

TITLE

C 170 STATE EMERGENCY SERVICE

DEPARTMENT

Corporate Services

POLICY DIRECTIVE

To provide a policy on the operations for the State Emergency Service on King Island in accordance with the *Emergency Management Act 2006*.

King Island Council recognises its legal obligation under the *Emergency Management Act 2006* and will commit to:

- Providing a Municipal Emergency Management Coordinator and a Deputy Municipal Emergency Management Coordinator.
- Undertake to locate a suitable replacement to either position within a reasonable time of being notified of a resignation from the position.
- Maintain and review a Municipal Emergency Management Plan for the municipality in consultation with the Municipal Emergency Management Coordinator and the Regional Controller and in accordance with the *Act*.
- Raise and maintain a local volunteer unit in consultation with the Director of Emergency Services.
- Reimburse the volunteer unit manager for reasonable expenses incurred in that role at the discretion of the General Manager.
- To develop and maintain a *Memorandum of Understanding* with the State Emergency Service defining the responsibilities of both the SES and Council in the provision and maintenance of the Volunteer SES Unit on King Island.

HISTORY

Council Resolution No 363/03 adopted at the Ordinary Meeting of Council on 16 September 2003.

Council Resolution No 29/09 revising policy at the Ordinary Meeting of Council on 17 February 2009.

POLICY

BACKGROUND

An initial Partnership Agreement between the Tasmania State Emergency Service and King Island Council was signed in October 2004 and expired in February 2008. This Partnership Agreement covered –

- Roles and Functions of the Unit
- SES Operational Vehicles
- Road Crash Rescue (RCR) Equipment
- General Rescue Equipment
- SES Radio Communication Equipment
- SES Volunteer Personal Protective Equipment and Uniforms
- SES Volunteer Training Support
- SES Unit Facilities
- SES Unit Recurrent Operational Costs
- SES Unit Reporting

A *Memorandum of Understanding (MOU)* covering a period of three (3) years from 1 December 2008, has been negotiated between Tasmania State Emergency Service and Council. The purpose of the *MOU* is to define the responsibilities of both the SES and KIC solely in relation to the provision and maintenance of the volunteer SES unit at Currie.

The development of these Terms of Reference is to clearly define the responsibilities of the King Island SES Unit and Council within the parameters of the *MOU* and to compliment the operational procedures necessitated by the partnership arrangements between Council and the local SES Unit members.

OPERATING RULES

1. The King Island State Emergency Service Unit will operate as a special committee of the King Island Council under the *Local Government Act 1993*.
2. The Group will:
 - Provide advice to the Council on matters concerning strategic direction and planning for the Unit and on matters relating to core SES business and activity;
 - Provide a framework for financial accountability for the Unit;
 - Liaise with the general community to promote the activities of the SES.
3. Membership of the KI SES Unit Committee will consist of :
 - General Manager - KI Council (or their representative)
 - KI SES Unit Manager
 - KI SES Deputy Unit Manager
4. The Committee is to meet quarterly. Copies of the Minutes of meetings are to be submitted to Council within 14 days of the meeting.
5. The Group is permitted to hold a bank account in the name of “King Island Emergency Service Unit”. No salaries or wages are to be paid from this account. The Unit Manager will be the nominated Purchasing Officer for the Unit.
6. Signature on the bank account is to be any two of the following nominated signatories being the Unit Leader, Deputy Unit Manager, any delegated senior Unit officer and the General Manager, King Island Council.

7. The Committee is to provide a financial report at each meeting and this is to be included in the minutes.
8. An Annual Financial Report is to be provided to the Director of Corporate Services by 31 July each year. This should include an up to date Assets Register for Insurance purposes.
9. The SES Unit Manager is the only person authorised to make any public comment or issue media statements on behalf of the Unit.