
From: Sondra Lewis
Sent: Tuesday, 17 January 2023 12:15 PM
To: ERVMC Secretariat
Cc: DC CSS; Joanne Greenfield
Subject: URGENT - ERVM RFS Reform Implementation Team
Attachments: ERVM - RFS Reform Implementation Team - Jan 2023 - DC Greenfield signed.pdf; ERVM - RFS Reform Implementation Team - Jan 2023 - Word Version.docx

Hello Elodie

As discussed, DC Greenfield has asked for this ERVM to be circulated urgently out of session.

She advised me that discussions have been held at the Executive level about this submission and in-principle support has been given, which includes the finance and hr aspects of this submission.

With Thanks,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

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[Emergency Services Complex](#)
[Level 2, Block B](#)
[125 Kedron Park Road](#)
[KEDRON QLD 4031](#)



Form

Effective Date: 15/09/2022

Registration No.:

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

* Please Note: **An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.**

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Permanent Tenure
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24 then RFS uplift FTE funds)



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Form

Effective Date: 15/09/2022

Registration No.:

Position Details (current / proposed)

Position Title	Executive Manager/Manager, RFS Reform Implementation Group x 2 (Superintendent/Inspector levels) Executive Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent/Inspector x 2 AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Initial 6-month tenure (with possibility to be extended)
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Permanent Tenure

Contact Officer: Sondra Lewis**Contact Phone:** 36353141

Reason for Request/Impact if not approved

The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.

The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.

In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.



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RTI/20376 Page 3

Form

Effective Date: 15/09/2022

Registration No.:

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; two positions at the Superintendent or Inspector level, which would be decided following the advertising and assessment of applicants; one position at the AO6 level; and one position at the AO3 level.

It is proposed that Mr Alan Gillespie be appointed to the Director position on a permanent basis. This would be subject to reassessment of the need for this permanent position upon **Contrary to public interest**. If the position is deemed to be required, it will be rolled into the RFS uplift positions.

The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre.

All other positions in the RFS Reference Group are to be engaged for an initial temporary period of six months, with the possibility of an extension through an EOI process.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS TU).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	No issues raised		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			



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Form

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Registration No.:

HR Comments
HR Advisor _____ / /

Finance Comments
Finance Officer _____ / /

Contrary to public interest

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

17 / 1 / 23

- Not Approved
- Approved in full
- Approved with variations (to be included on the ERVM)

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No



Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
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Position Details (current / proposed)

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Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
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Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Permanent Tenure

Contact Officer: Sondra Lewis

Contact Phone: 36353141

Reason for Request/Impact if not approved
<p>The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.</p> <p>The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.</p> <p>In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.</p>

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Flow impacts (add as required)

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Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

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Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	No issues raised		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

HR Comments
HR Advisor _____ / /

Finance Comments
Finance Officer _____ / /

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 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

____ / ____ / ____

____ / ____ / ____

____ / ____ / ____

- Not Approved**
- Approved in full**
- Approved with variations (to be included on the ERVM)**

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No

From: Sondra Lewis
Sent: Thursday, 19 January 2023 11:34 AM
To: ERVMC Secretariat
Cc: DC CSS
Subject: FW: URGENT - ERVM RFS Reform Implementation Team
Attachments: ERVM - RFS Reform Implementation Team - Jan 2023 - DC Greenfield signed.pdf; ERVM - RFS Reform Implementation Team - Jan 2023 - Word Version.docx

Good Morning Elodie

The Deputy has asked for a status update on this one please – can you please advise if it's been circulated to the other Deputies yet?

With Thanks,
Sondra

From: Sondra Lewis
Sent: Tuesday, 17 January 2023 12:15 PM
To: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Subject: URGENT - ERVM RFS Reform Implementation Team

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[KEDRON QLD 4031](#)



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Position and Establishment Requests (please x)

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- Two in one arrangement (outside of approved criteria)
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Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
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Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24 then RFS uplift FTE funds)



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Form

Effective Date: 15/09/2022

Registration No.:

Position Details (current / proposed)

Position Title	Executive Manager/Manager, RFS Reform Implementation Group x 2 (Superintendent/Inspector levels) Executive Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent/Inspector x 2 AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
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Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

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Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Permanent Tenure

Contact Officer: Sondra Lewis**Contact Phone:** 36353141

Reason for Request/Impact if not approved

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RTI/20376 Page 12

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Registration No.:

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The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre.

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Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	No issues raised		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			



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Registration No.:

HR Comments
HR Advisor _____ / /

Finance Comments
Finance Officer _____ / /

Contrary to public interest

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
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 Capability & State Services

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

17 / 1 / 23

- Not Approved
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Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No



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Position Details (current / proposed)

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Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
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Contact Officer: Sondra Lewis

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The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre.

All other positions in the RFS Reference Group are to be engaged for an initial temporary period of six months, with the possibility of an extension through an EOI process.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS TU).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	No issues raised		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

HR Comments
 HR Advisor _____ / / _____

Finance Comments
 Finance Officer _____ / / _____

Adam Stevenson
Acting Deputy Commissioner
Chief Strategy Officer
Strategy and Corporate Services

Michael Wassing
Deputy Commissioner
Chief Officer Fire and Rescue Service
Readiness and Response Services

Joanne Greenfield
Acting Deputy Commissioner
Chief Officer Rural Fire Service
Chief Officer State Emergency Service
Capability & State Services

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

____ / ____ / ____

- Not Approved**
- Approved in full**
- Approved with variations (to be included on the ERVM)**

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No

From: Sondra Lewis on behalf of DC CSS
Sent: Friday, 20 January 2023 1:21 PM
To: ERVMC Secretariat
Cc: DC CSS
Subject: FW: URGENT - ERVM RFS Reform Implementation Team
Attachments: ERVM - RFS Reform Implementation Team - Jan 2023 - DC Greenfield signed.pdf; ERVM - RFS Reform Implementation Team - Jan 2023 - Word Version.docx

Hello Elodie

DC Greenfield has advised that she wishes to withdraw this ERVM.

Thank you for all your assistance.

Regards,
Sondra

From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Sent: Tuesday, 17 January 2023 12:15 PM
To: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Subject: URGENT - ERVM RFS Reform Implementation Team

Hello Elodie

As discussed, DC Greenfield has asked for this ERVM to be circulated urgently out of session.

She advised me that discussions have been held at the Executive level about this submission and in-principle support has been given, which includes the finance and hr aspects of this submission.

With Thanks,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services



Phone: (07) 363 53141
Email: sondra.lewis@qfes.qld.gov.au
Emergency Services Complex
Level 2, Block B
125 Kedron Park Road
KEDRON QLD 4031

Form

Effective Date: 15/09/2022

Registration No.:

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

* Please Note: **An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.**

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Permanent Tenure
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24 then RFS uplift FTE funds)



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Page 1 of 4

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Form

Effective Date: 15/09/2022

Registration No.:

Position Details (current / proposed)

Position Title	Executive Manager/Manager, RFS Reform Implementation Group x 2 (Superintendent/Inspector levels) Executive Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent/Inspector x 2 AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Initial 6-month tenure (with possibility to be extended)
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Permanent Tenure

Contact Officer: Sondra Lewis**Contact Phone:** 36353141

Reason for Request/Impact if not approved

The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.

The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.

In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.



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Page 2 of 4



RTI/20376 Page 21

Form

Effective Date: 15/09/2022

Registration No.:

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; two positions at the Superintendent or Inspector level, which would be decided following the advertising and assessment of applicants; one position at the AO6 level; and one position at the AO3 level.

It is proposed that Mr Alan Gillespie be appointed to the Director position on a permanent basis. This would be subject to reassessment of the need for this permanent position upon **Contrary to public interest**. If the position is deemed to be required, it will be rolled into the RFS uplift positions.

The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre.

All other positions in the RFS Reference Group are to be engaged for an initial temporary period of six months, with the possibility of an extension through an EOI process.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS TU).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	No issues raised		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			



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RTI/20376 Page 22

Form

Effective Date: 15/09/2022

Registration No.:

HR Comments

HR Advisor _____ / /

Finance Comments

Finance Officer _____ / /

Contrary to public interest

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

17 / 1 / 23

- Not Approved
- Approved in full
- Approved with variations (to be included on the ERVM)

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No



Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

* Please Note: An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Permanent Tenure
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24 then RFS uplift FTE funds)

Position Details (current / proposed)

Position Title	Executive Manager/Manager, RFS Reform Implementation Group x 2 (Superintendent/Inspector levels) Executive Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent/Inspector x 2 AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (<i>existing temporary positions</i>)	N/A
		Proposed End Date (<i>temporary positions</i>)	Initial 6-month tenure (with possibility to be extended)
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Permanent Tenure

Contact Officer: Sondra Lewis

Contact Phone: 36353141

Reason for Request/Impact if not approved
<p>The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.</p> <p>The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.</p> <p>In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.</p>

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; two positions at the Superintendent or Inspector level, which would be decided following the advertising and assessment of applicants; one position at the AO6 level; and one position at the AO3 level.

It is proposed that Mr Alan Gillespie be appointed to the Director position on a permanent basis. This would be subject to reassessment of the need for this permanent position upon **Contrary to public interest** If the position is deemed to be required, it will be rolled into the RFS uplift positions.

The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre.

All other positions in the RFS Reference Group are to be engaged for an initial temporary period of six months, with the possibility of an extension through an EOI process.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS TU).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	No issues raised		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

HR Comments
 HR Advisor _____ / / _____

Finance Comments
 Finance Officer _____ / / _____

Adam Stevenson
Acting Deputy Commissioner
Chief Strategy Officer
Strategy and Corporate Services

Michael Wassing
Deputy Commissioner
Chief Officer Fire and Rescue Service
Readiness and Response Services

Joanne Greenfield
Acting Deputy Commissioner
Chief Officer Rural Fire Service
Chief Officer State Emergency Service
Capability & State Services

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

____ / ____ / ____

Approved / Not Approved

____ / ____ / ____

- Not Approved**
- Approved in full**
- Approved with variations (to be included on the ERVM)**

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No

From: Joanne Greenfield
Sent: Friday, 20 January 2023 5:53 PM
To: Kevin Reading
Cc: Sondra Lewis
Subject: EMAIL - ERVM RFS Reform Implementation Team

Hello Kev

Regarding our discussion yesterday about withdrawal of the ERVM for the RFS reform implementation team, I wanted to seek advice on the proposed way forward,

I propose that a new ERVM be as follows:

- All positions be temporary for twelve months with the possibility of an extension – RFS CS, A)6, A03, inspector and super
- In accordance with the PSC Recruitment and Selection Directive, an Exemption to Advertise be sought for Alan Gillespie to be appointed to the Chief Superintendent position, with the justification being that he was recently found meritorious in a RFS Chief Superintendent selection process and also on account of his skills and experience in change management in the NSW RFS.
- The remaining positions be filled in accordance with the PSC Recruitment and Selection Directive.

Your advice on the above is appreciated.

Kind Regards,
Joanne

Joanne Greenfield
A/Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services
P 07 3635 3432 M Contrary to public interest
joanne.greenfield@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: Sondra Lewis
Sent: Wednesday, 25 January 2023 6:04 PM
To: Joanne Greenfield
Cc: DC CSS
Subject: FW: EMAIL - ERVM RFS Reform Implementation Team
Attachments: ERVM - RFS Reference Group - 25 Jan 2023 - REVISED .docx

Categories: Pending, A/DC to ACTION

Hi Joanne

Please find attached revised draft ERVM in line with Kev's below suggestions.

I have highlighted the key revisions in the attached – please ensure you are comfortable with the wording. With respect to tenure periods for the proposed positions, I have removed previous references 'with the possibility of extension'.

With respect to the reply to Kev, would it be as simple as replying: *"Thanks Kev. I will re-draft the ERVM submission in line with your below suggestions."* ?

Please let me know if I can assist further.

Sondra

From: Kevin Reading <Kevin.Reading@qfes.qld.gov.au>
Sent: Monday, 23 January 2023 8:02 AM
To: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Cc: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Subject: RE: EMAIL - ERVM RFS Reform Implementation Team

Hi Joanne,
Please see below for my comment to assist with your process to progress as soon as possible.

Reach out if you have any questions.

Kind regards
Kev

Kevin Reading
Acting Assistant Commissioner
QFES People
Queensland Fire and Emergency Services

M Contributed to public interest



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Sent: Friday, 20 January 2023 5:53 PM
To: Kevin Reading <Kevin.Reading@qfes.qld.gov.au>
Cc: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Subject: EMAIL - ERVM RFS Reform Implementation Team

Hello Kev

Regarding our discussion yesterday about withdrawal of the ERVM for the RFS reform implementation team, I wanted to seek advice on the proposed way forward,

I propose that a new ERVM be as follows:

- All positions be temporary for twelve months with the possibility of an extension – RFS CS, A)6, A03, inspector and super
 - o All positions be temporary for 12 months. I would recommend re-advertising at the 12 month mark as the new PS Act will be in play then and a fair bit would have changed toward the new QFD. I know these are for temporary roles only but what you want to minimise is potential conversion risk if these positions become in establishment eventually and change a bit. The future is a little grey at the moment so that would best place you.
 - o As discussed I would recommend the AO6 be a senior project officer as an Executive Officer is put in place to support an executive with likely different duties. (I have made that comment with no visibility of what the duties would entail).
 - o I would recommend a decision is made as to what level the Inspector/Super position is at prior to advertising E.g. 1x Inspector, 1x Super or 2x Supers. As an additional option you could run a process and if you feel there are no meritorious people at one of the rank levels you could come back to ERVMC and request reclass of one of the positions if the duties could align to that rank level.
 - o Put in the ERVMC that the positions are 12 months from commencement as it will take a little bit to fill some of the roles.
- In accordance with the PSC Recruitment and Selection Directive, an Exemption to Advertise be sought for Alan Gillespie to be appointed to the Chief Superintendent position, with the justification being that he was recently found meritorious in a RFS Chief Superintendent selection process and also on account of his skills and experience in change management in the NSW RFS.
 - o I think we could make this work. I would put a line in to say 'At the 12 month mark the position will be advertised if there is a requirement to extend the role.' You will need to come back to ERVM then in any case to have all roles extended if that is what is needed.
- The remaining positions be filled in accordance with the PSC Recruitment and Selection Directive.
 - o **Yep, Agree**

Your advice on the above is appreciated.

Kind Regards,
Joanne

Joanne Greenfield
A/Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services
P 07 3635 3432 M Contrary to public interest
joanne.greenfield@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

QFES RTI FINAL RELEASE

Form

Effective Date: 15/09/2022

Registration No.:

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

*** Please Note: An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.**

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement.
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24 then RFS uplift FTE funds)



Form

Effective Date: 15/09/2022

Registration No.:

Position Details (current / proposed)

Position Title	Executive Manager, RFS Reform Implementation Group (Superintendent) Manager, RFS Reform Implementation Group (Inspector) Senior Project Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent Inspector AO6 AO3
Have multiple classifications been considered?	Yes / No		Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Twelve Months from Date of Commencement

Contact Officer: Sondra Lewis

Contact Phone: 36353141

Reason for Request/Impact if not approved
<p>The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.</p> <p>The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.</p> <p>In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.</p>



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Page 2 of 4

RF/20376 Page 33



Form

Effective Date: 15/09/2022

Registration No.:

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; one position at the Superintendent level, one position at the Inspector level; one position at the AO6 level; and one position at the AO3 level.

There is one exemption to advertise request to direct appoint Alan Gillespie to the Director position for a twelve-month period. The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre.

