

Issues Forum – Senior Officers Union - MINUTES

**Commissioners Conference Room - Kedron Park Building - Corner Kedron Park and Park Roads Kedron
24 February 2011 - 10:00am – 12:00 noon**

Attendees		
Iain MacKenzie - Deputy Commissioner - QFRS	Kevin Walsh - (stand in for John Cawcutt - State President SOU)	
Marie Daniec – A/Deputy Commissioner’s Staff Officer QFRS	Andrew Short - State Secretary SOU	
Christiane Strong – Employee Relations Officer	John R Martin – Principal Employee Relations Advisor	
Kate Langdon – Graduate Industrial Relations Officer		
Item No.	Topic	Action Item/s
Action Items from previous meetings:-		
1.1 -	PDO’s - SO-04-09-06 <ul style="list-style-type: none"> • E-timesheet 4.01 was released 11 October 2010, however a few glitches were identified with the new version and it was subsequently removed from distribution; • Staff were advised to revert to the previous version (S3a or M3a) until further notice in order to go through a testing process. Tony Cockle will be back in Region Monday, 21 February 2011 and will re-commence work on the timesheet then; • Draft memorandum to all AC’s has been completed regarding how timesheets are to be filled out for PDO’s, however this will be finalised once Tony Cockle has reviewed the timesheet; • Discussions around the need for Senior Officers to keep timesheets and submit a form for exceptions for circumstances like extraordinary conditions and PDO’s (and keep at the Regional level), given that they work the same hours per fortnight. This option will be investigated further. 	Action: <ul style="list-style-type: none"> • DC’s Staff Officer to follow up on draft memorandum with Leigh-Anne Sorensen or Madonna Day; • ERU to discuss with Executive Director for HR regarding the need to keep a timesheet for Senior Officers; • Update to be provided at next SOU Issues Forum.
1.2 -	Rural and Remote Issues - SO-12-09-03 <ul style="list-style-type: none"> • Draft policy is currently with the Director General. 	Action: <ul style="list-style-type: none"> • Discussions to be re-opened once feedback has been received by the Director General.
1.3 -	Scientific Unit - SO-2010-02-03 <ul style="list-style-type: none"> • Meeting has been held with Scientific Unit; • Still waiting for business case and once received, it will be progressed through to Supt. Michael Logan and Russell Neuendorf; • The issue of being on 24/7 shift is not the best answer; • SOU asked that they be included in the communication process along the way with the business case. The DC replied that as soon as the business case was received, they would organise to re-convene the group again. 	Action: <ul style="list-style-type: none"> • DC-QFRS to organise group to re-convene once Business Case has been received; • Update to be provided at next SOU Issues Forum.

