

MEMORANDUM OF UNDERSTANDING

A Partnership for the Management and Support of the State Emergency Service

BETWEEN

THE STATE OF QUEENSLAND

acting through the Queensland Fire and Emergency Services

AND

PALM ISLAND ABORIGINAL SHIRE COUNCIL

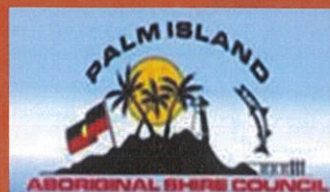


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1. Introduction

- 1.1. The Queensland State Emergency Service (SES) is a community-based, volunteer emergency service supported by both the State Government, through Queensland Fire and Emergency Services (QFES), and PIASC, hereinafter referred to as “the Parties”.
- 1.2. The SES plays a vital part in Queensland’s disaster management system helping communities prepare for, respond to and recover from an event or disaster along with providing assistance to other emergency services.
- 1.3. A sustainable and skilled volunteer workforce is essential to meet the increasing demand for support as a result of more frequent and severe disasters, as well as the changing needs and expectation of the community itself.

2. Background

- 2.1. The SES plays an integral role in supporting PIASC disaster response capability prescribed in *Disaster Management Act 2003* (Qld) section 80 (1) (a).
- 2.2. The establishment, roles and responsibilities of the Queensland SES are set out in Chapter 4 of the *Fire and Emergency Services Act 1990* (Qld) (the Act).
- 2.3. Section 140 of the Act provides that the commissioner may enter into an agreement with a PIASC that sets out the responsibilities of each Party in relation to the SES in the PIASC area.
- 2.4. The Queensland Floods Commission of Inquiry Final Report (March 2012) and the Police and Community Safety Review Final Report (August 2013) highlighted the importance of executing agreements to provide both Parties clarity on the management and support arrangements for the SES.
- 2.5. The Parties recognise changes to the *Disaster Management Act 2003*, specifically the relocation of the SES from the *Disaster Management Act 2003* to the *Fire and Emergency Services Act 1990* (the Act), and the establishment of QFES as a department being the primary provider of fire and emergency services in Queensland.
- 2.6. This Memorandum of Understanding (MOU) has been developed in collaboration with the Inspector General Emergency Management (IGEM) Disaster Management Officers Network Project State Working Group & Palm Island Aboriginal Shire Council.

3. Purpose

- 3.1. This MOU establishes the collaborative approach between QFES and PIASC for the management and support of the SES to ensure the delivery of an effective emergency service that contributes to a safer more resilient community. It builds on the Parties existing commitment to the SES, recognise the history of shared responsibility and the importance of a continued strong partnership.
- 3.2. This MOU sets out the framework for both Parties, additional to that which is stated or implied in the Act, and further defined in QFES doctrine and policies.
- 3.3. Both Parties seek from this MOU:

- i. **Collaboration:** a collaborative approach to the shared administration of Chapter 4 Part 1 of the Act, in respect of the SES.
 - ii. **Cooperative partnership:** an understanding of the roles, responsibilities and obligations of the Parties.
 - iii. **Service delivery:** a contemporary volunteer emergency service that strengthens community capability.
 - iv. **Value for money:** the cost-effective use of resources devoted to the management and support of the SES.
 - v. **Accountability:** integrated and informed regulatory and decision making processes.
 - vi. **Efficiency:** avoid duplication and conflict between the provision of services.
 - vii. **Transparency:** information sharing in the context of their agreed roles in relation to the SES.
- 3.4. Any prior obligation, whether financial or otherwise, of either Party, shall continue in the same manner as was the case prior to this MOU.
- 3.5. This MOU does not constitute or create any legally binding or enforceable obligations on the part of either Party.
- 3.6. The Parties are expected to act in good faith at all times during the term of this MOU.

4. Commencement and Duration

- 4.1. The MOU will commence the date both Parties have signed and remain valid for a period of three (3) years or until clause 10 or 12 are invoked.

5. Roles and Responsibilities

- 5.1. These roles include the obligations of the parties under the provisions of the current legislation.
- 5.2. The parties jointly agree to:
- i. Recognise supporting the SES is a shared goal that strengthens community capability and provides for an effective emergency service;
 - ii. Acknowledge the roles and responsibilities of the SES are prescribed by the Act, QFES doctrine and policies and PIASC policies;
 - iii. Ensure the other PIASC is consulted regarding matters concerning the SES which may impact the other Party;
 - iv. Acknowledge the Parties' shared roles and responsibilities in the provision and effective use of resources for equipment, training, administration, operations and other matters relevant to SES;
 - v. Acknowledge each Party has an obligation to provide funding for activities and functions related to the SES;
 - vi. Acknowledge Local Controllers are responsible to ensure their unit functions efficiently and effectively;

- vii. Work to sustain optimum levels of membership to maintain the agreed functions of SES groups in PIASC areas;
- viii. Acknowledge the activation, tasking and deployment of the SES is a shared arrangement between the PIASC, state agencies and QFES;
- ix. Ensure the most efficient and effective use of SES resources during activations and deployments for disasters, major emergencies and significant incidents;
- x. Promote open and inclusive communication and maintain cooperative and supportive working relationships with SES members, QFES staff and PIASC council staff;
- xi. Work together to complete a local arrangements document (Schedule A) that details how the principles in this MOU are to be implemented; and
- xii. Acknowledge that QIT+ Guardian Control Centre is an agent of PIASC to provide incident management software and integration processes.