All other positions will be filled in accordance with the Public Service Commission Directive 12/20 Recruitment and Selection.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS Together Union).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	No issues raised		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			



UNCLASSIFIED

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Page 3 of 4

RH/20376 Page 34



Form

Effective Date: 15/09/2022

Registration No.:

HR Comments
HR Advisor _____ /_____/____

Finance Comments
Finance Officer _____ /_____/____

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

____/____/____

Approved / Not Approved

____/____/____

Approved / Not Approved

____/____/____

- Not Approved**
- Approved in full**
- Approved with variations (to be included on the ERVM)**

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No



From: Sondra Lewis
Sent: Friday, 27 January 2023 10:45 AM
To: QFES Human Resource; Ann-Marie O'Grady; Boya Yeh
Cc: DC CSS
Subject: Urgent - ERVM - RFS Reference Group - 25 Jan 2023.docx
Attachments: ERVM - RFS Reference Group - 25 Jan 2023 - REVISED_.docx

Categories: Pending

Hello Boya and Ann-Marie

Please find attached an ERVM requiring HR and Finance commentary.

It would be appreciated if you could please complete and return at your earliest convenience.

Kind Regards,

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141

Email: sondra.lewis@qfes.gld.gov.au

Emergency Services Complex

Level 2, Block B

125 Kedron Park Road

KEDRON QLD 4031



Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

*** Please Note: An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.**

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	31/1/23	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24)

Position Details (current / proposed)

Position Title	Executive Manager, RFS Reform Implementation Group (Superintendent) Manager, RFS Reform Implementation Group (Inspector) Senior Project Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent Inspector AO6 AO3
Have multiple classifications been considered?	Yes / No		Yes
Date effective	ASAP	Current End Date (<i>existing temporary positions</i>)	N/A
		Proposed End Date (<i>temporary positions</i>)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Twelve Months from Date of Commencement

Contact Officer: Sondra Lewis

Contact Phone: 36353141

Reason for Request/Impact if not approved
<p>The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.</p> <p>The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.</p> <p>In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.</p>

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; one position at the Superintendent level, one position at the Inspector level; one position at the AO6 level; and one position at the AO3 level.

There is one exemption to advertise request to direct appoint Alan Gillespie to the Director position for a twelve-month period. The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre. The need for this temporary position will be assessed at the expiry of the twelve-month period, and if it is determined that the position is still required, it will then be advertised.

All other positions will be filled in accordance with the Public Service Commission Directive 12/20 Recruitment and Selection.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS Together Union).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	To be engaged following HR advice		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

HR Comments
 HR Advisor _____ /_____/____

Finance Comments
 Finance Officer _____ /_____/____

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

____/____/____

Approved / Not Approved

____/____/____

Approved / Not Approved

____/____/____

- Not Approved**
- Approved in full**
- Approved with variations (to be included on the ERVM)**

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No

From: QFES Human Resource
Sent: Monday, 30 January 2023 9:59 AM
To: Sondra Lewis; Ann-Marie O'Grady
Cc: DC CSS; QFES Human Resource
Subject: RE: Urgent - ERVM - RFS Reference Group - 25 Jan 2023.docx
Attachments: ERVM - RFS Reference Group - 25 Jan 2023 - REVISED_.docx

Good morning,

Please see **attached** ERVM with HR comment.

Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E jordy.roberts@qfes.qld.gov.au / HR@qfes.qld.gov.au | P 07 3635 3008



From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Sent: Friday, 27 January 2023 10:45 AM
To: QFES Human Resource <HR@qfes.qld.gov.au>; Ann-Marie O'Grady <Ann-Marie.O'Grady@qfes.qld.gov.au>; Boya Yeh <Boya.Yeh@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>
Subject: Urgent - ERVM - RFS Reference Group - 25 Jan 2023.docx

Hello Boya and Ann-Marie

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It would be appreciated if you could please complete and return at your earliest convenience.

Kind Regards,

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141
Email: sondra.lewis@qfes.qld.gov.au
[Emergency Services Complex](#)
[Level 2, Block B](#)
[125 Kedron Park Road](#)
[KEDRON QLD 4031](#)



QFES RTI FINAL RELEASE

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
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- Advertise via a closed merit process
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- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	31/1/23	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24)

Position Details (current / proposed)

Position Title	Executive Manager, RFS Reform Implementation Group (Superintendent) Manager, RFS Reform Implementation Group (Inspector) Senior Project Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent Inspector AO6 AO3
Have multiple classifications been considered?	Yes / No		Yes
Date effective	ASAP	Current End Date (<i>existing temporary positions</i>)	N/A
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Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Twelve Months from Date of Commencement

Contact Officer: Sondra Lewis

Contact Phone: 36353141

Reason for Request/Impact if not approved
<p>The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.</p> <p>The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.</p> <p>In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.</p>

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All other positions will be filled in accordance with the Public Service Commission Directive 12/20 Recruitment and Selection.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS Together Union).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	To be engaged following HR advice		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

HR Comments

- PN756568 – Regional Manager RFS, substantively Alan Gillespie (emp no. [REDACTED] class - Superintendent High)
- If Alan is direct appointed, PN756568 – Regional Manager RFS will have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20
- Positions - Executive Manager, RFS Reform Implementation Group (Superintendent), Manager, RFS Reform Implementation Group (Inspector), Senior Project Officer, RFS Reform Implementation (AO6) and Business Support Officer, RFS Reform Implementation (AO3) will also have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20 due to the duration of the proposed roles.
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HR Advisor _____Jordy Roberts_____ ___30___/___01___/___2023___

Finance Comments

Finance Officer _____/_____/_____

Adam Stevenson
Acting Deputy Commissioner
Chief Strategy Officer
Strategy and Corporate Services

Michael Wassing
Deputy Commissioner
Chief Officer Fire and Rescue Service
Readiness and Response Services

Joanne Greenfield
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Chief Officer Rural Fire Service
Chief Officer State Emergency Service
Capability & State Services

Approved / Not Approved

_____/_____/_____

Approved / Not Approved

_____/_____/_____

Approved / Not Approved

_____/_____/_____

- Not Approved**
- Approved in full**

- Approved with variations (to be included on the ERVM)**

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change?

YES

No

QFES RTI FINAL RELEASE

From: Ann-Marie O'Grady
Sent: Tuesday, 31 January 2023 10:55 AM
To: Sondra Lewis
Cc: DC CSS; Melissa Biddle; QFES Human Resource
Subject: RE: Urgent - ERVM - RFS Reference Group - 25 Jan 2023.docx
Attachments: ERVM - RFS Reference Group - 25 Jan 2023 - Finance Comments.docx

Hi Sondra

Please find attached ERVM with Finance comments.

Many thanks
Ann-Marie

Ann-Marie O'Grady

Principal Finance Officer, Budget & Performance Reporting
Finance, Procurement and Levy

Queensland Fire and Emergency Services

M Contrary to public interest



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: QFES Human Resource <HR@qfes.qld.gov.au>
Sent: Monday, 30 January 2023 9:59 AM
To: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>; Ann-Marie O'Grady <Ann-Marie.O'Grady@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; QFES Human Resource <HR@qfes.qld.gov.au>
Subject: RE: Urgent - ERVM - RFS Reference Group - 25 Jan 2023.docx

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Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch



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Sent: Friday, 27 January 2023 10:45 AM

To: QFES Human Resource <HR@qfes.qld.gov.au>; Ann-Marie O'Grady <Ann-Marie.O'Grady@qfes.qld.gov.au>; Boya Yeh <Boya.Yeh@qfes.qld.gov.au>

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Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141

Email: sondra.lewis@qfes.qld.gov.au

Emergency Services Complex

Level 2, Block B

125 Kedron Park Road

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Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
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Contact Phone: 36353141

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Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	To be engaged following HR advice		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

HR Comments

- PN756568 – Regional Manager RFS, substantively Alan Gillespie (emp no. [redacted] class - Superintendent High)
- If Alan is direct appointed, PN756568 – Regional Manager RFS will have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20
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HR Advisor _____Jordy Roberts_____ 30_/01____/2023__

Finance Comments

Finance can confirm currently no funding is allocated for the Reform Taskforce positions included in this ERVM.

Sch.3 s.3(2)(1)(b)

[redacted] This would be QFES preferred funding option. Failing successful request to draw down from the [redacted] QFES has 2022-23 YTD underspends in salaries and wages for which it could utilise this financial year, and 2023-24 could be funded from the priorities funding pool.

Finance Officer **Ann-Marie O’Grady** 31/01/23

Adam Stevenson
Acting Deputy Commissioner
Chief Strategy Officer
Strategy and Corporate Services

Michael Wassing
Deputy Commissioner
Chief Officer Fire and Rescue Service
Readiness and Response Services

Joanne Greenfield
Acting Deputy Commissioner
Chief Officer Rural Fire Service
Chief Officer State Emergency Service
Capability & State Services

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

____/____/____

____/____/____

____/____/____

- Not Approved**
- Approved in full**
- Approved with variations (to be included on the ERVM)**

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No

QFES RTI FINAL RELEASE

From: Sondra Lewis
Sent: Tuesday, 31 January 2023 3:40 PM
To: ERVMC Secretariat
Cc: DC CSS
Subject: Out of Session Request - ERVM RFS Reform Implementation Team - REVISED
Attachments: ERVM - RFS Reform Implementation Team - Jan 2023 - REVISED - DC Greenfield signed.pdf

Categories: Pending

Hello Elodie

Attached is a revised ERVM on the RFS Reform Implementation Team.

Deputy Greenfield has asked if this could please be circulated urgently out of session.

Kind Regards,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141

Email: sondra.lewis@qfes.qld.gov.au

[Emergency Services Complex](#)

[Level 2, Block B](#)

[125 Kedron Park Road](#)

[KEDRON QLD 4031](#)



Form

Effective Date: 15/09/2022

Registration No.:

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

*** Please Note: An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.**

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	31/1/23	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24)



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Page 1 of 5

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RTI/20376 Page 56

Form

Effective Date: 15/09/2022

Registration No.:

Position Details (current / proposed)

Position Title	Executive Manager, RFS Reform Implementation Group (Superintendent) Manager, RFS Reform Implementation Group (Inspector) Senior Project Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent Inspector AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Twelve Months from Date of Commencement

Contact Officer: Sondra Lewis**Contact Phone:** 36353141

Reason for Request/Impact if not approved

The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.

The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.

In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.



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RTI/20376 Page 57



Form

Effective Date: 15/09/2022

Registration No.:

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; one position at the Superintendent level, one position at the Inspector level; one position at the AO6 level; and one position at the AO3 level.

There is one exemption to advertise request to direct appoint Alan Gillespie to the Director position for a twelve-month period. The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre. The need for this temporary position will be assessed at the expiry of the twelve-month period, and if it is determined that the position is still required, it will then be advertised.

All other positions will be filled in accordance with the Public Service Commission Directive 12/20 Recruitment and Selection.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS Together Union).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	To be engaged following HR advice		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			



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Form

Effective Date: 15/09/2022

Registration No.:

HR Comments

- PN756568 – Regional Manager RFS, substantively Alan Gillespie (emp no. Contrary to public int. class - Superintendent High)
- If Alan is direct appointed, PN756568 – Regional Manager RFS will have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20
- Positions - Executive Manager, RFS Reform Implementation Group (Superintendent), Manager, RFS Reform Implementation Group (Inspector), Senior Project Officer, RFS Reform Implementation (AO6) and Business Support Officer, RFS Reform Implementation (AO3) will also have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20 due to the duration of the proposed roles.
- HR advises to consult with Role Descriptions prior to advertising - Role.Descriptions@qfes.qld.gov.au and include proposed org chart highlighting the placement of the position/s
- Union consultation only occurs when there are proposed changes to structure/role that impact on the employee - reporting lines, role description, classification, location. As these will be newly created positions there is no impact on employees.

HR Advisor _____Jordy Roberts_____ ___30___/___01___/___2023___

Finance Comments

Finance can confirm currently no funding is allocated for the Reform Taskforce positions included in this ERVM.

Sch.3 s.3(2)(1)(b)
Sch.3 s.3(2)(1)(b) This would be QFES preferred funding option. Failing successful request to draw down from the Sch.3 s.3(2)(1)(b) QFES has 2022-23 YTD underspends in salaries and wages for which it could utilise this financial year, and 2023-24 could be funded from the priorities funding pool.

Finance Officer **Ann-Marie O’Grady** 31/01/23

Contrary to public interest

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

___/___/___

Approved / Not Approved

___/___/___

Approved / Not Approved

31 / 1 / 23



Form

Effective Date: 15/09/2022

Registration No.:

- Not Approved
- Approved in full
- Approved with variations (to be included on the ERVM)

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change?

YES

No

QFES RTI FINAL RELEASE



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Page 5 of 5



From: Sondra Lewis on behalf of DC CSS
Sent: Friday, 3 February 2023 2:00 PM
To: ERVMC Secretariat
Cc: DC CSS; Joanne Greenfield
Subject: RE: FYI - Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

Hello Elodie

The Deputy asked me to follow up on the progression of this one.

The other two DC office have said they don't recall seeing this one this week.

Can you please advise?

Many Thanks,
Sondra

From: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Sent: Wednesday, 1 February 2023 10:59 AM
To: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Subject: FYI - Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

Good morning,

Please note ERVM 1345 has now gone out-of-session.

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance
Queensland Fire and Emergency Services
P 07 3635 2585

From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Sent: Tuesday, 31 January 2023 3:40 PM
To: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>
Subject: Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

Hello Elodie

Attached is a revised ERVM on the RFS Reform Implementation Team.

Deputy Greenfield has asked if this could please be circulated urgently out of session.

Kind Regards,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services



Phone: (07) 363 53141

Email: sondra.lewis@qfes.qld.gov.au

Emergency Services Complex

Level 2, Block B

125 Kedron Park Road

KEDRON QLD 4031

QFES RTI FINAL RELEASE

From: ERVMC Secretariat
Sent: Friday, 3 February 2023 3:15 PM
To: DC CSS
Cc: Joanne Greenfield; ERVMC Secretariat
Subject: RE: FYI - Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

Good afternoon,

I am yet to received comments back from SAU and Finance.
Will f/up now.

Once I have their comment I can send to the DCs for approval / comments.

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance
Queensland Fire and Emergency Services
P 07 3635 2585

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Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
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Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141
Email: sondra.lewis@qfes.qld.gov.au
Emergency Services Complex
Level 2, Block B
125 Kedron Park Road
KEDRON QLD 4031



From: Joanne Greenfield
Sent: Friday, 3 February 2023 5:05 PM
To: ERVMC Secretariat; DC CSS
Cc: ERVMC Secretariat
Subject: Re: FYI - Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

Thanks Elodie - appreciate the follow up, as this one is fairly urgent.

Regards
Joanne

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From: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Sent: Friday, February 3, 2023 3:15 pm
To: DC CSS <DC.CSS@qfes.qld.gov.au>
Cc: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>; ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
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Strategy & Assurance

Queensland Fire and Emergency Services

P 07 3635 2585

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Governance Officer, Corporate Governance

Strategy & Assurance

Queensland Fire and Emergency Services

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Deputy Greenfield has asked if this could please be circulated urgently out of session.
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Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services



Phone: (07) 363 53141
Email: sondra.lewis@qfes.qld.gov.au
Emergency Services Complex
Level 2, Block B
125 Kedron Park Road
KEDRON QLD 4031

QFES RTI FINAL RELEASE

From: ERVMC Secretariat
Sent: Monday, 6 February 2023 9:21 AM
To: Michael Wassing; Gerard Richardson
Cc: Louise Snowdon; Danni Olding; Steven Lowth; ERVMC Secretariat; Julia Henke; DC CSS; Joanne Greenfield
Subject: FOR APPROVAL - 1345 - RFS Reform Implementation Team - out of session
Attachments: 1345 - RFS Reform Implementation Team - Jan2023.pdf

Good afternoon,

Please find attached **ERVM 1345** for consideration of approval by DC RRS and DC SCS. It is supported by DC CSS.