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1.4 -	<p>Senior Officer Review - SO-2010-06-29-03</p> <ul style="list-style-type: none"> Agenda item to stay in place until 4th stage of the review has been completed and final implementation report has been undertaken in accordance with the QFRS Certified Agreement 2006; Current stage of the Senior Officer Review is to the end of June 2011. Chief Superintendant positions have now been filled and some Inspector positions are to be completed; 	<p>Action:</p> <ul style="list-style-type: none"> Standing Agenda Item.
1.5 -	<p>Performance Management Policy and Process - SO-2010-06-29-04</p> <ul style="list-style-type: none"> SOU had raised the need for clear, concise and consistent application of what the policy and process is. Officers need to be able to manage at the lowest level before a situation potentially gets out of hand and officers need to be aware of the correct process flow; Discussions around to what extent what was needed as some presentations have been done in different Regions for different reasons. Training would be based on how to undertake performance management; All Senior Officers should be using a performance management plan as a replica of the Executive Management Plan that is in the Department, particularly the management of Station Officers. Training would be focussed on that; SOU mentioned that in May, a two hour session per week will be offered on performance management, targeting Inspectors – this will also be broadcast; SOU discussed the recent release of a different version of a performance plan which is very different from the older version that the DG had released. The new version is considered less appropriate by QFRS. At the Senior Officer level, there is a need for clear agreement between two parties on two or three pages; The SOU asked whether the new model was optional or mandatory as the preferred to utilise the old model in the Executive Management Plan. The Commissioner approached the DG on use of KPI's and the goal is to use the old model. 	<p>Action:</p> <ul style="list-style-type: none"> Meeting to be organised between ERU and the DC-QFRS to discuss information sessions; Update to be provided at next SOU Issues Forum.
1.6 -	<p>Backfilling of Senior Officer Positions - SO-2010-08-31-01</p> <ul style="list-style-type: none"> SOU indicated at this meeting that the issue had settled at present; DC-QFRS indicated that all AC's had provided an undertaking in terms of process that consultation would be sought prior to acting on any decision to place an SO into the rank of Superintendant. 	<p>Action:</p> <ul style="list-style-type: none"> No further action required.
1.7 -	<p>Recruitment and Selection of Dual Class Inspector/AO7 Role - SO-2010-10-26-01</p> <ul style="list-style-type: none"> Dual class positions will be advertised as either public service or operational but not both; Decision made at the time will be in accordance with management prerogative on an as needs basis and an exchange of letters may need to be undertaken behind the scene at that time. 	<ul style="list-style-type: none"> No further action required.
1.8 -	<p>Use of Behavioural Assessment in Recruit Process - SO-2010-10-26-02</p> <ul style="list-style-type: none"> Issue was discussed and resolved at SEM level. Outcome was that behavioural assessments could be used post selection, however not as part of the recruitment process. 	<ul style="list-style-type: none"> No further action required.

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1.9 -	<p>ERV's – FBT Application on Unmarked Vehicles – General Business – 26 October, 2010 minutes - agenda item to be held over to next Issues Forum</p> <ul style="list-style-type: none"> • SOU – If unmarked vehicle – incur a reportable FBT, if no markings – no FBT from a Chief Super perspective – given many now respond (example given of Chief Super in Townsville in Cairns being called out 500 kms away); • There would be a difference in savings on each car; • Vehicle fit out costs saved; • Could take on private use component with possible changes to employment contracts; • DC-QFRS – something Senior Officers could consider from an EB stand-point, however may change FBT status. Could consider what that means for Chief Supers into the future. 	<p>Action:</p> <ul style="list-style-type: none"> • SOU to obtain QAS Motor Vehicle Policy for the SOU; • SOU to undertake some research on this topic and provide a written paper to the QFRS; • Update to be provided at next Issues Forum.
New Agenda Items:-		
2011-02-24-01	<p>Withholding of Pay by SSA</p> <ul style="list-style-type: none"> • An issue has arisen for a Senior Officer where SSA has stopped payment on 53.36 Extra Ordinary Duty Hours due for one particular Senior Officer. This is based on a view in their office that the timesheet he submitted was not completed correctly. As with all timesheets completed by Senior Officers, the number of hours worked each fortnight is irrelevant, as they are on a salary. Unless there are exceptions, such as leave or EODH, it makes little difference to the amount paid. • SSA have indicated that they were not to pay overtime if a timesheet was deemed to be not filled out correctly. Therefore, a timesheet approved by the Assistant Commissioner has had payment stopped. SSA have conceded that the timesheet in question should have been returned, but this did not happen and ERU have now taken carriage of this particular issue. ERU will communicate an outcome to the SOU as soon as possible; • This issue has further raised the issue of the need to fill out fortnightly timesheets for Senior Officers and to look at the option of filling out a form for any exceptions (kept at the local level and signed the Officer/Manager) for any extraordinary duty hours to claim for days worked. The SOU stated that they support an exception reporting model. 	<p>Action:</p> <ul style="list-style-type: none"> • ERU to communicate outcome of this issue to the SOU; • ERU to discuss with Executive Director for HR regarding the need to keep a timesheet for Senior Officers; • Update to be provided at next SOU Issues Forum.
<p>General Business:-</p> <ul style="list-style-type: none"> • Nil items • Next Meeting – Wednesday, 20 April 2011 – 10am to 12 noon – DC-QFRS's Office 		