5.3. Queensland Fire and Emergency Services agrees to provide the following support:

5.3.1 Appointments

- i. Recruit and appoint people to be an SES member in accordance with s.132 (1) and (2) of the Act;
- ii. Appoint Local Controllers in accordance with s.134 (1) of the Act; and
- iii. Undertake a merit based recruitment and selection process to appoint other SES Executives.

5.3.2 Human Resource Management and Support

- i. Define the roles and responsibilities of Local Controllers, SES Executives and SES members.
- ii. Provide human resource management and support for SES members.
- iii. Support SES Executives to perform their roles;
- iv. With the exception of PIASC employed Local Controllers, undertake disciplinary actions in relation to SES members in accordance with QFES doctrine and policy and where required, provide advice to PIASC; and
- v. Implement and monitor recruitment and retention initiatives.

5.3.3 Functions

- i. Determine and agree, in consultation with PIASC, the functions for all SES groups within the PIASC area in accordance with s.138 of the Act; and
- ii. Inform the unit and PIASC of the agreed functions of each SES group in accordance with the s.139 of the Act (refer Schedule A).

5.3.4 Operational Arrangements

- i. Provide a common point of contact for use by the community to contact the SES - currently 132500;
- ii. Provide a consistent tasking and management system for use by the SES - currently SES Task and Management System (TAMS);

- iii. Support Local Controllers to manage responses when the volume of tasking exceeds the local capacity for events;
- iv. Appoint an SES Coordinator if a disaster goes beyond the capacity or capability of the SES in the PIASC area in accordance with s.136 of the Act; and
- v. Coordinate, support and manage SES deployments including transport, accommodation and logistics arrangements.

5.3.5 Fleet

- i. Register and comprehensively insure SES vehicles;
- ii. Provide vehicle livery and emergency lighting for official SES vehicles;
- iii. Provide and register SES flood boats to the requisite standard required;
- iv. Provide and register trailers to the requisite standard required; and
- v. Register caravans and other approved items of equipment requiring registration.

5.3.6 Operational Equipment

- i. Provide uniforms, personal protective clothing and equipment to the requisite standard required for the agreed functions;
- ii. Provide and maintain radio communication equipment and systems;
- iii. Ensure any equipment provided by QFES or acquired through grants and/or sponsorship, meets all technical and safety requirements as per QFES doctrine and policy; and
- iv. Ensure consultation occurs with the receiving PIASC where items being provided have a value greater than \$5,000 and/or impose ongoing costs and/or specialist servicing.

5.3.7 Information Technology

- i. Provide technology devices and connectivity to ensure requests for SES assistance are responded to and activity data is timely and accurate; and
- ii. Provide software solutions to support SES operations and activities; currently TAMS, Nexus, Office 365 (Enterprise 1) and the SES Volunteer Portal.

5.3.8 Training

- i. Maintain a training framework including standards, packages, equipment and support materials, to ensure SES members are trained and competent to perform their agreed functions;
- ii. Ensure the timely approval, delivery and processing of training to SES groups; and
- iii. Maintain Registered Training Organisation (RTO) status.

5.3.9 Doctrine and Policy

- i. Develop and maintain current QFES doctrine and policy to provide direction and guidance to the SES for safe, effective and efficient service delivery to the community in accordance with s.131 of the Act;

- ii. Consult with SES Executives and PIASC during doctrine and policy development and review; and
- iii. Ensure QFES doctrine and policy is accessible to all PIASC and SES groups.

5.3.10 Workplace Health and Safety and Duty of Care

- i. Ensure the SES performs its functions safely and effectively in accordance with the s.131(c)(ii) of the Act;
- ii. Minimise the risks to SES members in regard to their health and safety as a result of performing their functions;
- iii. Ensure SES members are trained, competent and equipped to perform their functions;
- iv. Provide workers compensation and rehabilitation for all SES members; and
- v. Provide psychological and workplace health and safety support.

5.3.11 Financial Support

- i. Provide financial support to the SES through the provision of:
 - a. An annual recurrent subsidy to PIASC to assist with the costs associated with the operation of the SES;
 - b. An annual 'out of pocket' allowance to SES Executives to off-set the expenses they incur carrying out their duties; and
 - c. A non-recurrent subsidy program to assist PIASC with the provision of facilities, vehicles and office equipment.

5.4. PIASC agrees to provide the following support:

5.4.1 Appointments

- i. Nominate a person to undertake the role of Local Controller, including acting positions during temporary absences, in accordance with s.134 (2) of the Act; and
- ii. Participate in the selection process for SES Executives in accordance with QFES doctrine and policy.

5.4.2 Human Resource Management and Support

- i. Support SES Executives to perform their roles.

5.4.3 Operational Arrangements

- i. Provide a disaster response capability for the PIASC area to effectively deal with an emergency situation or disaster in accordance with the *Disaster Management Act 2003* (Qld) s. 80 (1) (a).

