

# Issues Forum – Senior Officers Union - MINUTES

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

Attendees	
Ian Mitchell – A/Deputy Commissioner - QFRS	John Cawcutt - State President SOU
Marie Daniec – Deputy Commissioner’s Staff Officer QFRS	Andrew Short - State Secretary SOU
David Hill – A/Manager – Employee Relations	Christiane Strong – Employee Relations Officer
Glenn Carthew – A/Director – Employee Relations	

Item No.	Topic	Action Item/s
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Action Items from previous meetings:-		
1.1 -	<p><b>PDO’s - SO-04-09-06</b></p> <ul style="list-style-type: none"> <li>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;</li> <li>There is no issue from the HR perspective however would need to look at the processes and protocols of requirements and expectations of record keeping at a local level and processing of exception reports to SSA;</li> <li>Consultation would need to take place with the SOU following this as to whether it would be advantageous to proceed.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>ERU to put together a paper on the processes and requirements of record keeping and processing of exception reports to SSA;</li> <li>Update to be provided at next SOU Issues Forum.</li> </ul>
1.2 -	<p><b>Rural and Remote Issues - SO-12-09-03</b></p> <ul style="list-style-type: none"> <li>Rural and Remote Policy was still with the DG to look at. HR in the process of developing the underpinning processes.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Update to be provided at next SOU Issues Forum.</li> </ul>
1.3 -	<p><b>Scientific Unit - SO-2010-02-03</b></p> <ul style="list-style-type: none"> <li>Business case has been drafted and was due today;</li> <li>Implementation in line with view of Appliance coming on board early 2012;</li> <li>Work underpinning this requires capital works modifications at Cannon Hill and looking into 24/7 operations with four station officers and four fire fighters to crew on a 10/14 rotation with a scientific officer responding in ERV to meet at the scene of an incident;</li> <li>The SOU requested that they be kept informed as regards progress and updates.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>A/DC-QFRS – to ensure that SOU are kept informed as regards progress;</li> <li>Update to be provided at next SOU Issues Forum.</li> </ul>
1.4 -	<p><b>Senior Officer Positions in FN, NR and SW Regions (formerly Senior Officer Review)- SO-2010-06-29-03</b></p> <ul style="list-style-type: none"> <li>QFRS stated that it is appropriate to undertake a review in July 2011;</li> <li>SOU to collaborate with QFRS on this.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Standing Agenda Item.</b></li> </ul>

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1.5 -	<p><b>Minor Amendments to Role Descriptions</b></p> <ul style="list-style-type: none"> <li>• In line with Workplace Health and Safety matrix, the amendment is about how a role is to manage WPH&amp;S issues;</li> <li>• SOU stated that Role Descriptions have quite a few 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;</li> <li>• SOU raised that Inspector Role Descriptions and Standing Order concerning people applying externally having to have mandatory qualifications where there is nothing similar to that in the Inspector RD. A line should be place in stating that they must have been substantively appointed from the Australasian Fire Service;</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• QFRS to look at amending Role Descriptions with consultation with the SOU.</li> </ul>
<b>New Agenda Items:-</b>		
2011-06-29-01	<p><b>Public Service Commission Response</b></p> <ul style="list-style-type: none"> <li>• Response from SOU submission regarding appeals against Inspector appointments tabled;</li> <li>• Letter from PSC to Andrew Short regarding Directive 19/10 – Appeals tabled;</li> <li>• Discussion surrounding the right of Inspectors to appeal when they sit slightly over the remuneration of an AO8;</li> <li>• Dependant on when EB for Public Servants is negotiated, the remuneration level can cause a slight rise above the AO8 level, which then means that Inspectors would not have the right of appeal according to the Directive. The Inspector level comes into the first level between Station Officer and Executive levels;</li> <li>• In that context, it is the belief of the SOU that Inspectors should have the right to appeal considering the exclusion is as a result of an unintentional outcome of those pay increases. The SOU have written to the Public Service Commission on this issue and have received a response indicating that Directive 19/10 was reviewed and amended November 2010 and that there is no intention to vary the Directive at this time but does highlight that a position’s remuneration may not be as appropriate a benchmark as it’s work value and that this issue will be considered when the Directive is next reviewed;</li> <li>• The SOU would like the QFRS’s position on this as they are after a timeframe on a review by the PSC;</li> <li>• ERU indicated that the PSC want to ensure consistency in application, however there is no scope or authorisation to rectify intent.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• ERU to investigate timeframes on review of Directive 19/10-Appeals by PSC;</li> <li>• Update to be provided at next SOU Issues Forum.</li> </ul>

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2011-06-29-02	<b>Next EB</b> <ul style="list-style-type: none"> <li>The SOU indicated that they wish to commence preliminary “Without Prejudice” discussions considering that the current EB finishes end June 2012;</li> <li>The QFRS acknowledged and agreed to work out a starting point for discussions.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>SOU to put forward points for discussion for next SOU Issues Forum;</li> <li>Update to be provided at next SOU Issues Forum.</li> </ul>
2011-06-29-03	<b>SOU State Conference Report</b> <ul style="list-style-type: none"> <li>The SOU reported good attendance with few major issues.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li><b>No further action required.</b></li> </ul>
General Business	<b>Review of Public Accounts</b> <ul style="list-style-type: none"> <li>The SOU asked if Rural Fire Service Division will stay the same or become a separate fire service;</li> <li>A number of recommendations have been put forward with QFRS currently working through recommendations at present.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li><b>No further action required.</b></li> </ul>
General Business	<b>Shared Services</b> <ul style="list-style-type: none"> <li>SOU have received a number of complaints regarding the SSA’s (now SSQ) handling of a number of ongoing payroll issues. This is symptomatic of how central agencies are removed from their clients;</li> <li>QFRS advised that there is a Shared Services liaison officer who would deal with any issues that arose</li> <li>Summary of issues with SSA and Payroll tabled.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li>SOU would like to obtain feedback on outcomes to fix issues and what is being done to prevent problems happening again via SSQ Liaison Officer on Summary of Issues with SSQ and Payroll document (tabled);</li> <li>Update to be provided at next SOU Issues Forum.</li> </ul>
General Business	<b>Australasian Firefighter’s Health Study</b> <ul style="list-style-type: none"> <li>This is a “for your information” to the SOU that a Health Study is being conducted through Monash University in collaboration with eight agencies (including QFRS) and AFAC;</li> <li>Commissioner-QFRS has agreed to provide information about FF’s, incidents etc. There are a number of privacy issues covered off by Monash University with part of the study involving a health study and wellness.</li> </ul>	<b>Action:</b> <ul style="list-style-type: none"> <li><b>No further action required.</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Next Meeting – Wednesday, 31 August 2011 – 10am to 12 noon – DC-QFRS’s Office</b></li> </ul>		