



Assistant Commissioner Andrew Short
Queensland Fire & Emergency Services

Cc. Acting Deputy Commissioner Joanne Greenfield

Extension to Consulting Days

Dear Andrew,

In my letter of 14 September, I submitted a proposal to assist QFES – particularly the SES in developing a Concept of Operations and a new SES Strategic Framework as part of the transition of the SES to Queensland Police Service. This proposal suggested a maximum of 21 days to complete the CONOPS and up to 11 days to complete the Strategic Framework.

As this task has progressed the scope has grown somewhat due to:

- Significantly more consultation with various stakeholders than anticipated;
- Attendance and briefings at various workshops, governance boards and committees;
- A significant amount of general assistance and advice in transition planning and strategic level analysis of SES' functional elements;
- Initial assistance to the Rural Fire Service (RFS) in their development of a future strategy; and
- A request (by a/DC Greenfield) for ongoing assistance to the RFS as they develop their way forward and their own CONOPS.

These changes indicate the proposed consulting days will not cover the scope of work. To date I have expended a total of 27 days - 19.25 days invoiced to 1 December and 8 days since this date.

I anticipate up to another 20 days of SES work to encompass workshops, briefings, regional visits, draft strategic framework and revision/completion of the draft CONOPS. For the RFS support request I am available for a further 13 days as requested by the RFS team.

This takes my **maximum** consulting days from 32 as proposed in my initial letter to a **maximum** of 60 days. Please note that I have a hard completion date of 7 June 2023 due to other commitments.

Your approval of this extension is requested.

Yours,

Contrary to public interest

Campbell Darby DSC AM

6 January 2023



Mr Brian Cox
Queensland Fire and Emergency Services

Extension to Consulting Days – Detailed Costings

Dear Brian

In my letter of 6 January to Assistant Commissioner Andrew Short, I submitted a proposal to extend my contracting days to a maximum of 60 days to continue to assist the SES in the transition to QPS and assist the RFS in the stewardship of their CONOPS development process. This was supported by the Assistant Commissioner and a/Deputy Commissioner Greenfield. Further discussion at the recent workshop reaffirmed the need for this extension to assist in the SES transition project plan.

I am advised that further details are required by the procurement area for this to proceed.

For the SES the change in scope will result in the following maximum additional costs:

20 days @ ^{Contrary to public interest} per day (GST Exclusive) – Total ^{Contrary to public interest}
Accommodation for up to 6 onsite visits to Brisbane (maximum 9 days). Costs approximately ^{Contrary to public interest}

For the RFS up to a maximum of 13 days of work (2 days have already been devoted to RFS work).

13 days @ ^{Contrary to public interest} per day (GST Exclusive) – Total ^{Contrary to public interest}
Accommodation for 3 onsite visits to Brisbane (accommodation will be combined with SES work whenever possible). Costs approximately ^{Contrary to public interest}.

Request this be provided to the relevant procurement authority.

Yours,

Contrary to public interest

Campbell Darby DSC AM

25 January 2023

From: [SES Assistant Commissioner](#)
To: [DC CSS](#)
Cc: [Tara Toye](#); [Andrew Short](#)
Subject: For AC SES approval via email and DC CSS Signing please FW: FOR ENDORSING: Cam Darby Amend Purchase Order
Date: Friday, 10 February 2023 11:37:35 AM
Attachments: [image001.jpg](#)
[QFES Purchase Order Create Amend Form POCA CamDarby Feb2023.xlsm](#)
[image002.png](#)
[image003.jpg](#)

Nicole - For signing please. Printed hard copy on the way.

Andrew/AC SES – For your awareness/approval via email please.