Below are **additional comments** received by BAU, HR and Finance to help your decision.

Louise (SAU)	Danni (HR)	Steven (\$)
SAU – Nil comment	Support existing HR comments with the additional note that if the roles continue following the 12 months then conversions could be a consideration and override proposed recruitment processes (as detailed in the submission body)	No further finance comment, thanks.

If this could be addressed urgently it would be much appreciated.

Regards

Ms Elodie DAVID
Governance Officer, Corporate Governance
Strategy & Assurance
Queensland Fire and Emergency Services
P 07 3635 2585

Form

Effective Date: 15/09/2022

Registration No.: **1345**

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

*** Please Note: An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.**

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	31/1/23	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24)



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Form

Effective Date: 15/09/2022

Registration No.: 1345

Position Details (current / proposed)

Position Title	Executive Manager, RFS Reform Implementation Group (Superintendent) Manager, RFS Reform Implementation Group (Inspector) Senior Project Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent Inspector AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Twelve Months from Date of Commencement

Contact Officer: Sondra Lewis**Contact Phone:** 36353141

Reason for Request/Impact if not approved

The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.

The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.

In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.



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RTI/20376 Page 69



Form

Effective Date: 15/09/2022

Registration No.: **1345**

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; one position at the Superintendent level, one position at the Inspector level; one position at the AO6 level; and one position at the AO3 level.

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All other positions will be filled in accordance with the Public Service Commission Directive 12/20 Recruitment and Selection.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS Together Union).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	To be engaged following HR advice		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

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**RTI/20376 Page 70**

Form

Effective Date: 15/09/2022

Registration No.: **1345**

HR Comments

- PN756568 – Regional Manager RFS, substantively Alan Gillespie (emp no. Contrary to public interest class - Superintendent High)
- If Alan is direct appointed, PN756568 – Regional Manager RFS will have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20
- Positions - Executive Manager, RFS Reform Implementation Group (Superintendent), Manager, RFS Reform Implementation Group (Inspector), Senior Project Officer, RFS Reform Implementation (AO6) and Business Support Officer, RFS Reform Implementation (AO3) will also have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20 due to the duration of the proposed roles.
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HR Advisor _____Jordy Roberts_____ ___30___/___01___/___2023___

Finance Comments

Finance can confirm currently no funding is allocated for the Reform Taskforce positions included in this ERVM.

Sch.3 s.3(2)(1)(b)
Sch.3 s.3(2)(1)(b) This would be QFES preferred funding option. Failing successful request to draw down from the Sch.3 s.3(2)(1)(b) QFES has 2022-23 YTD underspends in salaries and wages for which it could utilise this financial year, and 2023-24 could be funded from the priorities funding pool.

Finance Officer **Ann-Marie O’Grady** 31/01/23

Contrary to public interest

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

___/___/___

Approved / Not Approved

___/___/___

Approved / Not Approved

31 / 1 / 23



Form

Effective Date: 15/09/2022

Registration No.: **1345**

- Not Approved
- Approved in full
- Approved with variations (to be included on the ERVM)

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No

QFES RTI FINAL RELEASE



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Sent: Monday, 6 February 2023 9:23 AM
To: ERVMC Secretariat; Gerard Richardson
Cc: Louise Snowdon; Danni Olding; Steven Lowth; ERVMC Secretariat; Julia Henke; DC CSS; Joanne Greenfield
Subject: Re: FOR APPROVAL - 1345 - RFS Reform Implementation Team - out of session

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From: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Sent: Monday, February 6, 2023 9:20:31 AM
To: Michael Wassing <Michael.Wassing@qfes.qld.gov.au>; Gerard Richardson <Gerard.Richardson@qfes.qld.gov.au>
Cc: Louise Snowdon <Louise.Snowdon@qfes.qld.gov.au>; Danni Olding <Danni.Olding@qfes.qld.gov.au>; Steven Lowth <Steven.Lowth@qfes.qld.gov.au>; ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>; Julia Henke <Julia.Henke@qfes.qld.gov.au>; DC CSS <DC.CSS@qfes.qld.gov.au>; Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Subject: FOR APPROVAL - 1345 - RFS Reform Implementation Team - out of session

Good afternoon,
Please find attached **ERVM 1345** for consideration of approval by DC RRS and DC SCS.
It is supported by DC CSS.

Below are **additional comments** received by BAU, HR and Finance to help your decision.

Louise (SAU)	Danni (HR)	Steven (\$)
SAU – Nil comment	Support existing HR comments with the additional note that if the roles continue following the 12 months then conversions could be a consideration and override proposed recruitment processes (as detailed in the submission body)	No further finance comment, thanks.

If this could be addressed urgently it would be much appreciated.

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance

Queensland Fire and Emergency Services

P 07 3635 2585

From: ERVMC Secretariat
Sent: Tuesday, 7 February 2023 2:58 PM
To: Sondra Lewis; Budget & Performance Reporting; QFES Human Resource
Cc: DC CSS; ERVMC Secretariat; AC QFESpeople
Subject: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED
Attachments: 1345 - RFS Reform Impl. Team - Jan2023 APPROVED w. comments.pdf

Good afternoon,

Please note **ERVM 1345** has been approved (with comments) as per record attached.

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance
Queensland Fire and Emergency Services
P 07 3635 2585

From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Sent: Tuesday, 31 January 2023 3:40 PM
To: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>
Subject: Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

1345 – approved OoS 1feb – gone for comments 1feb2023

Hello Elodie

Attached is a revised ERVM on the RFS Reform Implementation Team.

Deputy Greenfield has asked if this could please be circulated urgently out of session.

Kind Regards,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141
Email: sondra.lewis@qfes.qld.gov.au
[Emergency Services Complex](#)
[Level 2, Block B](#)
[125 Kedron Park Road](#)
[KEDRON QLD 4031](#)



Form

Effective Date: 15/09/2022

Registration No.: **1345**

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

*** Please Note: An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.**

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	31/1/23	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24)



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Page 1 of 5

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RTI/20376 Page 75

Form

Effective Date: 15/09/2022

Registration No.: 1345

Position Details (current / proposed)

Position Title	Executive Manager, RFS Reform Implementation Group (Superintendent) Manager, RFS Reform Implementation Group (Inspector) Senior Project Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent Inspector AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Twelve Months from Date of Commencement

Contact Officer: Sondra Lewis**Contact Phone:** 36353141

Reason for Request/Impact if not approved

The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.

The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.

In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.



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Page 2 of 5

RTI/20376 Page 76



Form

Effective Date: 15/09/2022

Registration No.: **1345**

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; one position at the Superintendent level, one position at the Inspector level; one position at the AO6 level; and one position at the AO3 level.

There is one exemption to advertise request to direct appoint Alan Gillespie to the Director position for a twelve-month period. The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre. The need for this temporary position will be assessed at the expiry of the twelve-month period, and if it is determined that the position is still required, it will then be advertised.

All other positions will be filled in accordance with the Public Service Commission Directive 12/20 Recruitment and Selection.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS Together Union).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	To be engaged following HR advice		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

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Page 3 of 5

**RTI/20376 Page 77**

Form

Effective Date: 15/09/2022

Registration No.: **1345**

HR Comments

- PN756568 – Regional Manager RFS, substantively Alan Gillespie (emp no. Contrary to public interest class - Superintendent High)
- If Alan is direct appointed, PN756568 – Regional Manager RFS will have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20
- Positions - Executive Manager, RFS Reform Implementation Group (Superintendent), Manager, RFS Reform Implementation Group (Inspector), Senior Project Officer, RFS Reform Implementation (AO6) and Business Support Officer, RFS Reform Implementation (AO3) will also have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20 due to the duration of the proposed roles.
- HR advises to consult with Role Descriptions prior to advertising - Role.Descriptions@qfes.qld.gov.au and include proposed org chart highlighting the placement of the position/s
- Union consultation only occurs when there are proposed changes to structure/role that impact on the employee - reporting lines, role description, classification, location. As these will be newly created positions there is no impact on employees.

HR Advisor _____Jordy Roberts_____ ___30___/___01___/___2023___

Finance Comments

Finance can confirm currently no funding is allocated for the Reform Taskforce positions included in this ERVM.

Sch.3 s.3(2)(1)(b) Contrary to public interest
Sch.3 s.3(2)(1)(b) Contrary to public interest This would be QFES preferred funding option. Failing successful request to draw down from the **Sch.3 s.3(2)(1)(b)** Contrary to public interest QFES has 2022-23 YTD underspends in salaries and wages for which it could utilise this financial year, and 2023-24 could be funded from the priorities funding pool.

Finance Officer **Ann-Marie O’Grady** 31/01/23

Contrary to public interest

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved / Not Approved

___/___/___

Approved / Not Approved

___/___/___

Approved / Not Approved

31 / 1 / 23



Form

Effective Date: 15/09/2022

Registration No.: **1345**

- Not Approved
- Approved in full
- Approved with variations (to be included on the ERVM)

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change? YES No

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Page 5 of 5



From: ERVMC Secretariat
Sent: Tuesday, 7 February 2023 3:00 PM
To: ERVMC Secretariat; Sondra Lewis; Budget & Performance Reporting; QFES Human Resource
Cc: DC CSS; AC QFESpeople
Subject: RE: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED
Attachments: 1345 - RFS Reform Impl. Team - Jan2023 APPROVED w. comments.pdf

Apologies, please find attached the updated record

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance
Queensland Fire and Emergency Services
P 07 3635 2585

From: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Sent: Tuesday, 7 February 2023 2:58 PM
To: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>; Budget & Performance Reporting <Budget&Reporting@qfes.qld.gov.au>; QFES Human Resource <HR@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>; AC QFESpeople <AC.QFESpeople@qfes.qld.gov.au>
Subject: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED

Good afternoon,

Please note **ERVM 1345** has been approved (with comments) as per record attached.

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance
Queensland Fire and Emergency Services
P 07 3635 2585

From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Sent: Tuesday, 31 January 2023 3:40 PM
To: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>
Subject: Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

1345 – approved OoS 1feb – gone for comments 1feb2023

Hello Elodie

Attached is a revised ERVM on the RFS Reform Implementation Team.

Deputy Greenfield has asked if this could please be circulated urgently out of session.

Kind Regards,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services



Phone: (07) 363 53141

Email: sondra.lewis@qfes.qld.gov.au

Emergency Services Complex

Level 2, Block B

125 Kedron Park Road

KEDRON QLD 4031

QFES RTI FINAL RELEASE

Form

Effective Date: 15/09/2022

Registration No.: **1345**

Establishment Resource and Vacancy Management (ERVM) Committee Submission

Position and Establishment Requests (please x)

- *Create new permanent position (prior SABC approval required) (HR Delegation 2.2)
- *Create new temporary/casual position (prior SABC approval required) (HR Delegation 2.4)
- *Redesignate position (HR Delegation 2.6.1,2.9,2.10)
- Extension of temporary/casual position (includes extension of incumbent if applicable) (prior SABC approval required) (HR Delegation 2.4)
- N/A

* Please Note: An Org Chart highlighting the placement of the proposed position/s and a role description must be provided with the ERVM Submission.

Recruitment and Selection (please x)

- Advertise via a closed merit process
- Exemption to advertise/Direct Appointment (merit must still be applied)
- Initial extension of temporary employee beyond 12 months (this from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

Position Details (current / proposed)

Position Title	Director, RFS Reform Implementation		
Position No	To Be Advised	Classification	Chief Superintendent
Have multiple classifications been considered?	Yes / No		No
Date effective	31/1/23	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Team	Role Status (FT/PT) (incl. hrs per week)	Full Time
Region/Directorate	RFS, Office of the Deputy Commissioner, CSS	Location	To Be Confirmed
Functional Reports to	Deputy Commissioner, CSS	Reports To	Deputy Commissioner, CSS
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding (until 2023-24)



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Page 1 of 5

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RTI/20376 Page 82

Form

Effective Date: 15/09/2022

Registration No.: **1345**

Position Details (current / proposed)

Position Title	Executive Manager, RFS Reform Implementation Group (Superintendent) Manager, RFS Reform Implementation Group (Inspector) Senior Project Officer, RFS Reform Implementation (AO6) Business Support Officer, RFS Reform Implementation (AO3)		
Position No	To Be Advised	Classification	Superintendent Inspector AO6 AO3
Have multiple classifications been considered?		Yes / No	Yes
Date effective	ASAP	Current End Date (existing temporary positions)	N/A
		Proposed End Date (temporary positions)	Twelve months from date of commencement
Branch/ Unit	RFS Reform Implementation Unit	Role Status (FT/PT) (incl. hrs per week)	Full-Time
Region/Directorate		Location	To Be Confirmed
Functional Reports to	Various	Reports To	Various
Cost Centre	To Be Advised	Funding Source *	QFES Reform Funding

* **Funding source** (eg: Externally Funded, BAU Budget, BAU Salaries Underspent, Project). If a **new** position, include total salary costs (incl. on-costs).

Employee Details (employee to be placed in the role)

Name	Alan Gillespie		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date	ASAP	Proposed End Date (if Applicable)	Twelve Months from Date of Commencement

Contact Officer: Sondra Lewis**Contact Phone:** 36353141

Reason for Request/Impact if not approved

The outcomes of the QFES independent review and the subsequent government decision to form the Queensland Fire Department with a commitment to uplift FRS and RFS services has recently been announced by the Queensland Government.

The Commissioner has recently approved an internal structure to oversight the reform, led by an Agency Implementation Group, a program management team and various reference groups.

In line with this decision, the ERVM Committee recently approved the establishment of a QFES Reform Implementation Group Program Team to undertake the development of the Queensland Fire Department and support the wider QFES reform with change management, including engagement and communications.

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RTI/20376 Page 83



Form

Effective Date: 15/09/2022

Registration No.: **1345**

Given the significant amount of work required to design and implement the reformed Rural Fire Service (RFS), the Commissioner has agreed the establishment of the RFS Reform Implementation team. This group would be responsible for developing a Concept of Operations that will inform the RFS uplift implementation. The Reform Implementation team will engage with the RFS Reference Group and be guided by and reporting to the A/DC CSS through to the AIG. The RFS Reform Implementation Team, under direction of the AIG will also undertake aspects of planning and execution relating to the RFS reform roll-out.

The RFS Reform Implementation Team will be supported by the QFES Reform Implementation Group Program with areas such as organisation design, change management, communication and engagement etc to ensure a consistent and joined up approach to the establishment of the QFD.

The RFS Reform Implementation Team will work within the framework of reform set by the AIG and will advise and collaborate with the other reference groups to ensure the design of a functional, efficient and effective QFD.

It is proposed that the RFS Reform Implementation Team be comprised of: one position at the Chief Superintendent level; one position at the Superintendent level, one position at the Inspector level; one position at the AO6 level; and one position at the AO3 level.

There is one exemption to advertise request to direct appoint Alan Gillespie to the Director position for a twelve-month period. The key rationale for this proposal is predominately because of Alan's skills and experience in change management in the New South Wales Rural Fire Service, which underwent significant reform to its service delivery and organisational practices. Alan was found meritorious in a recent open merit-based recruitment RFS Chief Superintendent process supported by a Hudson assessment centre. The need for this temporary position will be assessed at the expiry of the twelve-month period, and if it is determined that the position is still required, it will then be advertised.