5.4.4 Facilities and Services

- i. Palm Island SES facilities are currently maintained and operated by QAS and any amendments to these arrangements will be a negotiation with PIASC & QAS
- ii. Provide and maintain facilities and services appropriate to the agreed functions of the SES group;

- iii. Provide a safe and secure environment for the storage of SES fleet and equipment; and
- iv. Insure facilities and contents including fixtures, fittings and relevant equipment.

5.4.5 Fleet

- i. Provide, or grant access to, vehicle(s) appropriate for the agreed functions of the SES group;
- ii. Coordinate and meet the ongoing maintenance, repairs and operational costs of vehicles, flood boats and trailers;
- iii. Insure agreed flood boats and trailers; and
- iv. Dispose of SES fleet in accordance with QFES doctrine and policy and PIASC policy.

5.4.6 Operational Equipment

- i. Coordinate and meet the ongoing maintenance, repairs and operational costs of equipment in accordance with manufacturer's instructions, QFES doctrine and policy and PIASC policy;
- ii. Consult with QFES on the acquisition and replacement of equipment not provided by QFES;
- iii. Consult with QFES on the proposed introduction of any non-standard equipment; and
- iv. Dispose of equipment in accordance with QFES doctrine and policy and local council policy.
- v. QFES Doctrine : <https://qfes.sharepoint.com/sites/gateway/policy/Pages/SES-Table-of-Contents.aspx>

5.4.7 Information Technology

- i. Provide access to technology devices, data systems and connectivity links.

5.4.8 Workplace Health and Safety and Duty of Care

- i. Ensure facilities, fleet and equipment used by the SES are maintained in line with manufacturer's instructions, QFES doctrine and policy and PIASC policy.

6. QFES Doctrine and Policy

- 6.1. The Parties agree to comply with the QFES doctrine and policy. If inconsistency arises between QFES doctrine and policy and PIASC policy the Parties will work together to resolve the issue.
- 6.2. In the event of any inconsistency between these documents and the MOU, the QFES doctrine and/or policy will prevail.

7. Intellectual Property

- 7.1. Unless expressly provided, nothing in this MOU has the effect of transferring any intellectual property owned or created by either Party, to the other Party.

8. Confidential Information

- 8.1. The Parties agree unless expressly authorised in writing by the other Party or required by law, confidential information will not be disclosed to any third party.
- 8.2. The Parties understand they are bound by privacy laws applicable to them in their respective jurisdictions.

9. Costs

- 9.1. The Parties agree expenses associated with the implementation of this MOU and compliance with legislative requirements remains the responsibility of each Party.
- 9.2. Should costs be incurred that are otherwise not considered by this MOU or the legislative provisions the responsibility for these costs will be subject to negotiation between the Parties.

10. Review and Variation

- 10.1. The MOU may be varied by agreement between the Parties in writing.
- 10.2. It will be sufficient evidence of any agreement to vary a schedule to the MOU if the Parties execute and date a document purporting to be a substitute schedule.
- 10.3. The Parties agree to review the content of the MOU 12 months from the commencement date, and thereafter annually on the anniversary of the initial review, or at such other time as may be agreed by the Parties.

11. Dispute Resolution

- 11.1. A dispute will have arisen when either Party gives notice in writing to that effect to the other.
- 11.2. In the event of a dispute arising, the Parties through their nominated representatives agree to meet at a mutually convenient time and place to discuss resolution within 14 days from the written notice.
- 11.3. If the Parties are unable to resolve a dispute, the matter will be referred to the Chief Executive or delegate of each party.

12. Termination

- 12.1. Either party may, at any time, withdraw from this MOU without legal consequence by providing 30 days written notice to the other party.

13. Relevant Documents

Schedule A to the MOU between the QFES and PIASC

Disaster Management Act 2003

Fire and Emergency Services Act 1990

Local Disaster Management Plan

QFES Doctrine and Policies

State Rescue Policy (under review)

Palm Island Aboriginal Council Policies and Procedures

14. Definitions

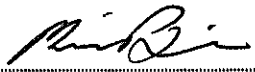
Word or phrase	Definition
Delegate	A person authorised to represent others.
Disaster	A serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the State and other entities to help the community to recover from the disruption.
<i>Disaster Management Act 2003 (Qld)</i>	An Act to provide for matters relating to disaster management in the State, and for other purposes.
Disaster Management	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering a disaster.
Disaster response capability	The ability to provide equipment and a suitable number of persons, using the resources available to the PIASC, to effectively deal with, or help another entity to deal with, an emergency situation or disaster in the PIASC area.
<i>Fire and Emergency Services Act 1990 (Qld)</i>	An Act to establish the Queensland Fire and Emergency Service, to establish a fund for particular purposes, to provide for the prevention of and response to fires and emergency.
LDCC	Local Disaster Coordination Centre. A centre established at a PIASC level as a centre of communication and coordination during times of disaster.
LDMG	Local Disaster Management Group. The group established under the <i>Disaster Management Act 2003 (Qld)</i> to manage disaster planning and operations on behalf of the PIASC.
Local Government	PIASC that is responsible for the good rule and local government of a part of Queensland <i>Local Government Act 2009 (Qld)</i> . For the purpose of this document referred to as PIASC.
LGA	PIASC. A part of Queensland that is governed by <i>PIASC Local Government Act 2009 (Qld)</i> .
Local Council	PIASC Palm Island Aboriginal Shire Council
Management	The process of dealing with or controlling things or people. In the case of this MOU a consultative process between QFES and PIASC to determine a desired outcome or objective.
QIT+ Guardian Control Centre	A computer based program which assists to facilitate disaster response strategies for local councils.
QFES	Queensland Fire and Emergency Services. A department under the <i>Public Service Act 2008</i> . QFES is the primary provider of fire and rescue, emergency management and disaster mitigation programs and services throughout Queensland, and includes Fire and Rescue, Emergency Management, Rural Fire Service and the State Emergency Service.
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.
SES	State Emergency Service established under s.129 of the <i>Fire and Emergency Services Act 1990 (Qld)</i> .
SES equipment	Equipment provided by QFES and/or PIASC to be used by the SES to undertake their agreed functions. Including but not limited to: <ul style="list-style-type: none"> - Flood Boat Safety Equipment - General Response Equipment - Incident Management Equipment - Vertical Rescue Equipment - Road Crash Rescue Equipment - Storm Equipment - Traffic Management Equipment - Working Safely at Heights Equipment

