

## Issues Forum – Senior Officers Union - MINUTES

**Deputy Commissioners Office - Kedron Park Building - Corner Kedron Park and Park Roads Kedron  
29 June, 2010 - 10:00am – 12: noon**

Attendees		
Ian Mitchell - A/Deputy Commissioner QFRS	John Cawcutt - State President SOU	
Phil Horn – Deputy Commissioner’s Staff Officer QFRS	Andrew Short - State Secretary SOU	
Christiane Strong – Employee Relations Officer	John Martin – Principal Advisor Employee Relations	
Item No.	Topic	Action Item/s
Action Items from previous meetings:-		
1.1 - SO-04-09-05	<b>Demarcation Between Industrial Bodies:-</b> <ul style="list-style-type: none"> <li>The SOU are still awaiting a decision from the Industrial Commission.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li><b>No further action at this time.</b></li> <li>This agenda item will be re-raised when applicable.</li> </ul>
1.2 - SO-04-09-06	<b>PDO’s:-</b> <ul style="list-style-type: none"> <li>E-mail forwarded to John R Martin (ERU) from Shared Services Australia with a copy of a Senior Officer’s timesheet as an example of how SSA saw a PDO as being taken (tabled);</li> <li>SOU stated that David Hermann and Tony Cockerill had put together another timesheet which put all information into the left hand column and which was clearer in the way it presented required information.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>SOU to forward timesheet put together by David Hermann and Tony Cockerill to John R Martin (ERU) to discuss with Shared Services Australia.</li> <li>DC-QFRS to put out a Memorandum to all AC’s regarding how timesheets are to be filled out for PDO’s and also place into a Business Rule.</li> </ul>
1.3 - SO-12-09-03	<b>Rural and Remote Issues</b> <ul style="list-style-type: none"> <li>A/DC-QFRS provided update as this is currently ongoing;</li> <li>SOU stated that they wish to be involved in the process.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>Update to be provided at next SOU Issues Forum</li> </ul>
1.4 - SO-2010-02-03	<b>ERV’s for Scientific Inspectors/Inspectors</b> <ul style="list-style-type: none"> <li>A range of issues pertinent to this agenda item were discussed in a separate meeting outside of the SOU Issues Forum. Meeting involved DC-QFRS Iain MacKenzie, Phil Horn, John R Martin (ERU), Andrew Short, John Cawcutt, Dr. Michael Logan and Ray Bott.</li> <li>C/Supt. Michael Logan is developing alternative service delivery options and SOU stated that they would like to be involved in the development of those options.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>Update to be provided at next SOU Issues Forum</li> </ul>

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1.5 - SO-2010-02-05	<p><b>Mandatory Retirement</b></p> <ul style="list-style-type: none"> <li>• ADCQ position regarding age based termination of employment - the legal position is they have an exemption as per s. 106 A of the Anti-Discrimination Act (1991).</li> <li>• Any legislative change cannot easily be made as this is inextricably linked to other matters (ie. fitness for duty) and progress will need to be made towards an alternative first in order to find a status quo.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Update to be provided at next Forum.</li> </ul>
<b>New Agenda Items:-</b>		
SO-2010-06-29-01	<p><b>QFRS Reportable Fringe Benefits Tax Amounts – 2010</b></p> <ul style="list-style-type: none"> <li>• The SOU are concerned that this issue (previously raised) continues to remain a problem and with the end of the financial year coming up, they would like to ensure that no Senior Officer is receiving an FBT bill;</li> </ul> <p><i>The process with determining what an ERV is as follows:-</i></p> <ul style="list-style-type: none"> <li>• There needs to be fixed, external lights, sirens and markings to identify the vehicle as an ERV.</li> <li>• Then SSA needs to determine if the travel between work and regular place of residence is private or business. To do this, they need to work within the Federal court interpretation of the law. The Court Order dated 11 March 2004 provided that "...where an ERV was made available for use of operating managers, travel from home to work while rostered priority on call, but not in response to an incident was a business journey...". It went further to say "...without more information the Commissioner cannot ascertain the extent, if any, journeys in the ERV's by operational managers were business or private journeys."</li> </ul> <p><i>As a result of this, the log book was amended in two ways:-</i></p> <ul style="list-style-type: none"> <li>• Firstly on the front cover, there is a section a responsible officer can tick indicating if the vehicle is an Emergency Response Vehicle. In the area where an officer completes the details of travel a column has been added allowing the driver to indicate if they are "priority rostered on call" when taking the vehicle home. If both of these areas are ticked then pursuant to the court ruling the travel between home and work can be considered business. If one of these areas is not indicated in the affirmative then the trip is to be classified as a private trip.</li> </ul>	