All other positions will be filled in accordance with the Public Service Commission Directive 12/20 Recruitment and Selection.

This approach is supported by the Commissioner and stakeholders (RFBAQ and RFS Together Union).

Flow impacts (add as required)

Position Title:	Regional Manager, South-Eastern Region, RFS		
Position No.		Classification.	Superintendent
Name.	To Be Advised.		
Employee Number		Full time/Part Time (if PT inc hours/fn)	Full Time
Proposed Start Date		Proposed End Date (if Applicable)	

Union Consultation (required at commencement of any proposed organisational change)

Representative Consulted with:	Together Union Secretary (RFS)	Date Occurred:	
Consultation outcome:	To be engaged following HR advice		

Previous submissions (add as required)

Registration No.	N/A	Date approved/not approved by ERVM.	
Outcome.			

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RTI/20376 Page 84

Form

Effective Date: 15/09/2022

Registration No.: **1345**

HR Comments

- PN756568 – Regional Manager RFS, substantively Alan Gillespie (emp no. Contrary to public interest class - Superintendent High)
- If Alan is direct appointed, PN756568 – Regional Manager RFS will have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20
- Positions - Executive Manager, RFS Reform Implementation Group (Superintendent), Manager, RFS Reform Implementation Group (Inspector), Senior Project Officer, RFS Reform Implementation (AO6) and Business Support Officer, RFS Reform Implementation (AO3) will also have to be advertised via Smart Jobs as per the Recruitment and Selection Directive 12/20 due to the duration of the proposed roles.
- HR advises to consult with Role Descriptions prior to advertising - Role.Descriptions@qfes.qld.gov.au and include proposed org chart highlighting the placement of the position/s
- Union consultation only occurs when there are proposed changes to structure/role that impact on the employee - reporting lines, role description, classification, location. As these will be newly created positions there is no impact on employees.

Additional HR Comments (Danni Olding):
 if the roles continue following the 12 months then conversions could be a consideration and override proposed recruitment processes (as detailed in the submission body)

HR Advisor Jordy Roberts 30 / 01 / 2023

Finance Comments

Finance can confirm currently no funding is allocated for the Reform Taskforce positions included in this ERVM.

Sch.3 s.3(2)(1)(b)

Sch.3 s.3(2)(1)(b) This would be QFES preferred funding option. Failing successful request to draw down from the Sch.3 s.3(2)(1)(b) QFES has 2022-23 YTD underspends in salaries and wages for which it could utilise this financial year, and 2023-24 could be funded from the priorities funding pool.

Finance Officer **Ann-Marie O'Grady** 31/01/23

Contrary to public interest

Adam Stevenson
 Acting Deputy Commissioner
 Chief Strategy Officer
 Strategy and Corporate Services

Michael Wassing
 Deputy Commissioner
 Chief Officer Fire and Rescue Service
 Readiness and Response Services

Joanne Greenfield
 Acting Deputy Commissioner
 Chief Officer Rural Fire Service
 Chief Officer State Emergency Service
 Capability & State Services

Approved
 via email 7 Feb 2023
 Approved / Not Approved
Additional comment: Support temporary appointment. Key that the team also links closely with QFD formation work ie Steve Smith

Approved
 via email 6 Feb 2023
 Approved / Not Approved

Approved / Not Approved

31 / 1 / 23



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Page 4 of 5



Form

Effective Date: 15/09/2022

Registration No.: **1345**

Not Approved

Approved in full

Approved with variations (to be included on the ERVM)

APPROVED

By ERVMC at 2:54 pm, Feb 07, 2023

Comments from ERVM:

ERVM Secretariat/PHRA

Does this decision enact a HCOM change?

YES

No

QFES RTI FINAL RELEASE



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Page 5 of 5

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From: Peter Hollier
Sent: Wednesday, 22 February 2023 11:06 AM
To: Joanne Greenfield
Subject: FW: FURTHER ADVICE: RFS Reform Implementation Team Establishment
Attachments: Director-FSCSI-Rural-Regional-Coordination.docx; s.73 - Irrelevant information
Director-[RFS]-FSCSI-Rural-Capability-Development.docx;
Director-SO-Organisational-Development.docx; s.73 - Irrelevant information
s.73 - Irrelevant information RE: RFS - Chief Superintendent

Categories: DC - Info Only

Good morning DC,

For your background information.

Peter

Peter Hollier AFSM
Acting Assistant Commissioner



Rural Fire Service
Queensland Fire and Emergency Services
Emergency Services Complex. Kedron.

Phone: 07 3635 3624

Mobile: [Redacted]

Email: Peter.Hollier@qfes.qld.gov.au

Web: www.qfes.qld.gov.au

QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Sent: Wednesday, 22 February 2023 10:56 AM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>
Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Angela Carss <Angela.Carss@qfes.qld.gov.au>
Subject: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning

Notice you crossed out a few:

- Director, RFS Reform Implementation (Chief Superintendent)
 - [Generic RD](#)

s.73 - Irrelevant information

s.73 - Irrelevant information

Please note RFS do not have generic RDs for all there ranked positions currently they only have RFSO1, RFSO2 and Inspector generic RDs (see attached FSINS RD – minor edits may still need to occur, as the acronym in Aurion has changed).

Also note: As there are multiple functional areas/services our RDs are not necessarily generic as to enable creation of job profiles in Nexus and alignment to the Aurion Establishment needs to apply.

It is also important that final confirmation of the structure; where the branch/unit will report to, titles and positions numbers are provided to ensure correct job profiles are created and systems align. I will need confirm from HR re this, however also support from RFS to commence the development of RDs so I have a better understanding of the requirement of the role. I can then review and help align to other agency RDs to support a benchmark process as required.

RE: RFS Chief Superintendent

Currently only two RDs developed for Director Rural Capability Development and Director Rural Regional Engagement – still waiting on final endorsement/agreement by incumbent [see email attached].

I have attached the original RD for Director, you could track this to align with the responsibility/objective for the RFS Reform Implementation role, and this could be quality checked/ benchmarked? As per above other individual RDs have been developed. Note: the link below refers to Fire and Rescue Service, Chief Supt, so this cannot be used in the RFS process.

s.73 - Irrelevant information

Please do not hesitate to call me in relation the ongoing support development of RDs, please liaise with HR Services regarding Establishment management process.

Kind Regards

Maree O'Connor

HCM Systems Coordinator, Talent Acquisition, Strategy and Services
QFES People

Queensland Fire and Emergency Services

P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au

Role Descriptions: Role.Descriptions@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Sent: Wednesday, 22 February 2023 8:55 AM

To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>

Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Subject: FW: RFS Reform Implementation Team Establishment

Good morning Maree

s.73 - Irrelevant information


Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)

Executive Officer

Office of the Assistant Commissioner, Rural Fire Service

Queensland Fire and Emergency Services

P 07 3635 3443 M 



From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Sent: Monday, 13 February 2023 10:13 AM

To: QFES Human Resource <HR@qfes.qld.gov.au>; Role Descriptions <Role.Descriptions@qfes.qld.gov.au>

Cc: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Subject: FW: RFS Reform Implementation Team Establishment

Good morning teams,

I have been asked to coordinate the creation of the position numbers and generic role descriptions for the "RFS Reform Implementation Team".

I have located generic RDs on the gateway for 3 out of 5 positions (see hyperlinks below). [@Role Descriptions](#) could you please assist with locating the RDs for the RFS Superintendent and an AO6 Senior Project Officer?

- Director, RFS Reform Implementation (Chief Superintendent)
 - [Generic RD](#)

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Really appreciate your assistance with this.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Sent: Friday, 10 February 2023 9:31 AM
To: Matthew Bulow <Matthew.Bulow@qfes.qld.gov.au>
Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; Alan Gillespie <Alan.Gillespie@qfes.qld.gov.au>
Subject: RFS Reform Implementation Team Establishment

Hello Matt

For your awareness, attached is an ERVM to establish the RFS Reform Implementation Team, which has recently been approved.

I would appreciate you nominating someone from your directorate to work with Alan on establishing the team, including the drafting of Role Descriptions, creation of position numbers, coordinating all aspects of the recruitment and selection process for these positions (Executive Manager, Manager, Senior Project Officer, Business Support Officer), arranging office space and any other work requirements such as car, phone, etc.

I will discuss further with you.

With Thanks,
Joanne Greenfield
Deputy Commissioner

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Role Description

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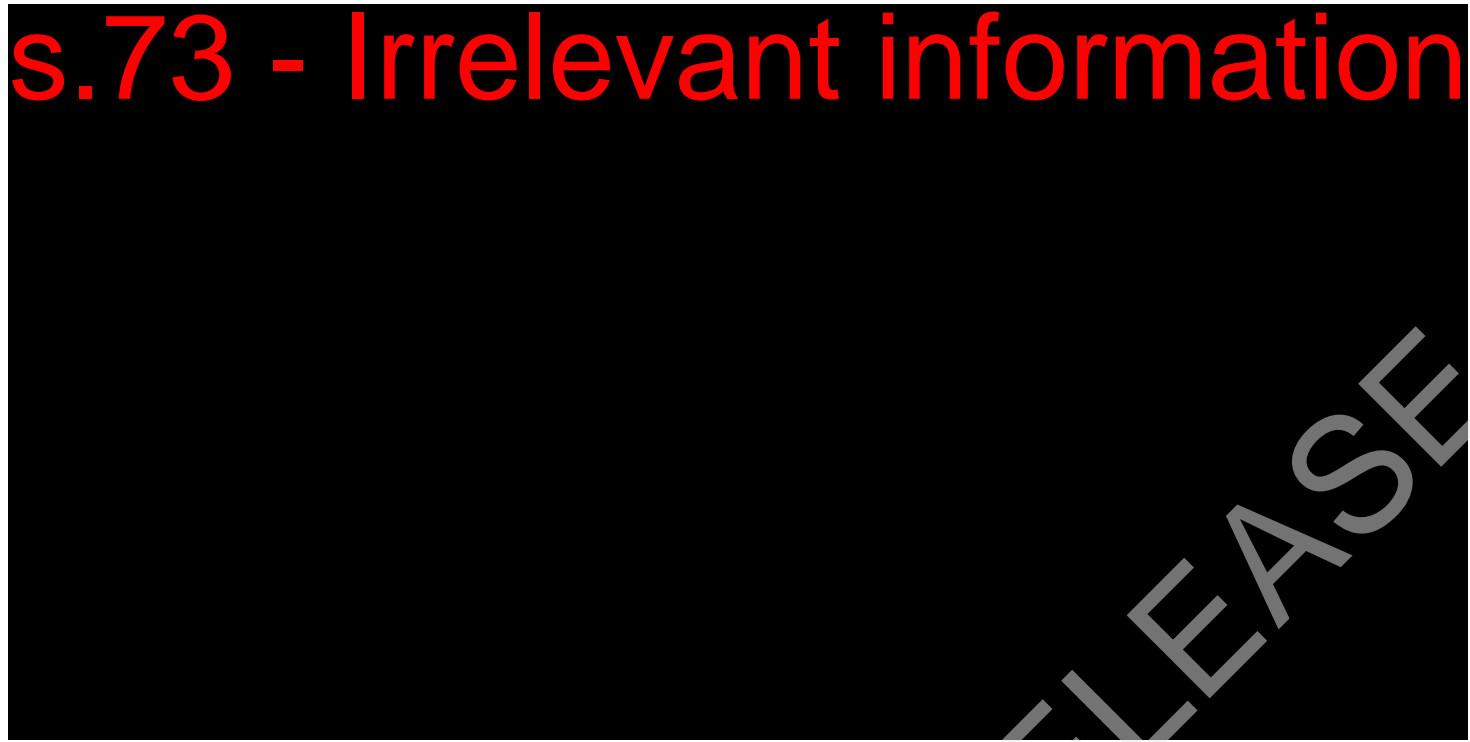
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QFES RTI FINAL RELEASE



Queensland Government

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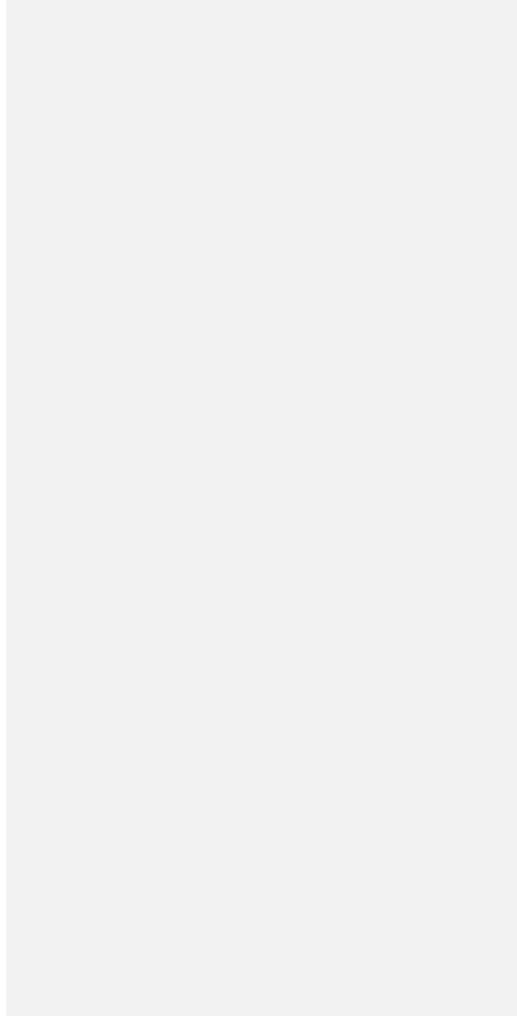
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QFES RTI FINAL RELEASE

From: Role Descriptions
Sent: Thursday, 19 January 2023 5:14 PM
To: Kylie Watson
Cc: Role Descriptions
Subject: RE: RFS - Chief Superintendent
Attachments: COMPLETED: DC Approval: Director [RFS] (FSCSI) Rural Capability Development and Support; FW: DC Approval: FINAL DRAFTS V2: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement; Director-FSCSI-Rural-Regional-Coordination.pdf

Hi Kylie

As discussed the new Director (highlighted below) was developed/endorsed urgently see attached 'completed' email. Noting that at the time the position was not created and not confirmed with me re the final title (note slightly different) this still need to be updated.

Also attached email has V2 draft for PN 755781, s.73 - Irrelevant information

s.73 - Irrelevant information

Rural Fire Service	759514	Director (Capability Development)	FSCSI	Chief Superintendent
Rural Regional Coordination	755781	Director (Rural Fire Service)	FSCSI	Chief Superintendent

Kind Regards

Maree O'Connor

HCM Systems Coordinator, Talent Acquisition, Strategy and Services

QFES People

Queensland Fire and Emergency Services

P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au

Role Descriptions: Role.Descriptions@qfes.qld.gov.au

QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: Kylie Watson <Kylie.Watson@qfes.qld.gov.au>

Sent: Thursday, 19 January 2023 8:36 AM

To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>

Subject: RFS - Chief Superintendent

Morning Maree

I wanted to check with you to see if there are now 2 approved role descriptions for the 2 Chief Superintendents in RFS?

Kind Regards

Kylie Watson

A/Principal HR Advisor

Strategy & Services Branch | QFES People

Queensland Fire and Emergency Services

P 07 3635 1641 M Contrary to public interest



From: Role Descriptions
Sent: Monday, 10 October 2022 3:51 PM
To: Sondra Lewis; Angela Carss; QFES Human Resource
Cc: DC CSS; Role Descriptions
Subject: COMPLETED: DC Approval: Director [RFS] (FSCSI) Rural Capability Development and Support
Attachments: Director-[RFS]-FSCSI-Rural-Capability-Development-and-Support.docx

Good afternoon

I have created the job profile for Director [RFS] (FSCSI) Rural Capability Development and Support, PN TBA to include reduced Leadership Competencies for Queensland and minor edits as approved.