Word or phrase	Definition
SES Executive	An SES member who is appointed as a Local Controller, Deputy Local Controller or Group Leader.
SES function	A function of the SES under s.130 of the <i>Fire and Emergency Services Act 1990</i> .
SES Group	Physical location of a group of SES members that provides SES services within a PIASC area.
SES member	A person who is appointed as an SES member s.132 (1) of the <i>Fire and Emergency Services Act 1990</i> .
SES Unit	A geographical location containing one or more SES Groups. These Units regularly align with PIASC areas.
Support services	A type of assistance or resource providing help to a particular group of people, especially as provided by PIASC. In the case of this MOU will include administration, human resource and financial management, logistics and maintenance.

Signed by the Parties on the dates set out below:

.....
Signed by Andrew Short
Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services

Dated: / /
.....


.....
Signed by
Michael Bissell
Chief Executive Officer
Palm Island Aboriginal Shire Council

Dated: 1/12/2022
.....

.....
Acknowledged by Local Controller
Palm Island Aboriginal Council State Emergency Service Unit
State Emergency Service

Dated: / /
.....

SCHEDULE A

LOCAL ARRANGEMENTS

Memorandum of Understanding

BETWEEN

THE STATE OF QUEENSLAND

acting through the Queensland Fire and Emergency Services

AND

Palm Island Aboriginal Shire Council

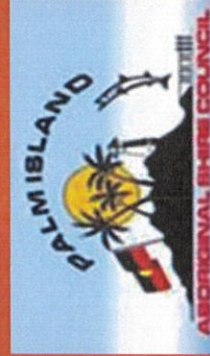


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1. Introduction

- 1.1 The Local Arrangements between Queensland Fire and Emergency Services (QFES) and Palm Island Aboriginal Shire Council (PIASC) hereinafter referred to as “the Parties”, builds on the Memorandum of Understanding (MOU) between the Parties.
- 1.2 These local arrangements take into account functions accorded to local government areas, local hazards and the capability and capacity of each of the Parties.

2. Functions

- 2.1. As determined by QFES, in consultation with PIASC, the functions of the SES groups in the PIASC area are:

Group Name	Agency Support	Flood Boat Response	Incident Management	Road Crash Rescue	Search	Special Rescue	Storm Damage Operations	Traffic Management	Vertical Rescue
Palm Island	X			X	X		X	X	

3. Operational Arrangements

- 3.1. The SES will be tasked and commanded by the Local Controller.
- 3.2. QFES will provide coordination and support to the Local Controller as necessary.
- 3.3. When Stood Up, the Local Disaster Management Group (LDMG) will typically set priorities for the event/s;
- 3.4. If a disaster exceeds the capability or capacity of the SES in the local government area and an SES Coordinator appointed, in accordance with s.137 of the Act, they will:
 - i. Coordinate the performance of SES functions in the local government areas for which they have been appointed in circumstances where SES resources are made available within the PIASC areas from outside the local government areas;
 - ii. Provide advice to Local Controllers about:
 - a. SES functions.
 - b. Managing the safety and fatigue of the members; and
 - c. Logistical and financial matters.
 - iii. Perform other functions agreed between the SES Coordinator and the Local Disaster Coordinator;
 - iv. Have regard to:
 - a. The advice of the Local Disaster Coordinator; and
 - b. Any applicable disaster management plans.
- 3.5. For agency requested activations:
 - i. The requesting agency will be responsible for costs, such as food and accommodation, specific to the event;
 - ii. PIASC retains the right to negotiate cost recovery for costs such as fuel, maintenance and repairs incurred as a result of the request for assistance, if they choose so;
 - iii. This will also apply if the SES responds to another Local Council area; and
 - iv. If this response is at the request of QFES, QFES accepts responsibility for all such costs incurred in relation to such deployments, including but not limited to any necessary repairs and maintenance.
- 3.6. For activated "DRFA" or "SDRA" events:
 - i. PIASC will include all eligible costs for repair and maintenance of equipment used during an SES response, and the replacement of equipment not provided by QFES in their DRFA/SDRA claim; and
 - ii. QFES will include all eligible costs incurred relating to the replacement of equipment used during an SES response and provided by QFES in their DRFA/SDRA claim.

