



## Applicant Information Kit

### Local Controller

#### Fraser Coast SES Unit

**Closing Date: Midnight Sunday 19 October 2025**

### About SES

*SES volunteers are 'ordinary people doing extraordinary things'.*

**State Emergency Service (SES)** is unique in Australia. As a Service, we are responsible for ensuring the safety of people and property across Queensland through the provision of effective Prevention, Preparedness, Response and Recovery activities across a range of emergency situations.

SES is a largely volunteer organisation, drawn from the communities where members live and serve. It's designed, organised, trained and equipped to empower people to help themselves and others in times of disaster, emergency and crisis. The basic concept that underpins SES is one of mutual assistance and self-help within each local community, and to other communities through intra- and inter-state deployments.

Enabled by both State and Local Governments, the SES provides governance, management and support to SES groups and other volunteer emergency response groups to enhance the capability and capacity of Queensland communities to prepare for, respond to and recover from events or disasters.

SES volunteers are people who care about their communities and are not paid for the great work they do. SES Volunteers encourage members of the community to help themselves so the SES can undertake what is their primary purpose to help those who are most vulnerable. They are well respected within their communities and experience the satisfaction of helping their local communities and working as part of a skilled team.

Whether helping people after a storm or other disaster, assisting at a road crash, searching for a missing person, responding to a range of other incidents or assisting with non-emergency activities such as public education displays or delivery of safety awareness presentations, SES members are there when their community needs them most.

**The SES Regional Office is located in Maryborough and provides support to the SES Groups/Units in the Bundaberg, Fraser Coast, Sunshine Coast, Noosa, Gympie, South Burnett and North Burnett areas.**

### How to apply

Follow these steps to submit an application:

1. Complete the Volunteer Executive Member **"Executive Member Vacancy Application Cover Sheet"** (FBMH 14.0.3). Cover sheet is attached for your convenience. If there is more than one Position being advertised, ensure you identify your preference for which you are applying.
2. Attach your **current resume** (including a comprehensive employment history with functions or roles performed [work and or volunteer capacity], dates of employment, major achievements or awards, tertiary qualifications) and include two recent referees.

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Page 1 of 3



3. Provide a **two (2) page A4 statement** outlining your suitability for this position in relation to the assessment criteria in the “**Role Description**” (attached). It is a requirement of the selection process that your statement not exceed two (2) pages in length.

Your Statement should outline how your qualifications, experience, achievements and capabilities relate to the duties of the position. Give some examples including outcomes achieved, which demonstrate your suitability for the role. As a guide, it is recommended that in providing examples, you identify the context, the content and the outcomes of each example.

4. Submit your application via Email / Post:

You can email or post your application and supporting documentation.

**Email:** [Jenny.Millers@ses.qld.gov.au](mailto:Jenny.Millers@ses.qld.gov.au)

**Post:**

**PRIVATE AND CONFIDENTIAL**  
**Area Controller – Wide Bay**  
**PO Box 1168**  
**MARYBOROUGH QLD 4650**

*Please Note: Any application received after COB on the closing date will be marked as late.*

**If you have any questions about the application process, please contact Area Controller, Jenny Millers on mobile 0407 647 142**

### **Changing your details after the closing date**

If your personal details change after you have submitted your application, you will need to contact the SES Area Office and advise of your changes.

### **Enquiries?**

If you have any questions regarding submitting your application or about the role, please contact the person nominated in the Role Description.

### **Other information**

#### **Criminal History Checks (CHC)**

To be eligible to join the SES, applicants, prior to appointment, must complete a CHC and obtain a result that is suitable to the organisation. If the applicant is an existing Queensland SES member who has already undergone a CHC, there is no requirement to undertake a further CHC.

#### **Privacy**

The personal information you provide will only be used for the purpose of processing your application. It will only be disclosed to authorised persons or disclosure is required to fulfil statutory, administrative or other public responsibilities

#### **The Selection Process**

The Selection Panel determines the selection techniques to be utilised which will consist of shortlisting from the two page statement, resumé and interview.

Selection is on the basis of merit. The basis for selection is the relative merit of each applicant in relation to the assessment criteria identified in the role description. The position will be offered to the applicant with the most suitable abilities, skills, qualifications, knowledge, experience and personal qualities.

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Page 2 of 3



## Notification of appointment

A letter will be forwarded to the successful applicant.

Letters to unsuccessful applicants will be sent after the successful applicant has been appointed.

## Probation

If successful, a probationary period of six months applies to all SES Executive Member appointments. At the completion of the six month probation period, a report is to be completed by the SES Area Controller and forwarded to the SES Regional Director for confirmation of appointment.

## Code of Conduct

SES has a responsibility to the community and a responsibility to its SES volunteers. SES is required to treat volunteers with respect and dignity and volunteers, in turn, have responsibilities. SES volunteers play a unique role in the Queensland community.

There are very high expectations on volunteers and their fellow offices to deliver services with integrity, sensitivity, efficiency, respect and great care. The public expect volunteers to be open and accountable, and to make good decisions by considering all the relevant information available.

## Diversity and equity

SES fosters an environment that supports, reflects and promotes equitable and inclusive behaviours and practices, and respects individuals and groups of people by:

- ensuring that all volunteers are treated equitably and with a level of mutual respect
- reducing bias and prejudice
- developing a range of practices and guidelines that actively counteract bias or prejudice
- promoting inclusive practices; and
- encouraging all volunteers to communicate respectfully and fairly.

## Anti-discrimination

SES is committed to the principles of fair and equitable treatment of others. All SES volunteers have an obligation to interact with fellow volunteers, SES staff and the community in a non-discriminatory manner.

It is against the law to discriminate against a person, or someone who associates with a person or group, on the grounds of:

- sex (gender), race, impairment, pregnancy, parental status, political beliefs, trade union activity, religion, age, marital status, lawful sexual activity or political activity.

## Harassment

It is unacceptable to harass people at any time when performing SES functions. A volunteer is being harassed if they are subjected to repeated behaviour that:

- is unwelcome and unsolicited
- the officer considers offensive, intimidating, humiliating or threatening, and a 'reasonable person' would also consider offensive, intimidating, humiliating or threatening.

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Page 3 of 3