Please note I have included 'and support' to the RD/job profile, however HR Services to still confirm what changes/creation of org unit and titles is being processed in the establishment. This will not hold up advertising requirements.

The job profile is now ready in Nexus for the purpose of advertising, as required.

Sondra / Christine - Please see attached final version of the role description and **update your records**. When above is confirm minor update may still occur.

Note: Role.Descriptions (Talent Acquisitions) support the review/update and/or development for QFES RDs/RSSs etc, including maintaining final approved documents, and updating systems i.e. Nexus/SharePoint.

For advertising and/or other matters relating to establishment, please liaise with HR Services, HR@qfes.qld.gov.au. / Angela Carss. thanks

@Angela Carss: see Job Code: **OSRL-OR04-PL-FCHIEF**

Maree O'Connor

HCM Systems Coordinator, Talent Acquisition, Strategy and Services

QFES People

Queensland Fire and Emergency Services

P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au

Role Descriptions: Role.Descriptions@qfes.qld.gov.au

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From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Sent: Monday, 10 October 2022 12:40 PM
To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>
Subject: DC Approval: FINAL DRAFTS V2: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement

Hello Maree

I'm not sure if Christine has already forwarded A/DC Greenfield's below approval to you on the attached Role Description for the new RFS Director position?

Can I now request HR Services to advertise this position?

Many Thanks,

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141

Email: sondra.lewis@qfes.qld.gov.au

Emergency Services Complex

Level 2, Block B

125 Kedron Park Road

KEDRON QLD 4031



From: Joanne Greenfield

Sent: Tuesday, 4 October 2022 9:49 PM

To: Christine Murdoch <Christine.Murdoch@qfes.qld.gov.au>

Subject: RE: FINAL DRAFTS V2 FOR REVIEW: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement

I'm happy with these, can we get them readvertise asap.

Many thanks

Joanne

Joanne Greenfield
A/Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

P 07 3635 3432 M 
joanne.greenfield@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: Christine Murdoch <Christine.Murdoch@qfes.qld.gov.au>

Sent: Tuesday, 4 October 2022 2:57 PM

To: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>

Subject: FW: FINAL DRAFTS V2 FOR REVIEW: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement

Hi Joanne

These look ok to me. Note the slight change in title, Maree has removed the "and Support" from the end of each.

Christine Murdoch MBus(Mgt) BBus(Mkg)
Acting Staff Officer
Office of the Acting Deputy Commissioner Joanne Greenfield
Capability and State Services (CSS)
Queensland Fire and Emergency Services
P 3635 3141 E DC.CSS@qfes.qld.gov.au



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Role Description

Director [RFS] (FSCSI) Rural Capability Development and Support

Status	Permanent/Temporary, Full-time/Part-Time <i>(remove non applicable information)</i>	Salary	\$00,000 to \$00,000 (QSS to complete) p.a.
Tenure	Ongoing <or insert tenure as relevant to vacancy> <i>(remove/edit non applicable information)</i>	Closing Date	00/00/0000
Work Unit	Rural Capability Development and Support, Rural Fire Service	Reference No	QLD/xxxxxx/xx (QSS to complete)
Location	Emergency Services Complex, Kedron	Division	Capability and State Services

About us

As an emergency service agency, Queensland Fire and Emergency Services (QFES) is responsible for ensuring the safety of people and property across Queensland through the provision of effective prevention, preparation, response and recovery activities across a range of emergency situations, and in large scale disasters.

QFES is the primary provider of fire, rescue and emergency management programs and services throughout Queensland. The department encompasses the Fire and Rescue Service, disaster management capability, the Rural Fire Service (RFS) and the State Emergency Service, and also supports other volunteer groups providing emergency response to Queenslanders.

QFES is one department with many services, many capabilities and many partners.

Purpose of the role

The RFS are the hazard lead for bushfire, they lead and manage a range of operational and organisational functions that are principally directed in supporting Rural Fire Brigades (RFBs) and approximately 28,000 volunteers who provide fire management, mitigation and response services for rural and semi-rural communities and some urban fringe areas across the state. RFBs works with communities to ensure they are well informed about their bushfire risk and are prepared for the bushfire season. This includes community education, hazard reduction and mitigation activities to reduce the risk to people, property, cultural assets, and the environment and implementing the largely volunteer led Permit to Light Fire system.

Reporting to the Assistant Commissioner, RFS, you will be responsible for the strategic planning and long-term development of the RFS bushfire management and operations capability, including planning and capability development of support services such as training, fleet, and facilities. This role will participate in high level liaison and collaboration with other agencies, stakeholders, and interstate jurisdictions as appropriate in the development and enhancement of RFS strategy and policy to enhance Bushfire Operations in Queensland.

Key requirements

Mandatory requirements

- Hold a current valid Blue Card (from Blue Card Services).
- Minimum C Class Driver's licence (non-restricted).
- Demonstrated experience working with volunteer based frontline services.

QFES Applicants

- Internal applicants must provide evidence that they are eligible for appointment in accordance with the *Queensland Fire and Emergency Services Employee Award –State 2016*.

External Applicants

- External applicants must have suitable contemporary fire and organisational management experience within an emergency service or fire management agency to the satisfaction of the Commissioner, QFES.

Highly desirable requirements

- Relevant post graduate qualification, while not mandatory will be highly regarded.
- Demonstrated ability to provide operational and management control of large-scale rural fire incidents and expertise in strategic leadership and service wide capability build for bushfire management.
- Demonstrated strategic leadership skills with a capacity to understand the needs of volunteers, in a geographically diverse organisation with changing environmental, social, and demographic pressures.
- Demonstrated management and leadership skills to continually improve service delivery and organisational capabilities through the effective management of human and physical services delivered through a regional service delivery model.
- Demonstrated change management expertise.
- Knowledge of or experience in resource management appropriate to volunteers for the prevention, preparedness, response, and recovery phases in community support.

Your key accountabilities

Your part in the ongoing success of our department, in providing frontline services will see you responsible for a variety of work, including, but not limited to:

- Lead the analysis, development, review and implementation of policies, procedures, programs, and systems to enhance bushfire management and operations capability across the state.
- Collaborate with key internal and external stakeholders (including industry stakeholders and partner agencies at a state level) to enhance the bushfire management and operations capability, and ensure interoperability across services and disaster management capabilities.
- Lead and collaborate on the development of RFS strategic plans (including fleet, capital, PPE, volunteerism, and training) to ensure a sustainable approach to enhancing RFS capabilities and that of RFBs, Groups and Fire Wardens.
- Lead the development of the QFES Operational Bushfire Plans, including State Bushfire Plan, departmental plan, and annual operational plans to build capacity and preparedness of the fire and emergency services sector.
- Liaise, consult, and negotiate with key internal and external stakeholders and represent QFES on a range of operational committees, working groups and taskforces in building awareness and strengthening delivery of services.
- Manage, prepare, and review complex reports, submissions, and briefings, and ensure accurate and appropriate response to a range of ministerial and departmental correspondence.
- Assist the Assistant Commissioner RFS in the development and management of strategic projects, including implementation of organisational change within RFS.
- Provide expert advice to senior executives and direction to the regional managers on service planning, capability development, and development of standards to promote community initiatives and guide high quality support services.
- Provide support with the statewide management of bushfire operations that involves the activation of the State Operations Centre or in the field, as required. Additionally, be able to take a suitable leadership role at a departmental level during disaster operations.

Capabilities

To determine your suitability for the role, you will be assessed on the following Leadership Competencies for Queensland behavioural profiles that link to the “key accountabilities” for this role:

Leadership Competency **Stream – Program Leader** (*leading teams and/or projects*)

Vision

- Leads strategically
- Leads change in complex environments

Results

- Develops and mobilises talent
- Builds enduring relationships
- Drives accountability and outcomes

Accountability

- Fosters healthy and inclusive workplaces

Once you join us we will want you to *exemplify* the QFES shared values:

- Respect
- Integrity
- Trust
- Courage
- Loyalty

Want more information?

Please contact **Name, Position, Unit** on Phone 07 **Enter Here** or email **Enter Here****Error! Hyperlink reference not valid..** You can also visit our website at www.qfes.qld.gov.au to find out more about our organisation.

HOW TO APPLY - Please refer to the [QFES Application Guide](#) for information on how to apply for this role.

QFES RTI FINAL RELEASE

From: Role Descriptions
Sent: Monday, 10 October 2022 3:55 PM
To: Role Descriptions
Subject: FW: DC Approval: FINAL DRAFTS V2: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement
Attachments: FW: FINAL DRAFTS V2 FOR REVIEW: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement

Still need to complete the Director [RFS] Rural Engagement and Support

Kind Regards

Maree O'Connor

HCM Systems Coordinator, Talent Acquisition, Strategy and Services
QFES People

Queensland Fire and Emergency Services

P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au

Role Descriptions: Role.Descriptions@qfes.qld.gov.au

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From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>
Sent: Monday, 10 October 2022 12:40 PM
To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>
Subject: DC Approval: FINAL DRAFTS V2: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement

Hello Maree

I'm not sure if Christine has already forwarded A/DC Greenfield's below approval to you on the attached Role Description for the new RFS Director position?

Can I now request HR Services to advertise this position?

Many Thanks,

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141
Email: sondra.lewis@qfes.qld.gov.au
[Emergency Services Complex](#)
Level 2, Block B
125 Kedron Park Road
KEDRON QLD 4031



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Subject: RE: FINAL DRAFTS V2 FOR REVIEW: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement

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Joanne

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joanne.greenfield@qfes.qld.gov.au



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Hi Joanne

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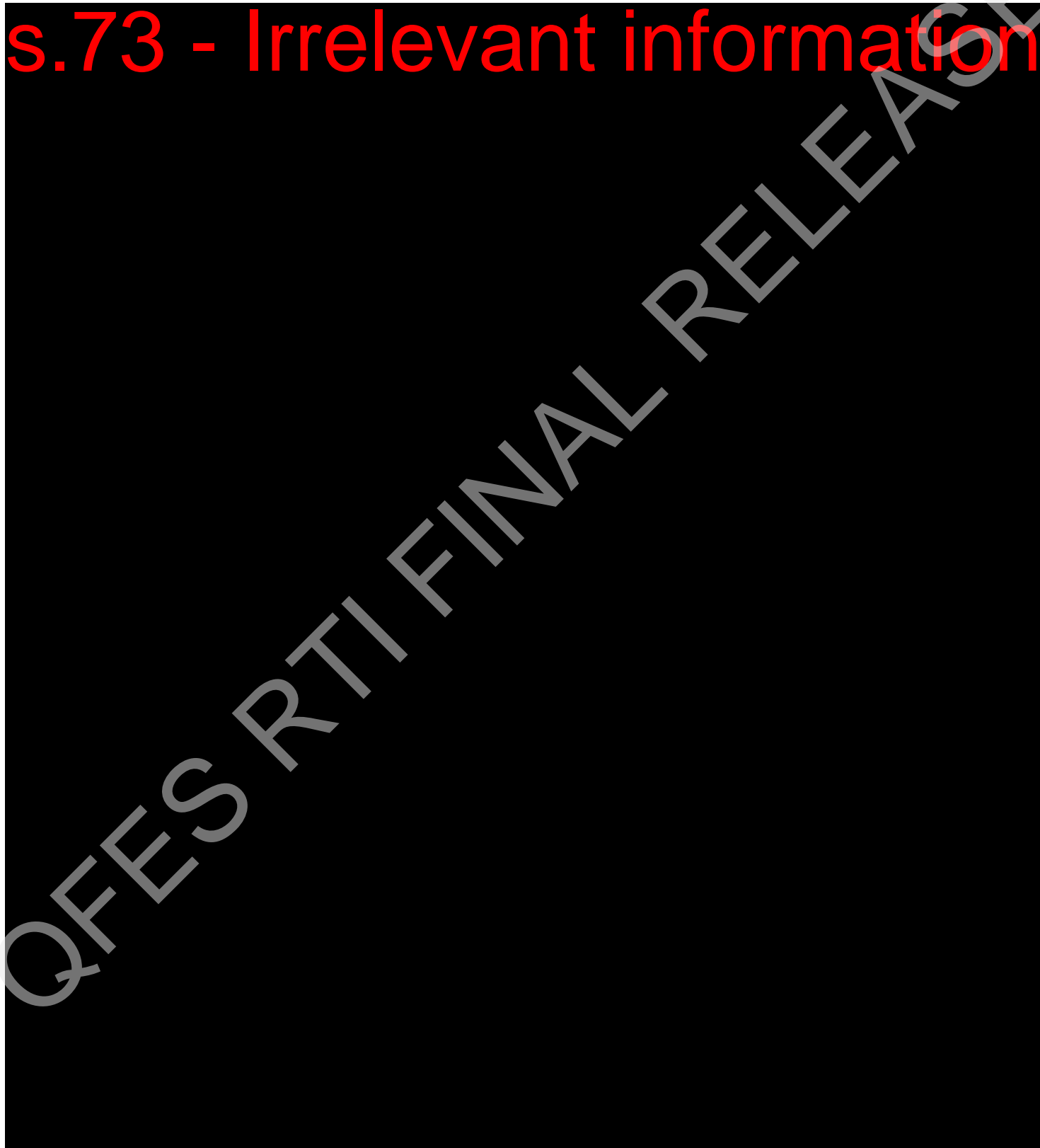
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Acting Staff Officer
Office of the Acting Deputy Commissioner Joanne Greenfield
Capability and State Services (CSS)
Queensland Fire and Emergency Services
P 3635 3141 E DC.CSS@qfes.qld.gov.au



Queensland
Government

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From: Christine Murdoch
Sent: Tuesday, 4 October 2022 2:57 PM
To: Joanne Greenfield
Subject: FW: FINAL DRAFTS V2 FOR REVIEW: Director [RFS] (FSCSI) Rural Capability Development and Rural Regional Engagement
Attachments: Director-[RFS]-FSCSI-Rural-Regional-Engagement.docx; Director-[RFS]-FSCSI-Rural-Capability-Development.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi Joanne

These look ok to me. Note the slight change in title, Maree has removed the "and Support" from the end of each.

Christine Murdoch MBus(Mgt) BBus(Mkg)
Acting Staff Officer
Office of the Acting Deputy Commissioner Joanne Greenfield
Capability and State Services (CSS)
Queensland Fire and Emergency Services
P 3635 3141 E DC.CSS@qfes.qld.gov.au

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Director [Rural Fire Service] (FSCSI) Rural Regional Engagement

Status	Permanent/Temporary, Full-time/Part-Time <i>(remove non applicable information)</i>	Salary	\$00,000 to \$00,000 (QSS to complete) p.a.
Tenure	Ongoing <or insert tenure as relevant to vacancy> <i>(remove/edit non applicable information)</i>	Closing Date	00/00/0000
Work Unit	Rural Regional Engagement, Rural Fire Service	Reference No	QLD/xxxxxx/xx (QSS to complete)
Location	Emergency Services Complex, Kedron	Division	Capability and State Services

Commented [MO1]: The title of the role to match the establishment, then the classification type and org unit (as per Aurion)

What has been approved that HR Services is processing?

Note: If the title of the role has been approved to change to 'Chief Superintendent' please confirm, if not, will need to maintain as Director [RFS] as per establishment. At the time of advertising TA can change the title to Chief Super in required.

