

Issues Forum – Senior Officers Union - MINUTES

**Commissioners Conference Room - Kedron Park Building - Corner Kedron Park and Park Roads Kedron
13 May 2011 - 10:00am – 12:00 noon – DC-QFRS’s Office**

Attendees	
Iain MacKenzie - Deputy Commissioner - QFRS	John Cawcutt - State President SOU
Marie Daniec – Deputy Commissioner’s Staff Officer QFRS	Andrew Short - State Secretary SOU
Christiane Strong – Employee Relations Officer	Glenn Carthew – Manager of Employee Relations

Item No.	Topic	Action Item/s
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Action Items from previous meetings:-		
1.1 -	<p>PDO’s - SO-04-09-06</p> <ul style="list-style-type: none"> EBN has been written to the Executive Director to present a case for Senior Officers not to have to submit timesheets to SSA and to also put a procedure into place where information is held at the local level, similar to the public service model. PDO’s would be managed on a local basis. 	<p>Action:</p> <ul style="list-style-type: none"> Update to be provided at next SOU Issues Forum.
1.2 -	<p>Rural and Remote Issues - SO-12-09-03</p> <ul style="list-style-type: none"> Rural and Remote Policy was with the DG to look at. Commissioner-QFRS met with DG last week to discuss further; SOU raised that it is difficult to fill some positions in some key rural and remote areas. 	<p>Action:</p> <ul style="list-style-type: none"> Discussions to be re-opened once feedback has been received by the Director General.
1.3 -	<p>Scientific Unit - SO-2010-02-03</p> <ul style="list-style-type: none"> Preference is to keep day work and provide an ERV on call and crew it with 1:1 (SO and FF). Scientific can respond with it; Plan of action to be communicated down through Michael Logan. 	<p>Action:</p> <ul style="list-style-type: none"> DC-QFRS to organise meeting with Michael Logan, DC-QFRS and Scientific Officers with Ray Bott there as the SOU representative, to discuss what has transpired so far. Business Case to be provided to DC-QFRS beforehand; Update to be provided at next SOU Issues Forum.
1.4 -	<p>Senior Officer Positions in FN, NR and SW Regions (formerly Senior Officer Review)- SO-2010-06-29-03</p> <ul style="list-style-type: none"> Stage four is now completed with no review of that stage having been built in; Identifying the possibility of reviewing what is written about review at each stage prior to each Region proceeding to the next stage; DC-QFRS stated that the review has been finalised – continue with business improvement strategy. 	<p>Action:</p> <ul style="list-style-type: none"> SOU will check this from their end; Standing Agenda Item.

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1.5 -	<p>Performance Management Policy and Process - SO-2010-06-29-04</p> <ul style="list-style-type: none"> The SOU had 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 was to use the old model. This was confirmed by the Commissioner and will be raised at the next SEM for discussion to use the old model. 	<p>Action:</p> <ul style="list-style-type: none"> No further action required.
1.6 -	<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"> Agenda item to be taken off this Forum and brought back in as required later. 	<p>Action:</p> <ul style="list-style-type: none"> No further action required.
1.7 -	<p>Withholding of Pay by SSA - 2011-02-24-01</p> <ul style="list-style-type: none"> This issue was investigated by ERU with outcome communicated to the SOU. 	<p>Action:</p> <ul style="list-style-type: none"> No further action required.
New Agenda Items:-		
2011-05-13-01	<p>Minor Amendments to Role Descriptions</p> <ul style="list-style-type: none"> In line with Workplace Health and Safety matrix, the amendment is about how a role is to manage WPH&S issues; SOU stated that Role Descriptions have enough general statements in terms of accountabilities. The way it is written, there about 10 key accountabilities with another 4 put in. The intent of the Role Description is to maintain a higher level document which references other policies and legislation as to how to do it. These were originally under "additional information" not in the responsibilities section, which seems to be an over emphasis. 	<p>Action:</p> <ul style="list-style-type: none"> DC-QFRS to organise a copy of the old and current RD in order to have a close look at the context to see whether it is balanced in terms of requirements of WH&S legislation and DES accountability.
<p>General Business:-</p> <ul style="list-style-type: none"> Nil items Next Meeting – Wednesday, 29 June 2011 – 10am to 12 noon – DC-QFRS's Office 		