442	\$ 414	\$ 856
State Emergency Services mobile telephone - Toogoolawah group	\$ 759	\$ 417	\$ 1,176
Phone/8338559430ADSL	\$ 621	\$ 375	\$ 996

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Building maintenance - SES	\$ 109	\$ 51	\$ 160
Building maintenance - SES	\$ 332	\$ 147	\$ 479
Building maintenance - SES	\$ 70	\$ 108	\$ 178
Building maintenance - SES	\$ 513	\$ 95	\$ 607
Esk SES shed Termite Barrier	\$ 500	\$ -	\$ 500
Lowood SES relocation	\$ -	\$100,043	\$100,043
New Troop Carrier - Toyota SES	\$ -	\$ 61,036	\$ 61,036
Kilcoy SES upgrade	\$ 1,193	\$ -	\$ 1,193
New Troop Carrier - Toyota SES	\$ -	\$ 60,964	\$ 60,964

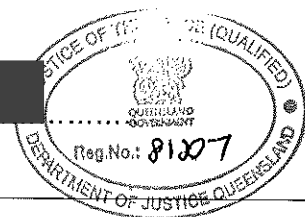
Somerset Regional Council received the following operating and capital funding from other levels of government in relation to State Emergency Service activities during financial years 2009-2010 and 2010-2011:

	Actual 2009/2010	Actual 2010/2011
Grants- Operating- State Emergency Service	\$ 6,500	\$ 6,500
Natural Disaster Resilience Program	\$ -	\$ 5,000
Total	\$ 6,500	\$ 11,500

Sworn by ROBERT BAIN at Esk this Seventh day of September 2011 in the presence of:

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Deponent

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Justice of the Peace



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POSITION DESCRIPTION
TECHNICAL OFFICER / SES CONTROLLER

Title: Technical Officer / SES Controller

Reports to: Manager Operations

Award: Queensland Local Government Officers' Award – 1998

Classification: Level 4

Incumbent: [REDACTED]

Position Objective:

To undertake the overall management of the Somerset Region SES Unit and disaster management functions; to provide technical input into the Plant Replacement Programme, signs and traffic matters; and oversee the application of the Quality Assurance System within the organisation.

Position Requirements:

(a) Experience/ Qualifications

- Qualifications to Advanced Diploma in a relevant field
- Formal qualifications in Quality Assurance is desirable
- Experience in Local government is desirable

(b) Knowledge

- Extensive knowledge of Quality Assurance practices
- Knowledge of State Emergency Service activities and the State Counter Disaster Organisation Act and Disaster Management
- Knowledge of traffic matters including Manual of Uniform Traffic Control Devices (MUTCD)
- Knowledge of fleet management practices is desirable
- Knowledge or the ability to quickly acquire knowledge of Microsoft Word, Microsoft Excel, MapInfo and other software programs

(c) Skills

- Well developed interpersonal and communication skills
- Excellent organisational and leadership skills
- Ability to operate auxiliary equipment including personal computers, printers, photocopiers, facsimile machine, telephone, etc.

(d) Additional Requirements

- Current Open Queensland Drivers Licence - unrestricted

Responsibilities:

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- To facilitate the wide implementation and maintenance of Council's Quality Assurance System.
- To manage all aspects of the State Emergency Service (SES) function including administration, training and operational tasks, and liaise with local and district disaster management groups on disaster management issues.
- To ensure appropriate selection of traffic signage in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
- To update and maintain the plant replacement program including involvement with selection and assessment of plant and procurement / disposal process.
- To update and maintain property numbering system and road register / naming system.
- Respond to range of issues as received through InfoXpert system in a timely manner.
- To participate with and support the Operations team.
- Other duties as delegated by the Manager Operations and/or Chief Executive Officer that will assist the Operations Department in reaching the Council's objectives as detailed in the Corporate and Operational Plans.

*Performance / Skill Standards:**Accountability*

- Accountable to the Manager Operations

Extent of Authority

- Freedom to act within established guidelines and procedures.
- Assistance is available when problems occur.

Performance Standards

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Manager Operations recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate, and including Council policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed time frames.
- Active participation in planning and recommending possible ways in which allocated tasks can be
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

Prepared/Reviewed by:

Human Resources Coordinator

Date Prepared/Reviewed:

8 September 2010

Manager's Signature:

Date:/...../.....

Incumbent's Signature Indicating
Acceptance of Content:

Date:/...../.....