Commented [MO2]: As per establishment and needs to align with Nexus job profile.

About us

As an emergency service agency, Queensland Fire and Emergency Services (QFES) is responsible for ensuring the safety of people and property across Queensland through the provision of effective prevention, preparation, response and recovery activities across a range of emergency situations, and in large scale disasters.

QFES is the primary provider of fire, rescue and emergency management programs and services throughout Queensland. The department encompasses the Fire and Rescue Service, disaster management capability, the Rural Fire Service (RFS) and the State Emergency Service, and also supports other volunteer groups providing emergency response to Queenslanders. Comprising the Fire and Rescue Service, the Rural Fire Service (RFS) and the State Emergency Service, QFES also supports other volunteer groups providing emergency response to Queenslanders.

Commented [MO3]: This statement is used across all other RDs, however only the operational RDs have not changed

QFES is one department with many services, many capabilities and many partners.

Purpose of the role

The RFS are the hazard lead for bushfire, they lead and manage a range of operational and organisational functions that are principally directed in supporting Rural Fire Brigades (RFBs) and approximately 28,000 volunteers who provide fire management, mitigation and response services for rural and semi-rural communities and some urban fringe areas across the state. RFBs works with communities to ensure they are well informed about their bushfire risk and are prepared for the bushfire season. This includes community education, hazard reduction and mitigation activities to reduce the risk to people, property, cultural assets, and the environment and implementing the largely volunteer led Permit to Light Fire system.

Reporting to the Assistant Commissioner, Rural Fire Service, you will be The Chief Superintendent, Regional Engagement and Support is responsible for the engagement and management of indirect reporting relationships with internal state and regionally based RFS stakeholders to implementation of capability enhancements and support of RFBs in line with RFS policy, doctrine and strategic plans. The focus is across , with a focus on prevention and preparedness, response, and recovery for bushfire and disaster management.

Key requirements

Mandatory requirements

- Hold a current valid Blue Card (from Blue Card Services).
- Minimum C Class Driver's licence (non-restricted).
- Demonstrated experience working with volunteer based frontline services.

QFES Applicants

- Internal applicants must provide evidence that they are eligible for appointment in accordance with the Queensland Fire and Emergency Services Employee Award –State 2016.

External Applicants

- External applicants must have suitable contemporary fire and organisational management experience within an emergency service or fire management agency to the satisfaction of the Commissioner, QFES.

Highly desirable requirements

- Relevant post graduate qualification, while not mandatory will be highly regarded.
- Demonstrated ability to provide operational leadership and management control of large-scale bushfire incidents and expertise in bushfire management.
- Demonstrated strategic leadership skills with a capacity to understand the needs of volunteers, in a geographically diverse organisation with changing environmental, social, and demographic pressures.
- Demonstrated management and leadership skills to continually improve service delivery and organisational capabilities through the effective management of resources, and human and physical services delivered through a regional service delivery model.
- Knowledge of or experience in resource management appropriate to volunteers for the prevention, preparedness, response, and recovery phases in community support.

Your key accountabilities

Your part in the ongoing success of our department, in providing frontline services will see you responsible for a variety of work, including, but not limited to:

- Engage and collaborate with regions and state functions to support the delivery of the Bushfire Operations/disaster management capability and support functions through RFBs, Groups, Chief Fire wardens, Fire Wardens, and volunteers.
- ~~Lead and manage volunteer frontline support services, in the support of volunteers throughout the state, including operational policy (Brigade Manuals), membership, reporting, liaison, and equipment provision/maintenance.~~
- Oversee the delivery of enhancement programs in support of RFBs, including fleet, fuel and maintenance programs, P3 masks, defibrillators facility improvement/development and technology.
- Lead and coordinate the reporting of performance measures of regional operations in collaboration with regional senior leaders and state stakeholders.
- Liaise, consult, and negotiate with ~~other~~ key internal and external stakeholders and support the Assistant Commissioner represent QFES on a range of operational committees, working groups and taskforces in building awareness and strengthening delivery of services.
- ~~Manage, prepare, and review complex reports, submissions, and briefings, and ensure accurate and appropriate response to a range of ministerial and departmental correspondence.~~
- ~~Coordinate the delivery of high quality support services to the RFS particularly in the areas of Workplace, Health and Safety and risk management, appliances/equipment support programs, community awareness initiatives and bushfire arson investigation and prevention.~~
- ~~Assist the Assistant Commissioner RFS in the development and management of strategic projects, including implementation of organisational change within RFS.~~
- Provide expert advice to senior executives the Assistant Commissioner RFS, RFS senior leadership and regional managers on the implementation of service standards and planning to promote community initiatives and guide high quality support services.
- Provide support with statewide management of bushfire operations that involves the activation of the State Operations Centre, State Disaster Coordination Centre or in the field, as required. Additionally, be able to take a suitable leadership role at a departmental level during disaster operations.

Commented [MO4]: General standard is max eight accountabilities, this is nine to provide the last statement to support activations.

Commented [MO5]: Please review example outcome and edit as required.

Commented [MO6]: Added for your review if required. Confirm OK or remove.

Commented [MO7]: Removed multiple reference to AC, noting have added reporting to AC in purpose. Made this more generic as the who may change at times.

Commented [MO8]: Is this a more appropriate outcome. Please review and edit further as required.

Capabilities

To determine your suitability for the role, you will be assessed on the following Leadership Competencies for Queensland behavioural profiles that link to the "key accountabilities" for this role:

Leadership Competency Stream – Program Leader (leading teams and/or projects)

Vision

- Leads strategically
- Leads change in complex environments

Results

- Develops and mobilises talent
- Builds enduring relationships
- Drives accountability and outcomes

Accountability

- Fosters healthy and inclusive workplaces

Once you join us we will want you to *exemplify* the QFES shared values:

- Respect
- Integrity
- Trust
- Courage
- Loyalty

Want more information?

Please contact **Name, Position, Unit** on Phone 07 **Enter Here** or email **Enter Here****Error! Hyperlink reference not valid.** You can also visit our website at www.qfes.qld.gov.au to find out more about our organisation.

HOW TO APPLY - Please refer to the [QFES Application Guide](#) for information on how to apply for this role.



Director [Rural Fire Service] (FSCSI) Rural Capability Development

Status	Permanent/Temporary, Full-time/Part-Time <i>(remove non applicable information)</i>	Salary	\$00,000 to \$00,000 (QSS to complete) p.a.
Tenure	Ongoing <or insert tenure as relevant to vacancy> <i>(remove/edit non applicable information)</i>	Closing Date	00/00/0000
Work Unit	Rural Capability Development, Rural Fire Service	Reference No	QLD/xxxxxx/xx (QSS to complete)
Location	Emergency Services Complex, Kedron	Division	Capability and State Services

Commented [MO1]: The title of the role to match the establishment, then the classification type and org unit (as per Aurion)

What has been approved that HR Services is processing?

Note: If the title of the role has been approved to change to 'Chief Superintendent' please confirm, if not, will need to maintain as Director [RFS] as per establishment. At the time of advertising TA can change the title to Chief Super in required.

Commented [MO2]: As per establishment and needs to align with Nexus job profile.

About us

As an emergency service agency, Queensland Fire and Emergency Services (QFES) is responsible for ensuring the safety of people and property across Queensland through the provision of effective prevention, preparation, response and recovery activities across a range of emergency situations, and in large scale disasters.

QFES is the primary provider of fire, rescue and emergency management programs and services throughout Queensland. The department encompasses the Fire and Rescue Service, disaster management capability, the Rural Fire Service (RFS) and the State Emergency Service, and also supports other volunteer groups providing emergency response to Queenslanders.

QFES is one department with many services, many capabilities and many partners.

Commented [MO3]: This statement is used across all other RDs, however only the operational RDs have not changed

Purpose of the role

The RFS are the hazard lead for bushfire, they lead and manage a range of operational and organisational functions that are principally directed in supporting Rural Fire Brigades (RFBs) and approximately 28,000 volunteers who provide fire management, mitigation and response services for rural and semi-rural communities and some urban fringe areas across the state. RFBs works with communities to ensure they are well informed about their bushfire risk and are prepared for the bushfire season. This includes community education, hazard reduction and mitigation activities to reduce the risk to people, property, cultural assets, and the environment and implementing the largely volunteer led Permit to Light Fire system.

Reporting to the Assistant Commissioner, RFS, you will be responsible for the strategic planning and long-term development of the RFS bushfire management and operations capability, including planning and capability development of support services such as training, fleet, and facilities. This role will participate in high level liaison and collaboration with other agencies, stakeholders, and interstate jurisdictions as appropriate in the development and enhancement of RFS strategy and policy to enhance Bushfire Operations in Queensland.

Key requirements

Mandatory requirements

- Hold a current valid Blue Card (from Blue Card Services).
- Minimum C Class Driver's licence (non-restricted).
- Demonstrated experience working with volunteer based frontline services.

QFES Applicants

- Internal applicants must provide evidence that they are eligible for appointment in accordance with the *Queensland Fire and Emergency Services Employee Award –State 2016*.

External Applicants

- External applicants must have suitable contemporary fire and organisational management experience within an emergency service or fire management agency to the satisfaction of the Commissioner, QFES.

Highly desirable requirements

- Relevant post graduate qualification, while not mandatory will be highly regarded.
- Demonstrated ability to provide operational and management control of large-scale rural fire incidents and expertise in strategic leadership and service wide capability build for bushfire management.
- Demonstrated strategic leadership skills with a capacity to understand the needs of volunteers, in a geographically diverse organisation with changing environmental, social, and demographic pressures.
- Demonstrated management and leadership skills to continually improve service delivery and organisational capabilities through the effective management of human and physical services delivered through a regional service delivery model.
- Demonstrated change management expertise.
- Knowledge of or experience in resource management appropriate to volunteers for the prevention, preparedness, response, and recovery phases in community support.

Your key accountabilities

Your part in the ongoing success of our department, in providing frontline services will see you responsible for a variety of work, including, but not limited to:

- Lead the analysis, development, review and implementation of policies, procedures, programs, and systems to enhance bushfire management and operations capability across the state.
- Collaborate with key internal and external stakeholders (including industry stakeholders and partner agencies at a state level) to enhance the bushfire management and operations capability, and ensure interoperability across services and disaster management capabilities.
- Lead and collaborate on the development of RFS strategic plans (including fleet, capital, PPE, volunteerism, and training) to ensure a sustainable approach to enhancing RFS capabilities and that of RFBs, Groups and Fire Wardens.
- Lead the development of the QFES Operational Bushfire Plans, including State Bushfire Plan, departmental plan, and annual operational plans to build capacity and preparedness of the fire and emergency services sector.
- Liaise, consult, and negotiate with ~~other~~ key internal and external stakeholders and support the Assistant Commissioner RFS represent QFES on a range of operational committees, working groups and taskforces in building awareness and strengthening delivery of services.
- Manage, prepare, and review complex reports, submissions, and briefings, and ensure accurate and appropriate response to a range of ministerial and departmental correspondence.
- Assist the Assistant Commissioner RFS in the development and management of strategic projects, including implementation of organisational change within RFS.
- Provide expert advice to ~~the Assistant Commissioner RFS senior executives~~ and direction to the regional managers on service planning, capability development, and development of standards to promote community initiatives and guide high quality support services, ~~community awareness initiatives, corporate governance issues and lead and guide staff in providing high quality support services to internal and external stakeholders.~~
- Provide support the Assistant Commissioner RFS with the statewide management of bushfire operations that involves the activation of the State Operations Centre or in the field, as required. Additionally, be able to take a suitable leadership role at a ~~departmental~~ level during disaster operations.

Commented [MO4]: Note accountability statement should provide the Verb, the What and the Why/Outcome. Please note highlighted examples only and edit further as required.

Commented [MO5]: Added for your review if required. Confirm OK or remove.

Commented [MO6]: Removed multiple reference to AC, noting included in above dot points and reporting to AC in purpose. Made this more generic as the who may change at times.

Commented [MO7]: Is this a more appropriate outcome. Please review and edit further as required.

Capabilities

To determine your suitability for the role, you will be assessed on the following Leadership Competencies for Queensland behavioural profiles that link to the "key accountabilities" for this role:

Leadership Competency **Stream – Program Leader** (*leading teams and/or projects*)

Vision

- Leads strategically
- Leads change in complex environments

|

|

QFES RTI FINAL RELEASE

Results

- Develops and mobilises talent
- Builds enduring relationships
- Drives accountability and outcomes

Accountability

- Fosters healthy and inclusive workplaces

Once you join us we will want you to *exemplify* the QFES shared values:

- Respect
- Integrity
- Trust
- Courage
- Loyalty

Want more information?

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HOW TO APPLY - Please refer to the [QFES Application Guide](#) for information on how to apply for this role.



Director (FSCSI) Rural Regional Coordination

Status	Permanent/Temporary, Full-time/Part-Time <i>(remove non applicable information)</i>	Salary	\$00,000 to \$00,000 (QSS to complete) p.a.
Tenure	Ongoing <or insert tenure as relevant to vacancy> <i>(remove/edit non applicable information)</i>	Closing Date	00/00/0000
Work Unit	Rural Regional Coordination, Rural Fire Service	Reference No	QLD/xxxxxx/xx (QSS to complete)
Location	Emergency Services Complex, Kedron.	Division	Capability and State Services

About us

As an emergency service agency, Queensland Fire and Emergency Services (QFES) is responsible for ensuring the safety of people and property across Queensland through the provision of effective prevention, preparation, response and recovery activities across a range of emergency situations.

Comprising the Fire and Rescue Service, the Rural Fire Service (RFS) and the State Emergency Service, QFES also supports other volunteer groups providing emergency response to Queenslanders.

QFES is one department with many services, many capabilities and many partners.

Purpose of the role

RFS are bushfire experts, they lead and manage a range of operational and organisational functions that are principally directed in supporting approximately 33,000 volunteers and rural fire brigades who provide fire management, mitigation and response services for rural and semi-rural communities and some urban fringe areas across the state. In addition to responding to fires and supporting of other brigades and emergency services, including assisting during emergency disasters, volunteer brigades undertake a range of planning and preparation activities to ensure communities are well prepared for the bushfire season. This includes community education, hazard reduction and mitigation activities to reduce the risk from fire to people and property. The Permit to Light Fire system, ensures the controlled use of fire in the landscape across the state is largely implemented by volunteer fire wardens.

The Director RFS, Rural Regional Coordination is responsible for the strategic development and holistic management aspects of the RFS fleet including the QFES funded fuel and maintenance program. The role is also responsible for representing RFS at a state level in the development, implementation and ongoing coordination of operational radio communication networks.

Key requirements

Mandatory requirements

- Hold a current valid Blue Card (from Blue Card Services).
- Minimum C Class Driver's licence (non-restricted).

QFES Applicants

- Internal applicants must provide evidence that they are eligible for appointment in accordance with the *Queensland Fire and Emergency Services Employee Award –State 2016*.

External Applicants

- External applicants must have suitable contemporary fire and organisational management experience within an emergency service or fire management agency to the satisfaction of the Commissioner, QFES.

Highly desirable requirements

- Post graduate qualification relevant to the role and senior officer rank, while not mandatory will be highly regarded.
- Demonstrated ability to provide operational leadership and management control of large-scale rural fire incidents.
- Demonstrated strategic leadership skills with a capacity to understand the needs of volunteers, in a geographically diverse organisation with changing environmental, social and demographic pressures.
- Demonstrated management and leadership skills to continually improve service delivery and organisational capabilities in line with government priorities to meet future demands through the effective management of human and physical services delivered through a regional service delivery model.
- Knowledge of or experience in resource management appropriate to volunteers for the prevention, preparedness, response and recovery phases in community support.