Schedule A Local Arrangements between Queensland Fire and Emergency Services and Palm Island Aboriginal Shire Council

OPERATIONAL ARRANGEMENT DIAGRAMS
(Under development)

4. Facilities and Services

- 4.1. PIASC is responsible for providing accommodation and services appropriate to the agreed functions of the SES groups.
- 4.2. The current facilities that SES are operating from is owned and maintain by QAS and not council, forward planning and negotiation of facilities and associated costs will be negotiated with QAS and PIASC.
- 4.3. The facilities to support SES operations and activities are: (These facilities are currently owned and maintained by QAS)

Group Name	Headquarters or Depot	Location
Palm Island Unit	Headquarters	479 Wallaby Point Road, Palm Island, QLD 4816

Note:

- 1. Local councils can apply to QFES through the SES Non Recurrent Grant Program for a grant to assist with the provision of suitable accommodation. QFES does not guarantee the success or otherwise of such applications.

Schedule A Local Arrangements between Queensland Fire and Emergency Services and Palm Island Aboriginal Shire Council

4.4. Responsibilities for facilities and services are in accordance with the following:

	QFES	Local Council	Additional Information
Maintenance and Repairs			Currently maintain by QAS, Not Council within this current MOU
Grounds Maintenance			Currently maintain by QAS, Not Council within this current MOU
Security			Currently maintain by QAS, Not Council within this current MOU
Insurance – Facility and Contents			Currently maintain by QAS, Not Council within this current MOU
Electricity			Currently maintain by QAS, Not Council within this current MOU
Telephone			Currently maintain by QAS, Not Council within this current MOU
Council Rates and Associated Charges			Currently maintain by QAS, Not Council within this current MOU
Office Equipment		✓	Currently maintain by QAS / However Computer Equipment is being supplied by PIASC 2022
Consumables		✓	Includes paper, printer cartridges and stationery. -

Note:

1. The parties will consult and negotiate acceptable arrangements for shared facilities and reference under Section 8 Special Conditions.

5. Fleet

- 5.1. The fleet items currently in service and provided for SES operations and activities are detailed in Annex A.
 5.2. Responsibilities for fleet items are in accordance with the following:

	QFES	Local Council	Additional Information
Vehicles			
Provision and Replacement ¹		✓	Not currently schedule 2022
Ownership		✓	Not currently schedule 2022
Registration	✓		Not currently schedule 2022
Insurance	✓		Not currently schedule 2022
Maintenance and Repairs ²		✓	Not currently schedule 2022
Operational Costs ²		✓	Not currently schedule 2022
Disposal		✓	Not currently schedule 2022
Flood Boats			
Provision and Replacement	✓		No Boats are currently scheduled 2022
Ownership		✓	No Boats are currently scheduled 2022
Registration	✓		
Insurance		✓	No Boats are currently scheduled 2022
Maintenance and Repairs ²		✓	No Boats are currently scheduled 2022
Operational Costs ²		✓	No Boats are currently scheduled 2022
Disposal		✓	No Boats are currently scheduled 2022
Trailers			
Provision and Replacement	✓		No Trailers are currently schedule 2022
Ownership		✓	No Trailers are currently schedule 2022
Registration	✓		No Trailers are currently schedule 2022
Insurance		✓	No Trailers are currently schedule 2022
Maintenance and Repairs ²		✓	No Trailers are currently schedule 2022

Schedule A Local Arrangements between Queensland Fire and Emergency Services and Palm Island Aboriginal Shire Council

	QFES	Local Council	Additional Information
Operational Costs ²		✓	No Trailers are currently schedule 2022
Disposal		✓	No Trailers are currently schedule 2022

Note:

1. Local councils can apply to QFES through the SES Non Recurrent Grant Program for a grant to assist with the purchase of a suitable vehicle. QFES does not guarantee the success or otherwise of such applications.
2. If resources are deployed outside of the local council area at the request of QFES, QFES accepts responsibility for all such costs incurred in relation to such deployments, including but not limited to any necessary repairs and maintenance. This includes authorised training activities.

6. Operational Equipment

- 6.1. The operational equipment currently in service and provided for SES operations and activities is detailed in Annex B.
 6.2. Responsibilities for operational equipment items are in accordance with the following:

	QFES	Local Council	Additional Information
Operational Response Equipment			
Provision and Replacement	✓		
Ownership		✓	
Maintenance and Repairs		✓	
Operational Costs		✓	
Disposal		✓	
Road Crash Rescue Equipment			
Provision and Replacement	✓		
Ownership	✓		
Maintenance and Repairs	✓		
Operational Costs	✓		
Disposal	✓		
Communications Equipment			
Provision and Replacement	✓		
Ownership	✓		
Maintenance and Repairs	✓		
Disposal	✓		
Uniforms, Personal Protective Clothing and Equipment			
Provision and Replacement	✓		
Ownership	✓		

Note:

- Any operational equipment purchased for, or donated to, an SES group must meet the requirements of QFES doctrine and policy and local council policy.
- With the exception of communications equipment all operational equipment becomes the property of the local council. This includes equipment purchased by an SES support groups.