Item No.	Topic	Action Item/s
	<p><b>QFRS Reportable Fringe Benefits Tax Amounts – 2010 (continued...)</b></p> <ul style="list-style-type: none"> <li>• Based on this information, it is essential then for log books provided to SSA to be completed properly. On issuing the reportable Fringe Benefits notices, SSA received a number of calls alerting them to the fact that the vehicle being driven was an ERV. If the ERV box is not ticked on the front of the log book then they assume it is not an ERV.</li> <li>• A number of checks are done from the SSA end to ensure the information used to determine the tax liability of the department is correct. One of those checks includes sending out reportable fringe benefits notices early. This gives the officer time to question the information prior to the return being lodged with Treasury.</li> <li>• The communication is apparently falling down between the staff that receive the vehicles and the information that is entered into CAS (the Q Fleet reporting system from which SSA extract the data used to prepare the Fringe Benefits Tax Return). If a vehicle is not listed as an ERV in CAS, then SSA are unaware of its reportable exclusion status.</li> <li>• To fix the problem this year, SSA are currently working through the list of vehicles per region with a contact person per region to confirm which vehicles are ERV's. They will then provide this information to HR with a new list of RFBA's for effected officers.</li> <li>• If a vehicle is missed and an officer receives a reportable amount on their payment summary they should contact SSA as soon as possible on 3224-8876 and they will adjust their reportable amount and ask HR to prepare a manual payment summary to replace the incorrect one.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No further action required.</b></li> </ul>
<p><b>SO-2010-06-29-02</b></p>	<p><b>Q-Fleet Project</b></p> <ul style="list-style-type: none"> <li>• <i>Q-Fleet Efficiency and Utilisation Policy</i> tabled for participant information;</li> <li>• Aiming to locally identify and target vehicles within fleet with low kilometre and low time utilisation so they can be rotated in order to maximise the efficiency of usage of vehicles;</li> <li>• SOU indicated that this is currently managed internally with a Regional Q-Fleet Report being generated giving kilometre usage;</li> <li>• A/DC-QFRS raised that there was a need for State to have an overall look at this as well.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• QFRS to forward Communique to all AC's regarding policy;</li> <li>• QFRS to ask Russell Neuendorf - Operations, Business and Strategy to look at this from a State perspective to ensure it is working properly.</li> </ul>

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<b>General Business:-</b>		
<b>SO-2010-06-29-03</b>	<b>Senior Officer Review</b> <ul style="list-style-type: none"> <li>• SOU has forwarded their submission to the QFRS.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>• QFRS to provide a response to the submission as soon as possible.</li> </ul>
<b>SO-2010-06-29-04</b>	<b>Performance Management Policy and Process</b> <ul style="list-style-type: none"> <li>• SOU raised the need for clear, concise and consistent application of what the policy and process is;</li> <li>• John R Martin (ERU) currently delivering a powerpoint presentation on performance management which will also be offered to each AC and their teams;</li> <li>• Will look at placing this into a Standing Order, incorporating into Senior Officer Core Skills and to forward to Regional HR to provide as part of the Induction process.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>• ERU to organise communication to DC-QFRS incorporating suggestions made.</li> </ul>
	<b>Next Meeting</b> Tuesday 31 August, 2010 10:00am - 12:00 noon DC-QFRS Office	