Your key accountabilities

Your part in the ongoing success of our department, in providing frontline services will see you responsible for a variety of work, including, but not limited to:

- Manage the operational planning and coordination functions of the RFS on a state-wide basis.
- Develop, manage and evaluate systems and processes for supporting volunteers throughout the State, including operational policy, communications, reporting, liaison, training and equipment provision/maintenance.
- Ensure an effective, efficient and sustainable approach to RFS operational services across the State is maintained in accordance with contemporary fire ground and QFES principles (AIIMS/IMS, Doctrine, Standing Orders, etc).
- Liaise, consult and negotiate with other key internal and external stakeholders and support the Assistant Commissioner RFS on a range of operational committees, working groups and taskforces.
- Coordinate the delivery of high quality support services to the RFS particularly in the areas of WHS and risk management, appliances/equipment support programs, community awareness initiatives and bushfire arson investigation and prevention.
- Assist the Assistant Commissioner RFS in the development and management of strategic projects, including implementation of organisational change within RFS.
- Provide expert advice to the Assistant Commissioner RFS and direction to the Regional Managers on service planning, development of standards, community awareness initiatives, corporate governance issues and lead and guide staff in providing high quality support services to internal and external stakeholders.
- Support the Assistant Commissioner RFS with the state-wide management of bushfire operations that involves the activation of the State Operations Centre or in the field, as required. Additionally, be able to take a suitable leadership role at a Departmental level during disaster operations.

Capabilities

To determine your suitability for the role, you will be assessed on the following Leadership Competencies for Queensland behavioural profiles that link to the “key accountabilities” for this role:

Leadership Competency **Stream – Program Leader** (*leading teams and/or projects*)

Vision

- Leads strategically
- Stimulates ideas and innovation
- Leads change in complex environments
- Makes insightful decisions

Results

- Develops and mobilises talent
- Builds enduring relationships
- Inspires others
- Drives accountability and outcomes

Accountability

- Fosters healthy and inclusive workplaces
- Pursues continuous growth
- Demonstrates sound governance

Once you join us we will want you to *exemplify* the QFES shared values:

- Respect
- Integrity
- Trust
- Courage
- Loyalty

Want more information?

Please contact **Name, Position, Unit** on Phone 07 **Enter Here** or email **Enter Here**. You can also visit our website at www.qfes.qld.gov.au to find out more about our organisation.

HOW TO APPLY - Please refer to the [QFES Application Guide](#) for information on how to apply for this role.

From: Peter Hollier
Sent: Monday, 27 February 2023 9:47 AM
To: DC CSS; Joanne Greenfield
Subject: FW: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning DC,

Following our brief discussion on the phone there are some challenges around the advice provided particularly:

RD development is in progress for:

- Director, RFS Reform Implementation (Chief Superintendent) –
- I do have a question. Someone has already been chosen for this role so it won't be advertised. Maree was saying that the person in the role could develop the RD when they start (technically they've already started). Is this feasible? ERVM1345 was approved to appoint Allan Gillespie as Director, RFS Reform Implementation (Chief Superintendent). Allan himself should not be writing the RD as it would become a conflict of interest if the position was to be advertised and Allan apply. This needs to be completed by the supervisor if the position "Director, RFS Reform Implementation (Chief Superintendent)" in conjunction with Role Descriptions (Maree)

s.73 - Irrelevant information



Org structure:

s.73 - Irrelevant information





Once we have approved role descriptions we can go out to advertise. I will follow up on the creation.

For discussion and progression when we meet please.

Thanks

Peter

Peter Hollier AFSM
Acting Assistant Commissioner

Rural Fire Service
Queensland Fire and Emergency Services
Emergency Services Complex. Kedron.



Phone: 07 3635 3624
Mobile: Contrary to public interest
Email: Peter.Hollier@qfes.qld.gov.au
Web: www.qfes.qld.gov.au

QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Sent: Monday, 27 February 2023 8:23 AM
To: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>
Subject: FW: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

My highlighting as discussed.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: QFES Human Resource <HR@qfes.qld.gov.au>
Sent: Friday, 24 February 2023 1:41 PM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Cc: QFES Human Resource <HR@qfes.qld.gov.au>
Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi Christine,

Please see below my comments in [blue](#).

Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E jordy.roberts@qfes.qld.gov.au / HR@qfes.qld.gov.au | P 07 3635 3008



From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 3:12 PM
To: QFES Human Resource <HR@qfes.qld.gov.au>
Cc: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi Jordy

Thank you so much for your email!

Cost Centre

Yes, that is correct. – [Perfect thank you](#)

Title of the Org Unit

You are correct, the title should be as per the ERVM "RFS Reform Implementation Team". The finance officer probably wasn't given the proper title. - [RFS Reform Implementation Team confirmed thank you](#)

Role Descriptions

s.73 - Irrelevant information

as per below and ERVM 1345 have not been advertised as these cannot be advertised without RD's or RSS

RD development is in progress for:

- Director, RFS Reform Implementation (Chief Superintendent) –
 - I do have a question. Someone has already been chosen for this role so it won't be advertised. Maree was saying that the person in the role could develop the RD when they start (technically they've already started). Is this feasible? ERVM1345 was approved to appoint Allan Gillespie as Director, RFS Reform Implementation (Chief Superintendent). Allan himself should not be writing the RD as it would become a conflict of interest if the position was to be advertised and Allan apply. This needs to be completed by the supervisor if the position "Director, RFS Reform Implementation (Chief Superintendent" in conjunction with Role Descriptions (Maree)

s.73 - Irrelevant information

Position numbers

Sounds great!

Org Structure

s.73 - Irrelevant information So to confirm, the Chief Superintendent (which is filled by Alan Gillespie) will report to AC Fitzgerald? – that's my understanding yes (hopefully that's right!)

Again, thank you so much. I appreciate the layout of your email and the advice! – No worries, this has not been an easy task to follow with so many ERVM submissions and approvals and not everyone being across it all, it's hard to keep up. Hopefully this helps and happy to chat if ever you need.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: QFES Human Resource <HR@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 2:55 PM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Cc: QFES Human Resource <HR@qfes.qld.gov.au>
Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi Christine,

As per Marie's emails and just to give you the same update I gave Tony and DC Greenfield. Hopefully this will simplify and get yourself, Tony, Maree and myself on the same page.

Can you please clarify and confirm - Tony has supplied a cost centre yesterday and advised this was the approved cost centre for RFS Reform Team (CC 6899184) can you please confirm this is accurate? Can you also please confirm the Title of the Org unit ERVM 1345 says - RFS Reform **Implementation** Team and CC6899184 is saying RFS Reform Team.

Role Descriptions:

- Director, RFS Reform Implementation (Chief Superintendent) – NO RFS Chief Super this needs to be created
 - [Generic RD](#) – No RD for RFS Chief superintendent exists, one really needs to be created, this can be done retrospectively as Allan has been appointed to the role temporarily however this **DOES** need to be developed as a priority.

s.73 - Irrelevant information

Position numbers:

Position creation requests have been raised as a matter of priority for all positions in ERVM 1345.

As we are still working to create the org unit and structure, the positions in 1345 have been agreed (with Sondra Lewis and DC Greenfield) to be created direct under Office of the Deputy Commissioner C&SS cost centre 698001 until Org Unit – RFS Reform Implementation and cost centre is established. Once the org unit and cost centre is established all positions will relocate and all salaries will be journaled across.

Org structure:

s.73 - Irrelevant information



Once we have approved role descriptions we can go out to advertise. I will follow up on the creation of position numbers, Org creation and structure. If cc 6899184 is not correct can you please advise where these positions will be paid from as ERVM 1345 says TBA.

Please let me know if anything in my email is unclear or if there is any further information you need. Please see free to give me a call to discuss.

Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E jordy.roberts@qfes.qld.gov.au / HR@qfes.qld.gov.au | P 07 3635 3008



From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 11:19 AM

To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>

Cc: Angela Carss <Angela.Carss@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning Maree

Yes, I understand. I was working through my emails first to see where we (Tony, Peter and I) had gotten to on the Chief Superintendent.

Tony and Peter wish to use the information contained in the attached email. I acknowledge this is quite old – are we still able to work with this?

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M [REDACTED]



From: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 10:48 AM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>
Cc: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Angela Carss <Angela.Carss@qfes.qld.gov.au>
Subject: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi again

As per my email a RD for the Chief Super and RD still needs to be development, work needs to commence your end as I don't know what the new Director/Chief Super position is to achieve. This would be different to your current two Chief Super RDs.

As advised use the one I attached and track changes, same as the AO6.

[@Jordy Roberts](#) can you please check with Tony re the Super and Inspector roles, as per my explanation either a new generic RD to be development for the Super or use the Regional Manager RD with a copy of a relevant 'Role Specification Statement' for each new position so they can be advertised appropriately.

Kind Regards

Maree O'Connor
HCM Systems Coordinator, Talent Acquisition, Strategy and Services
QFES People
Queensland Fire and Emergency Services
P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au
Role Descriptions: Role.Descriptions@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 7:48 AM
To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>
Cc: Angela Carss <Angela.Carss@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Subject: RE: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning Maree

Apologies, **Contrary to public interest**.

I am of the understanding that Tony Johnstone has managed the crossed out lines and no further action is required from me. This leaves the Chief Super and the AO6 in my scope.

The Chief Superintendent will report to the Deputy Commissioner, Capability & State Services. Here is a rough org chart.



I will review and reply to your second email this morning.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M **Contrary to public interest**



From: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Sent: Wednesday, 22 February 2023 10:56 AM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>
Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Angela Carss <Angela.Carss@qfes.qld.gov.au>
Subject: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning

Notice you crossed out a few:

- Director, RFS Reform Implementation (Chief Superintendent)
 - [Generic RD](#)

s.73 - Irrelevant information

Please note RFS do not have generic RDs for all there ranked positions currently they only have RFSO1, RFSO2 and Inspector generic RDs (see attached FSINS RD – minor edits may still need to occur, as the acronym in Aurion has changed).

Also note: As there are multiple functional areas/services our RDs are not necessarily generic as to enable creation of job profiles in Nexus and alignment to the Aurion Establishment needs to apply.

It is also important that final confirmation of the structure; where the branch/unit will report to, titles and positions numbers are provided to ensure correct job profiles are created and systems align. I will need confirm from HR re this, however also support from RFS to commence the development of RDs so I have a better understanding of the requirement of the role. I can then review and help align to other agency RDs to support a benchmark process as required.

RE: RFS Chief Superintendent

Currently only two RDs developed for Director Rural Capability Development and Director Rural Regional Engagement – still waiting on final endorsement/agreement by incumbent [see email attached].

I have attached the original RD for Director, you could track this to align with the responsibility/objective for the RFS Reform Implementation role, and this could be quality checked/ benchmarked? As per above other individual RDs have been developed. Note: the link below refers to Fire and Rescue Service, Chief Supt, so this cannot be used in the RFS process.

s.73 - Irrelevant information

s.73 - Irrelevant information

Please do not hesitate to call me in relation the ongoing support development of RDs, please liaise with HR Services regarding Establishment management process.

Kind Regards

Maree O'Connor

HCM Systems Coordinator, Talent Acquisition, Strategy and Services

QFES People

Queensland Fire and Emergency Services

P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au

Role Descriptions: Role.Descriptions@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Sent: Wednesday, 22 February 2023 8:55 AM

To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>

Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Subject: FW: RFS Reform Implementation Team Establishment

Good morning Maree

s.73 - Irrelevant information

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)

Executive Officer

Office of the Assistant Commissioner, Rural Fire Service

Queensland Fire and Emergency Services

P 07 3635 3443 M Contrary to public interest



From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Sent: Monday, 13 February 2023 10:13 AM
To: QFES Human Resource <HR@qfes.qld.gov.au>; Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Cc: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Subject: FW: RFS Reform Implementation Team Establishment

Good morning teams,

I have been asked to coordinate the creation of the position numbers and generic role descriptions for the "RFS Reform Implementation Team".

I have located generic RDs on the gateway for 3 out of 5 positions (see hyperlinks below). [@Role Descriptions](#) could you please assist with locating the RDs for the RFS Superintendent and an AO6 Senior Project Officer?

- Director, RFS Reform Implementation (Chief Superintendent)
 - [Generic RD](#)

s.73 - Irrelevant information

Really appreciate your assistance with this.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Sent: Friday, 10 February 2023 9:31 AM
To: Matthew Bulow <Matthew.Bulow@qfes.qld.gov.au>
Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; Alan Gillespie <Alan.Gillespie@qfes.qld.gov.au>
Subject: RFS Reform Implementation Team Establishment

Hello Matt

For your awareness, attached is an ERVM to establish the RFS Reform Implementation Team, which has recently been approved.

I would appreciate you nominating someone from your directorate to work with Alan on establishing the team, including the drafting of Role Descriptions, creation of position numbers, coordinating all aspects of the recruitment

and selection process for these positions (Executive Manager, Manager, Senior Project Officer, Business Support Officer), arranging office space and any other work requirements such as car, phone, etc.

I will discuss further with you.

With Thanks,
Joanne Greenfield
Deputy Commissioner

QFES RTI FINAL RELEASE

From: QFES Human Resource
Sent: Monday, 27 February 2023 3:14 PM
To: Joanne Greenfield
Cc: Peter Hollier; RFS Assistant Commissioner; QFES Human Resource
Subject: RE: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED
Attachments: OBM-188- EVF - Alan Gillespie - RFS Reform Implementation.docx

Follow Up Flag: Follow up
Flag Status: Completed

Categories: A/DC to Action

Good afternoon DC Greenfield,

Please see below position numbers:

Position Number: 759613 – Director (Chief Superintendent)

s.73 - Irrelevant information

Please see **attached** EVF for your approval and signature to appoint Alan Gillespie to Position Number: 759613 – Director (Chief Superintendent). Please return to me for completion.

Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E jordy.roberts@qfes.qld.gov.au / HR@qfes.qld.gov.au | P 07 3635 3008



From: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>

Sent: Friday, 24 February 2023 6:32 PM

To: QFES Human Resource <HR@qfes.qld.gov.au>

Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>; QFES Human Resource <HR@qfes.qld.gov.au>

Subject: Re: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED

Hi Jordy

How are we doing with the position numbers ?

Kind regards

Joanne

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A/Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3432 M Contrary to public interest

joanne.greenfield@qfes.qld.gov.au



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Start date was to be 31/1/23

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**Capability and State Services
Queensland Fire and Emergency Services**

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Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; AC QFESpeople <AC.QFESpeople@qfes.qld.gov.au>

Subject: RE: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED

Apologies, please find attached the updated record

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance

Queensland Fire and Emergency Services

P 07 3635 2585

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Governance Officer, Corporate Governance
Strategy & Assurance

Queensland Fire and Emergency Services

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To: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>
Cc: DC CSS <DC.CSS@qfes.qld.gov.au>
Subject: Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

1345 – approved OoS 1feb – gone for comments 1feb2023

Hello Elodie

Attached is a revised ERVM on the RFS Reform Implementation Team.

Deputy Greenfield has asked if this could please be circulated urgently out of session.

Kind Regards,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services

Phone: (07) 363 53141
Email: sondra.lewis@qfes.qld.gov.au
Emergency Services Complex
Level 2, Block B
125 Kedron Park Road
KEDRON QLD 4031



Contrary to public interest

QFES RTI FINAL RELEASE

Contrary to public interest

QFES RTI FINAL RELEASE

Contrary to public interest

QFES RTI FINAL RELEASE

From: RFS Assistant Commissioner
Sent: Monday, 27 February 2023 4:12 PM
To: Peter Hollier; Joanne Greenfield
Cc: Tony Johnstone; Matthew Inwood; RFS Assistant Commissioner
Subject: RE: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED

Follow Up Flag: Follow up
Flag Status: Completed

Categories: DC - Info Only

Afternoon

As promised, below is a status update on all five positions and how they are progressing.