7. Information Technology

- 7.1. Information technology devices currently in service and provided for SES operations and activities are detailed in Annex C.
 7.2. Responsibilities for information technology are in accordance with the following:

	QFES	Local Council	Additional Information
Provision and Replacement		✓	Council supplied Laptop
Ownership		✓	Council supplied Laptop
Maintenance and Repairs		✓	Council supplied Laptop
Internet Access		✓	Maintained by QAS in facilities
Mobile Phones and Pagers		✓	Not applicable
IT Support	✓		
<ul style="list-style-type: none"> - TAMS - Nexus - Office 365 (Enterprise 1) - SES Volunteer Portal 			
IT Support		✓	Basic Windows package assigned to council supplied Laptop as per 4.4
TAMS iPads			
Provision and Replacement	✓		
Ownership	✓		
Maintenance and Repairs	✓		
Mobile Data	✓		
IT Support	✓		

8. Special Conditions

- 8.1. Additional conditions outside the normal local arrangements are:

(Examples under development)

9. Relevant Documents

Memorandum of Understanding between QFES and Palm Island Aboriginal Shire Council

10. Definitions


Refer to Section 14 Memorandum of Understanding between QFES and Palm Island Aboriginal Shire Council

Schedule A Local Arrangements between Queensland Fire and Emergency Services and Palm Island Aboriginal Shire Council

Signed by the parties on the dates set out below:

.....
Signed by Andrew Short
Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services

Dated: / /


.....
Signed by Michael Bissell
Chief Executive Officer
Palm Island Aboriginal Shire Council

Dated: 1 / 11 / 2022

.....
Acknowledged by Local Controller
State Emergency Service

Dated: / /

Form

SES FBMR 2.0.1
Effective Date: 17/01/19

Equipment Audit Record

SES Unit: Palm Island Aboriginal Shire Council

SES Group: Palm Island Aboriginal Shire Council

Date: / / 2022

Deleted: 1

Formatted Table

Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
ROAD ACCIDENT RESCUE EQUIPMENT							
Air Bag – High Pressure	0						
Manufacturer:							
Size:							
Serial No.:							
Air Bag – High Pressure	0						
Manufacturer:							
Size:							
Serial No.:							
Air Bag – Low Pressure	0						
Manufacturer:							
Size:							
Serial No.:							
Air Bag Control Unit	0						
Manufacturer:							
Serial No.:							
<input type="checkbox"/> Single / <input type="checkbox"/> Double	0						
Manufacturer:							
Serial No.:							
Air Compressor	0						
Manufacturer:							
Serial No.:							
Air Hoses	0						
Manufacturer:							
Serial No.:							
Can Opener	0						
Manufacturer:							
Serial No.:							
Collar – s/neck baby – no neck	0						
Manufacturer:							
Serial No.:							
Collar – s/neck select	0						
Manufacturer:							
Serial No.:							
Combi Tool	0						
Manufacturer:							
Serial No.:							
Chain Adaptors and Chains for Combi Tool	0						



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
Hydraulic Ram Manufacturer: <input type="checkbox"/> Single / <input type="checkbox"/> Double Hydraulic Line Size: Serial No.:	0						
Hydraulic Ram Manufacturer: <input type="checkbox"/> Single / <input type="checkbox"/> Double Hydraulic Line Size: Serial No.:	0						
Hydraulic Ram Manufacturer: <input type="checkbox"/> Single / <input type="checkbox"/> Double Hydraulic Line Size: Serial No.:	0						
Hydraulic Ram Manufacturer: <input type="checkbox"/> Single / <input type="checkbox"/> Double Hydraulic Line Size: Serial No.:	0						
Chain Adaptors and Chains for Hydraulic Rams Engine Driven Hydraulic Pump Manufacturer: Serial No.:	0						
Hand/Foot Hydraulic Pump Manufacturer: Serial No.:	0						
Hydraulic Hoses Rescue Spreaders Manufacturer: Description: Size: Serial No.:	0						
Chain Adaptors and Chains for Rescue Spreaders	0						



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
VERTICAL RESCUE EQUIPMENT							
Ascender (Right) Hand SRT A1 EXP	0						
Ascender SRT A4 811 (Left)	0						
Backboard (with restraints)	0						
Bag for 50m Rope	0						
Bag for 100m Rope	0						
Bag for 200m Rope	0						
Bag Storage (Haultrack Pulley System)	0						
Collar - s/neck baby - no neck	0						
Collar - s/neck select	0						
Cord Static 3mm x 5m	0						
Cord Static 5mm x 15m	0						
Cord Static 7mm x 40m	0						
Derrick Portable Larkin Rescue Frame	0						
Device Extrication (KED)	0						
Device Rope Grab (PETZL B03)	0						
Edge Roller	0						
Glasses Safety	0						
Gloves Reinforced	0						
Gloves, Ronstan Fingerless	0						
Ground Roller	0						
Harness Vertical Centrepoint Full Body Size S	0						
Harness Vertical Centrepoint Full Body Size M	0						
Harness Vertical Centrepoint Full Body Size L	0						
Helmet Protective White Model R5K5	0						
Karabiner, Steel Locking D (Screw Gate) 53kN	0						
Knife Hot Electric	0						
Knife Rescue Folding	0						
Lamp Head - Black Diamond Gemini	0						
Lamp Head - Petzl Zoom	0						
Mallion Delta 10mm	0						
Mallion Oval 10mm	0						
Pen Marking Bluewater Rope	0						



