

Council Chambers
Cnr Prairie & Kroombit Streets
Biloela Qld 4715

All Correspondence to
Chief Executive Officer
PO Box 412
Biloela Qld 4715

Phone 07 4992 9500
Fax 07 4992 3493
enquiries@banana.qld.gov.au
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Your Reference: 1621073

Our Reference: RG:jlq (ES 4.1)

Contact:

14 September 2011

Justice C E Holmes
Commissioner
Queensland Floods Commission of Inquiry
GPO Box 1738
Brisbane Qld 4001

Dear Commissioner

Re: Banana Shire Council State Emergency Service

The State Emergency Service (SES) within the Banana Shire comprises the following:

- Biloela Group – 19 active members;
- Moura Group – 22 active members plus a Cadet Unit;
- Theodore Group – 7 active members;
- Taroom Group – 14 active members;
- Wowan/Dululu Group – 5 active members;
- Baralaba Group – inactive at this time.

The Council provides each group with a vehicle and shed. In addition, Council maintains all plant and equipment except PPE.

The role of the SES Shire Controller is not a Council position, but attracts an annuity of \$5,000 per year. The current roles and responsibilities of this position are those provided by Emergency Management Queensland and included as Attachment A.

Functions performed by the SES include:

- Agency Support;
- Flood boat operations;
- Land Search;
- Storm Damage;
- Traffic Management;
- Community Education;
- Equipment maintenance; and
- Recruitment.

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The Council's budget for the SES units in the financial year 2011/12 includes:

- Operational expenditure of \$60,000;
- Capital expenditure of \$195,000.

Should you require further assistance in relation to this matter, please do not hesitate to contact [REDACTED], SES Shire Controller, on [REDACTED].

Yours sincerely,

[REDACTED]
CHIEF EXECUTIVE OFFICER

Attachment A: Department of Community Safety Position Description: Shire Controller

DEPARTMENT
of COMMUNITY
SAFETY



role DESCRIPTION

Role Title: Local Controller

Classification: Honorary Position

Date of Review: [Month, Year]

EMQ Region/Area: []

SES Unit: []

SES Group: []

Contact Officer: [Name , Position]
[Phone / Email]

Special Conditions: []

Vacancy Reference Number: []

Closing Date: [/ /]

YOUR OPPORTUNITY

To lead and manage a State Emergency Service (SES) Unit within the framework of the *Disaster Management Act 2003* and the policies and procedures of Emergency Management Queensland (EMQ) for the performance of the functions and activities of the SES Unit.

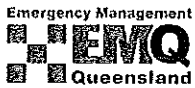
WE ARE SEEKING APPLICANTS:

- Who are community minded,
- Who achieve results,
- Who cultivate productive working relationships and communicate with influence,
- Who are prepared to contribute to the ongoing development of a professional volunteer emergency service organisation, and
- Who exemplify personal drive and integrity.

ARE YOU THE RIGHT PERSON FOR THE JOB?

Highly Desirable Requirements

- At least three (3) years experience as a member of a State or Territory Emergency Service.



YOUR DUTIES/RESPONSIBILITIES:

- Manage the SES Unit response to disaster and emergency operations.
- Maintain the operational effectiveness of the SES Unit by ensuring --
 - It's members have the necessary skills to competently perform their roles within the SES Unit;
 - It's equipment is maintained in appropriate condition; and
 - It performs its functions and other activities in a way that is consistent with Department of Community Safety (DCS), Emergency Management Queensland (EMQ) and local government policies and procedures about the performance of the functions.
- Manage and administer the SES Unit in compliance with approved instructions, directives and policies issued by the DCS Director-General, the EMQ Executive Director and/or local government.
- Sound financial management of the SES Unit.
- Managing the selection process, in conjunction with the EMQ Area Director and local government, for key executive positions within the SES Unit and Groups.
- Provide for the training of SES members, and other volunteers in counter disaster and incident related roles in accordance with current training policies, procedures and requirements.
- Develop public relations and education programs at local community level.
- Where applicable, support Emergency Services Cadet Groups and participate as a member of the Local Cadet Advisory Committee.
- Maintenance and security of equipment on issue or loan to the SES Unit.
- Ensure the effective management and maintenance of allocated communications systems to meet operational requirements.
- Perform other duties as directed by the EMQ Executive Director or delegate.

ASSESSMENT CRITERIA:

You will be assessed on the basis of experience and capability in the following:

1	Demonstrated knowledge of, or the ability to rapidly acquire a knowledge of, the Queensland Disaster Management System
2	Demonstrated ability to lead and manage a team in high pressure situations involving quality decisions, working under operational conditions, requiring accuracy and judgement
3	Demonstrated ability in the application of planning, resource management, and budgeting, and time management skills applicable to a volunteer organisation.
4	Highly developed written and oral communication skills, including the ability to develop and maintain effective relationships and networks involving volunteer, local government and community groups
5	Knowledge of, and demonstrated commitment to, the principles and practices of employment equity, ethical behaviour and conduct, workplace health and safety issues, and ethos of volunteers and voluntary organisations

ADDITIONAL INFORMATION:

- Reporting Relationships – this position reports to the EMQ Area Director.
- This position is an honorary position for an initial appointment term of 3 years and is subject to periodic performance reviews.
- On appointment to this position a probationary period of 6 months will apply.
- Applicants must be prepared to undertake appropriate SES training modules identified within the SES Training Framework for this position.
- Want to know more? Contact the EMQ Area Office for an Applicant Information Kit (Ph: 07)