Position Number: 759613 – Director (Chief Superintendent)

- Advertising on hold until union consultation.
- Role description drafted and approved by A/AC Hollier. Christine to email to Role Descriptions team this afternoon.

s.73 - Irrelevant information

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>
Sent: Monday, 27 February 2023 4:09 PM
To: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>

Cc: Tony Johnstone <Tony.Johnstone@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>; Matthew Inwood <Matthew.Inwood@qfes.qld.gov.au>

Subject: FW: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED

Good afternoon DC,

Its my understanding we can, provided HR have all that is required, advertise the A0 position.

The Operational positions are subject to our discussions with ERU tomorrow.

Christine is doing a status report on all RFS positions and where we are at.

Thank you Christine.

Peter

Peter Hollier AFSM
Acting Assistant Commissioner



Rural Fire Service
Queensland Fire and Emergency Services
Emergency Services Complex. Kedron.

Phone: 07 3635 3624

Mobile: Contrary to public interest

Email: Peter.Hollier@qfes.qld.gov.au

Web: www.qfes.qld.gov.au

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Thank you - presumably this means we can advertise ?

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Please see below position numbers:

s.73 - Irrelevant information

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Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E jordy.roberts@qfes.qld.gov.au / HR@qfes.qld.gov.au | P 07 3635 3008



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Capability and State Services

Queensland Fire and Emergency Services

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Budget & Performance Reporting <Budget&Reporting@qfes.qld.gov.au>; QFES Human Resource

<HR@qfes.qld.gov.au>

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Governance Officer, Corporate Governance

Strategy & Assurance

Queensland Fire and Emergency Services

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Capability and State Services
Queensland Fire and Emergency Services

Emergency Services Complex
Level 2, Block B
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KEDRON QLD 4031



QFES RTI FINAL RELEASE

From: QFES Human Resource
Sent: Monday, 27 February 2023 4:25 PM
To: Joanne Greenfield
Cc: Peter Hollier; RFS Assistant Commissioner; QFES Human Resource
Subject: RE: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED
Attachments: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Follow Up Flag: Follow up
Flag Status: Completed

Categories: DC - Info Only

Hi DC Greenfield,

HR are waiting for completion of role descriptions for these positions before roles can advertise. Please see email **attached**, the latest conversation between HR, Role Descriptions and RFS AC Office for your reference and update.

[REDACTED]

Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

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To: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>; Budget & Performance Reporting <Budget&Reporting@qfes.qld.gov.au>; QFES Human Resource <HR@qfes.qld.gov.au>

Cc: DC CSS <DC.CSS@qfes.qld.gov.au>; ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>; AC QFESpeople <AC.QFESpeople@qfes.qld.gov.au>

Subject: DECISION ERVM 1345 - RFS Reform Implementation Team - REVISED

Good afternoon,

Please note **ERVM 1345** has been approved (with comments) as per record attached.

Regards

Ms Elodie DAVID

Governance Officer, Corporate Governance
Strategy & Assurance

Queensland Fire and Emergency Services

P 07 3635 2585

From: Sondra Lewis <Sondra.Lewis@qfes.qld.gov.au>

Sent: Tuesday, 31 January 2023 3:40 PM

To: ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>

Cc: DC CSS <DC.CSS@qfes.qld.gov.au>

Subject: Out of Session Request - ERVM RFS Reform Implementation Team - REVISED

1345 – approved OoS 1feb – gone for comments 1feb2023

Hello Elodie

Attached is a revised ERVM on the RFS Reform Implementation Team.

Deputy Greenfield has asked if this could please be circulated urgently out of session.

Kind Regards,
Sondra

Sondra Lewis

Staff Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services



Phone: (07) 363 53141

Email: sondra.lewis@qfes.qld.gov.au

Emergency Services Complex

Level 2, Block B

125 Kedron Park Road

KEDRON QLD 4031

QFES RTI FINAL RELEASE

From: RFS Assistant Commissioner
Sent: Friday, 24 February 2023 1:44 PM
To: QFES Human Resource
Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Follow Up Flag: Follow up
Flag Status: Completed

Perfect, thank you so much Jordy! I will sit down with my A/AC on Monday and see what we can do to progress.

I've just added some extra comments in green.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: QFES Human Resource <HR@qfes.qld.gov.au>
Sent: Friday, 24 February 2023 1:41 PM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Cc: QFES Human Resource <HR@qfes.qld.gov.au>
Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi Christine,

Please see below my comments in [blue](#).

Many thanks

Jordy Roberts
A/Senior HR Advisor
HR Services | QFES People – Strategy and Services Branch
Queensland Fire and Emergency Services
E jordy.roberts@qfes.qld.gov.au / HR@qfes.qld.gov.au | P 07 3635 3008



From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 3:12 PM

To: QFES Human Resource <HR@qfes.qld.gov.au>

Cc: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi Jordy

Thank you so much for your email!

Cost Centre

Yes, that is correct. – [Perfect thank you](#)

Title of the Org Unit

You are correct, the title should be as per the ERVM "RFS Reform Implementation Team". The finance officer probably wasn't given the proper title. - [RFS Reform Implementation Team confirmed thank you](#)

Role Descriptions

Before I dive in, does the below mean that Tony's email advice (attached) is void? – [I can confirm Principal Project Officer \(RFS P3 Masks\) has been advertised REQ18482 closing 08/03/2023 though the positions - Regional Manager \(RFS Superintendent\) - RFS Inspector and Administration Officer \(A03 RFS\) as per below and ERVM 1345 have not been advertised as these cannot be advertised without RD's or RSS. Thank you!](#)

RD development is in progress for:

- Director, RFS Reform Implementation (Chief Superintendent) –
 - I do have a question. Someone has already been chosen for this role so it won't be advertised. Maree was saying that the person in the role could develop the RD when they start (technically they've already started). Is this feasible? [ERVM1345 was approved to appoint Allan Gillespie as Director, RFS Reform Implementation \(Chief Superintendent\). Allan himself should not be writing the RD as it would become a conflict of interest if the position was to be advertised and Allan apply. This needs to be completed by the supervisor if the position "Director, RFS Reform Implementation \(Chief Superintendent" in conjunction with Role Descriptions \(Maree\). Good point, acknowledged.](#)

s.73 - Irrelevant information

Position numbers

Sounds great!

Org Structure

s.73 - Irrelevant information

So to confirm, the Chief Superintendent (which is filled by Alan Gillespie) will report to AC Fitzgerald? – [that's my understanding yes \(hopefully that's right!\)](#)

Again, thank you so much. I appreciate the layout of your email and the advice! – No worries, this has not been an easy task to follow with so many ERVM submissions and approvals and not everyone being across it all, it's hard to keep up. Hopefully this helps and happy to chat if ever you need.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: QFES Human Resource <HR@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 2:55 PM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Cc: QFES Human Resource <HR@qfes.qld.gov.au>
Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi Christine,

As per Marie's emails and just to give you the same update I gave Tony and DC Greenfield. Hopefully this will simplify and get yourself, Tony, Maree and myself on the same page.

Can you please clarify and confirm - Tony has supplied a cost centre yesterday and advised this was the approved cost centre for RFS Reform Team (CC 6899184) can you please confirm this is accurate? Can you also please confirm the Title of the Org unit ERVM 1345 says - RFS Reform **Implementation** Team and CC6899184 is saying RFS Reform Team.

Role Descriptions:

- Director, RFS Reform Implementation (Chief Superintendent) – NO RFS Chief Super this needs to be created
 - [Redacted] [Generic RD](#) – No RD for RFS Chief superintendent exists, one really needs to be created, this can be done retrospectively as Allan has been appointed to the role temporarily however this **DOES** need to be developed as a priority.

s.73 - Irrelevant information

Position numbers:

Position creation requests have been raised as a matter of priority for all positions in ERVM 1345.

As we are still working to create the org unit and structure, the positions in 1345 have been agreed (with Sondra Lewis and DC Greenfield) to be created direct under Office of the Deputy Commissioner C&SS cost centre 698001 until Org Unit – RFS Reform Implementation and cost centre is established. Once the org unit and cost centre is established all positions will relocate and all salaries will be journaled across.

Org structure:

s.73 - Irrelevant information



Once we have approved role descriptions we can go out to advertise. I will follow up on the creation of position numbers, Org creation and structure. If cc 6899184 is not correct can you please advise where these positions will be paid from as ERVM 1345 says TBA.

Please let me know if anything in my email is unclear or if there is any further information you need. Please see free to give me a call to discuss.

Many thanks

Jordy Roberts

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E jordy.roberts@qfes.qld.gov.au / HR@qfes.qld.gov.au | P 07 3635 3008



From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 11:19 AM

To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>

Cc: Angela Carss <Angela.Carss@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Subject: RE: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning Maree

Yes, I understand. I was working through my emails first to see where we (Tony, Peter and I) had gotten to on the Chief Superintendent.

Tony and Peter wish to use the information contained in the attached email. I acknowledge this is quite old – are we still able to work with this?

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 10:48 AM
To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>
Cc: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Angela Carss <Angela.Carss@qfes.qld.gov.au>
Subject: UPDATE2: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Hi again

As per my email a RD for the Chief Super and RD still needs to be development, work needs to commence your end as I don't know what the new Director/Chief Super position is to achieve. This would be different to your current two Chief Super RDs.

As advised use the one I attached and track changes, same as the AO6.

[@Jordy Roberts](#) can you please check with Tony re the Super and Inspector roles, as per my explanation either a new generic RD to be development for the Super or use the Regional Manager RD with a copy of a relevant 'Role Specification Statement' for each new position so they can be advertised appropriately.

Kind Regards

Maree O'Connor
HCM Systems Coordinator, Talent Acquisition, Strategy and Services
QFES People
Queensland Fire and Emergency Services
P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au
Role Descriptions: Role.Descriptions@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

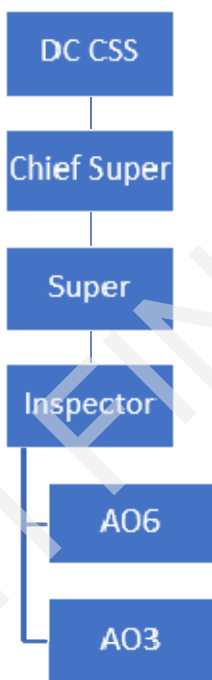
From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Sent: Thursday, 23 February 2023 7:48 AM
To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>
Cc: Angela Carss <Angela.Carss@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Subject: RE: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning Maree

Apologies, **Contrary to public interest**.

I am of the understanding that Tony Johnstone has managed the crossed out lines and no further action is required from me. This leaves the Chief Super and the AO6 in my scope.

The Chief Superintendent will report to the Deputy Commissioner, Capability & State Services. Here is a rough org chart.



I will review and reply to your second email this morning.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M **Contrary to public interest**



From: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>

Sent: Wednesday, 22 February 2023 10:56 AM


To: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>; Jordy Roberts <jordy.roberts@qfes.qld.gov.au>

Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; Role Descriptions <Role.Descriptions@qfes.qld.gov.au>; Angela Carss <Angela.Carss@qfes.qld.gov.au>

Subject: FURTHER ADVICE: RFS Reform Implementation Team Establishment

Good morning

Notice you crossed out a few:

- Director, RFS Reform Implementation (Chief Superintendent)
 -  [Generic RD](#)

s.73 - Irrelevant information

Please note RFS do not have generic RDs for all there ranked positions currently they only have RFSO1, RFSO2 and Inspector generic RDs (see attached FSINS RD – minor edits may still need to occur, as the acronym in Aurion has changed).

Also note: As there are multiple functional areas/services our RDs are not necessarily generic as to enable creation of job profiles in Nexus and alignment to the Aurion Establishment needs to apply.

It is also important that final confirmation of the structure; where the branch/unit will report to, titles and positions numbers are provided to ensure correct job profiles are created and systems align. I will need confirm from HR re this, however also support from RFS to commence the development of RDs so I have a better understanding of the requirement of the role. I can then review and help align to other agency RDs to support a benchmark process as required.

RE: RFS Chief Superintendent

Currently only two RDs developed for Director Rural Capability Development and Director Rural Regional Engagement – still waiting on final endorsement/agreement by incumbent [see email attached].

I have attached the original RD for Director, you could track this to align with the responsibility/objective for the RFS Reform Implementation role, and this could be quality checked/ benchmarked? As per above other individual RDs have been developed. Note: the link below refers to Fire and Rescue Service, Chief Supt, so this cannot be used in the RFS process.

s.73 - Irrelevant information

s.73 - Irrelevant information

Please do not hesitate to call me in relation the ongoing support development of RDs, please liaise with HR Services regarding Establishment management process.

Kind Regards

Maree O'Connor

HCM Systems Coordinator, Talent Acquisition, Strategy and Services

QFES People

Queensland Fire and Emergency Services

P 07 3635 3019 E Maree.OConnor@qfes.qld.gov.au

Role Descriptions: Role.Descriptions@qfes.qld.gov.au



QFES acknowledges and recognises Traditional Owners as custodians of the lands where we work together with the communities of Queensland. We pay our respects to Aboriginal and Torres Strait Islander ancestors of these lands, their spirits and their legacy.

From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Sent: Wednesday, 22 February 2023 8:55 AM

To: Role Descriptions <Role.Descriptions@qfes.qld.gov.au>

Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>

Subject: FW: RFS Reform Implementation Team Establishment

Good morning Maree

s.73 - Irrelevant information

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Sent: Monday, 13 February 2023 10:13 AM
To: QFES Human Resource <HR@qfes.qld.gov.au>; Role Descriptions <Role.Descriptions@qfes.qld.gov.au>
Cc: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Subject: FW: RFS Reform Implementation Team Establishment

Good morning teams,

I have been asked to coordinate the creation of the position numbers and generic role descriptions for the "RFS Reform Implementation Team".

I have located generic RDs on the gateway for 3 out of 5 positions (see hyperlinks below). [@Role Descriptions](#) could you please assist with locating the RDs for the RFS Superintendent and an AO6 Senior Project Officer?

- Director, RFS Reform Implementation (Chief Superintendent)
 - [Generic RD](#)

s.73 - Irrelevant information



Really appreciate your assistance with this.

Thanks,

Christine Murdoch MBus(Mgt) BBus(Mkg)
Executive Officer
Office of the Assistant Commissioner, Rural Fire Service
Queensland Fire and Emergency Services
P 07 3635 3443 M Contrary to public interest



From: Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>
Sent: Friday, 10 February 2023 9:31 AM
To: Matthew Bulow <Matthew.Bulow@qfes.qld.gov.au>
Cc: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; Alan Gillespie <Alan.Gillespie@qfes.qld.gov.au>
Subject: RFS Reform Implementation Team Establishment

Hello Matt

For your awareness, attached is an ERVM to establish the RFS Reform Implementation Team, which has recently been approved.

I would appreciate you nominating someone from your directorate to work with Alan on establishing the team, including the drafting of Role Descriptions, creation of position numbers, coordinating all aspects of the recruitment and selection process for these positions (Executive Manager, Manager, Senior Project Officer, Business Support Officer), arranging office space and any other work requirements such as car, phone, etc.

I will discuss further with you.

With Thanks,
Joanne Greenfield
Deputy Commissioner