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
FLOODBOATS							
Flood boat 1 - Registration No.: 23224QD	1	x			15	0	Purchased 14/07/1999 - 22yrs
Type: Rescue Flood Boat							
Make: Horizon							
Registered by: <input checked="" type="checkbox"/> SES / <input type="checkbox"/> Local Government / Other:							
Outboard Motor							
Engine No.: BAZL3008562	1	X			15	0	Purchased 14/07/1999 - 22yrs
Make (Including Horsepower): 40							
Boat Trailer							
Registration No.:							
Make:							
Registered by: <input type="checkbox"/> SES / <input checked="" type="checkbox"/> Local Government / Other:							
Boat Safety Equipment - Flood boat 1							
Life Jackets (Coastal)							
Life Jackets PFD1 Vest Style (Adult Size)							
Life Jackets PFD1 Vest Style (Child Size)							
Paddles/Oars							
First Aid Kit							
Flares (2 red hand flares & 2 orange smoke flares)							
Fire Bucket with Lanyard (Metal)							
Fire Extinguisher - 1.5kg Dry Powder - Rated 2A30B(E)							
Bailing Bucket with Lanyard (Plastic)							
V Sheet							
Signal Mirror							
Torch							
Anchor including chain and rope							
Boat Hook							
Boat Tie Down Straps							
Bowline							
Tool Box							
Wheel spanner							
Boarding Ladder							
Backboard							



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
Flood boat 2	0						
Registration No.:							
Type:							
Make:							
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:							
Outboard Motor	0						
Engine No.:							
Make (Including Horsepower):							
Boat Trailer	0						
Registration No.:							
Make:							
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:							
Boat Safety Equipment – Flood boat 2	0						
Life Jackets (Coastal)	0						
Life Jackets PFD1 Vest Style (Adult Size)	0						
Life Jackets PFD1 Vest Style (Child Size)	0						
Paddles/Oars	0						
First Aid Kit	0						
Flares (2 red hand flares & 2 orange smoke flares)	0						
Fire Bucket with Lanyard (Metal)	0						
Fire Extinguisher - 1.5kg Dry Powder - Rated 2A30B(E)	0						
Bailing Bucket with Lanyard (Plastic)	0						
V Sheet	0						
Signal Mirror	0						
Torch	0						
Anchor including chain and rope	0						
Boat Hook	0						
Boat Tie Down Straps	0						
Bowline	0						
Tool Box	0						
Wheel spanner	0						
Boarding Ladder	0						
Backboard	0						



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
Flood boat 3	0						
Registration No.:							
Type:							
Make:							
Registered by: SES / Local Government / Other:							
Outboard Motor	0						
Engine No.:							
Make (Including Horsepower):							
Boat Trailer	0						
Registration No.:							
Make:							
Registered by: SES / Local Government / Other:							
Boat Safety Equipment – Flood boat 3	0						
Life Jackets (Coastal)	0						
Life Jackets PFD1 Vest Style (Adult Size)	0						
Life Jackets PFD1 Vest Style (Child Size)	0						
Paddles/Oars	0						
First Aid Kit	0						
Flares (2 red hand flares & 2 orange smoke flares)	0						
Fire Bucket with Lanyard (Metal)	0						
Fire Extinguisher - 1.5kg Dry Powder - Rated 2A30B(E)	0						
Bailing Bucket with Lanyard (Plastic)	0						
V Sheet	0						
Signal Mirror	0						
Torch	0						
Anchor including chain and rope	0						
Boat Hook	0						
Boat Tie Down Straps	0						
Bowline	0						
Tool Box	0						
Wheel spanner	0						
Boarding Ladder	0						
Backboard	0						



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Description	No.	Condition		Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R			
RESCUE TRAILERS (INCLUDE TRAILERS AND CARAVANS)						
<i>Trailer 1</i>						
Registration No.:	1					Sandbag
Type: <input type="checkbox"/> Tandem Axle / <input type="checkbox"/> Single Axle						
Make:						
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:						
<i>Trailer 2</i>						
Registration No.:	1					Empty needs upgrading
Type: <input type="checkbox"/> Tandem Axle / <input type="checkbox"/> Single Axle						
Make:						
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:						
<i>Trailer 3</i>						
Registration No.:	0					
Type: <input type="checkbox"/> Tandem Axle / <input type="checkbox"/> Single Axle						
Make:						
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:						
<i>Trailer 4</i>						
Registration No.:	0					
Type: <input type="checkbox"/> Tandem Axle / <input type="checkbox"/> Single Axle						
Make:						
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:						
<i>Trailer 5</i>						
Registration No.:	0					
Type: <input type="checkbox"/> Tandem Axle / <input type="checkbox"/> Single Axle						
Make:						
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:						
<i>Trailer 6</i>						
Registration No.:	0					
Type: <input type="checkbox"/> Tandem Axle / <input type="checkbox"/> Single Axle						
Make:						
Registered by: <input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:						



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
VEHICLES (INCLUDES CARS, 4 WHEEL DRIVES, BUSES, TRUCKS AND MOTOR BIKES)							
Vehicle 1	0						
Registration No.:							
Type:							
Make:							
Registered by:		<input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:					
Vehicle 2	0						
Registration No.:							
Type:							
Make:							
Registered by:		<input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:					
Vehicle 3	0						
Registration No.:							
Type:							
Make:							
Registered by:		<input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:					
Vehicle 4	0						
Registration No.:							
Type:							
Make:							
Registered by:		<input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:					
Vehicle 5	0						
Registration No.:							
Type:							
Make:							
Registered by:		<input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:					
Vehicle 6	0						
Registration No.:							
Type:							
Make:							
Registered by:		<input type="checkbox"/> SES / <input type="checkbox"/> Local Government / <input type="checkbox"/> Other:					



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
GENERATORS							
Generator 1	1						Genlight GX200 2.5KBO
Size (KVA):							
Make: Honda							
Serial No.:							
Generator 2	0						
Size (KVA):							
Make: Honda							
Serial No.:							
Generator 3	0						
Size (KVA):							
Make:							
Serial No.:							
Generator 4	0						
Size (KVA):							
Make:							
Serial No.:							
Generator 5	0						
Size (KVA):							
Make:							
Serial No.:							
Generator 6	0						
Size (KVA):							
Make:							
Serial No.:							
Generator 7	0						
Size (KVA):							
Make:							
Serial No.:							
Generator 7	0						
Size (KVA):							
Make:							
Serial No.:							



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
CHAINSAW EQUIPMENT							
<i>Chainsaw 1</i>	1						
Make: Sthil							
Model: MS391							
Serial No.:							
<i>Chainsaw 2</i>	1						
Make: Sthil							
Model: MS 291							
Serial No.:							
<i>Chainsaw 3</i>							
Make: Sthil							
Model: MS 291							
Serial No.:							
<i>Chainsaw 4</i>	0						
Make:							
Model:							
Serial No.:							
<i>Chainsaw 5</i>	0						
Make:							
Model:							
Serial No.:							
<i>Chainsaw 6</i>	0						
Make:							
Model:							
Serial No.:							
Chaps – Leg Protection	4						
Helmet (Including Ear Muffs and Mesh Visor)	0						
Sharpening Kit	2						
Fuel/Oil Container	0						
Battery Chargers	0						
Batteries	0						
Spare Chain	1						
2 in 1 File Holder	2						



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
TRAINING, ADMINISTRATION AND OTHER EQUIPMENT							
Camera Digital	0						
Make:							
Model:							
Serial No.:							
Computer	0						
Make:							
Model:							
Serial No.:							
Internet Access: <input type="checkbox"/> Yes / <input type="checkbox"/> No							
Email Address.:							
Data Projector	0						
Make:							
Model:							
Serial No.:							
DVD Player	0						
Make:							
Model:							
Serial No.:							
Laptop Computer	0						
Make:							
Model:							
Serial No.:							
Overhead Projector	0						
Make:							
Model:							
Serial No.:							
Photocopier	0						
Make:							
Model:							
Serial No.:							



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
GENERAL RESCUE EQUIPMENT & TOOLS							
Auger	0						
Axe Felling	0						
Bar Picket	0						
Bar Podger	0						
Bar Wrecking	0						
Binocular	0						
Blanket Accident (Space Blanket)	0						
Blanket Woollen	0						
Block & Tackle	0						
Block - Single Sheave	0						
Block - Double Sheave	0						
Body Bag	0						
Box Metal Large	0						
Broom	0						
Bucket Galvanised	0						
Bucket Plastic	0						
Chisel Cold	0						
Container Water Plastic	0						
Cord Sash	0						
Cutter Bolt	0						
Crow Bar	1						Brown
Earth Leakage Protection	0						
Extinguisher Fire, Dry Powder 4.5kg	0						
Extinguisher Fire, Dry Powder 1.1kg	0						
Extinguisher Fire, Water 9 litre	0						
First Aid Kit (includes Backpack and Contents)	0						
Hacksaw	0						
Hammer Claw	0						
Hammer Club	0						
Hammer Sledge	0						
Hatchet	0						
Jack Hydraulic	0						



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Description	No.	Condition			Average Age (Yrs)	Remaining Life (Yrs)	Comments
		G	R	US			
Jack Mechanical	0						
Jack Wallaby	0						
Key Allen (Set)	0						
Knife Clasp	0						
Knife Locking	0						
Knife Stanley	0						
Lead Electrical 10 AMP	0						
Light Portaflood	0						
Lighting Systems	1					Nelson	
Mattock	0						
Pad Handle Saw	0						
Pick	0						
Plier Combination	0						
Plier Slipjoint	0						
Plier Diagonal Cutter	0						
Rope Manila 12mm x 125m	0						
Rope Manila 16mm x 125m	0						
Rope Manila 24mm x 60m	0						
Saw	0						
Screwdriver Set	0						
Shackle D Alloy Grade S Galv	0						
Shackle Bow	0						
Shovel	0						
Sling Chain Single Leg - 1.5 Tonne	0						
Sling Wire Rope - 2t	0						
Snips Metal Combinations	0						
Socket Set	0						
Spanner Shifter	0						
Spanner Set	0						
Speaker Loudhailer	0						
Stretcher Basket	0						
Stretcher MK2	0						
Tape Boundary 'SES'	0						
Torches	2					Dolphin	



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