Kind Regards,

Anne Cairns

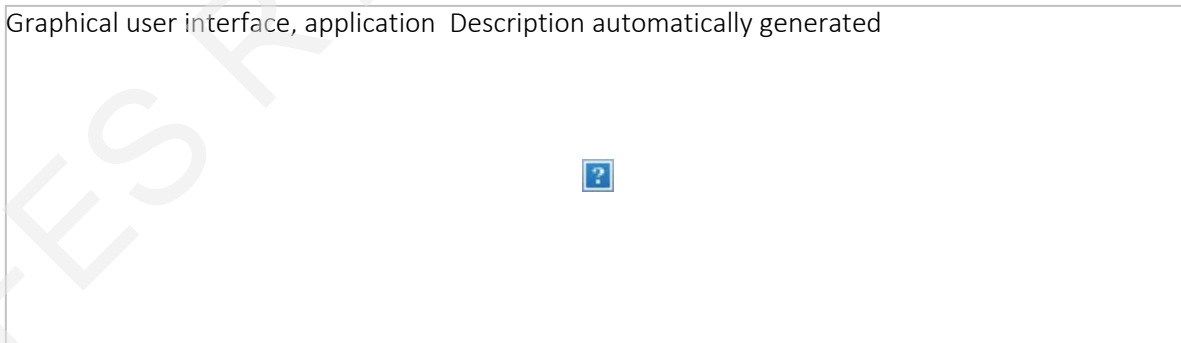
Executive Officer
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



Creating safe and resilient communities.

Respect, Integrity, Courage, Loyalty and Trust

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From: Tara Toye <Tara.Toye@qfes.qld.gov.au>
Sent: Friday, 10 February 2023 11:21 AM
To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>
Subject: FOR ENDORSING: Cam Darby Amend Purchase Order

Morning,

Just needing to get this endorsed and to the DC's office for signing.

Its Cam Darbys amend purchase order for the extra hours he is doing, SES hours only.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 Email: tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Brian Cox <Brian.Cox@qfes.qld.gov.au>

Sent: Thursday, 9 February 2023 7:34 PM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR APPROVAL: Cam Darby Amend Purchase Order

Approved

Regards, Brian

Brian Cox CSC ESM

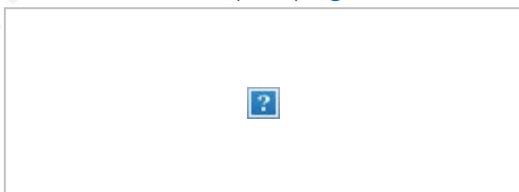
Director

State Emergency Service

Queensland Fire and Emergency Services

Mobile: Contrary to public interest

Email: Brian.Cox@qfes.qld.gov.au



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Form

Purchase Order Create/Amend (POCA) Form

Responsible Owner: QFES Procurement Services; Finance, Procurement and Levy
 Purpose: All requests for SAP Purchase Order processing require completion of this form as a supporting document to be attached in SAP

Select Purchase Order action below:

Amend Purchase Order

4500400778

PO # if applicable

Section 1: Vendor Details

Vendor Name: K2S Consulting ABN: 46 449 890 766 Payment terms: 7 days
 Address: **Contrary to public interest** SAP Vendor No. 6158346 Multiple Invoices? Yes
 Vendor Contact details (person, email and phone): Cam Darby **Contrary to public interest**

Section 2: Purchase Order Contact and Delivery Details

Name: Tara Toye Delivery Address: D2, 125 Kedron Park Road, Kedron, Qld, 4031
 Phone and email: Delivery Date: 30.06.2023
 Optional field - name / contact details of person preparing this form (if different from above PO contact):

Section 3: Procurement Process

Confirm minimum quote requirements have been met in accordance with [QFES PR6010 Procurement Practices](#): Exception from competitive offers approved by Procurement Delegate - approval previously attached

Confirm that supplier(s) were issued a Request for Quote using the published templates [\(link\)](#):

RFQ responses and evaluation summary/matrix are attached to this request

SOA/Contract Number and Name (if applicable).

Comments: Engagement via Procurement Exception of Specialist Contractor due to conditions approved in exception previously attached

Line item action	Item Description	GL/Asset #	Cost Centre/ Internal Order #	Qty	Unit Price (ex GST)	Tax Code	Tax %	Line Total (including GST)
Amend	Specialist Consultant fees- Cam Darby	523024	6091806	Contrary to public interest	\$ 1.00	PG	10	\$ Contrary to public interest
Amend	Associated Travel, Accom and Parking expenditure	523024	6091806	Contrary to public interest	\$ 1.00		10	\$ Contrary to public interest
							0	\$ -
							0	\$ -

Sub Total: \$ **Contrary to public interest**

To declare total cost for expenditure approval below, add the Previous Order value (GST Inclusive) for [Purchase Order Amendment](#) only. Otherwise leave blank:

Total value for expenditure delegate approval (GST Inclusive): \$ **Contrary to public interest**

Section 5: Expenditure Approval

I certify that the GL account codes, cost collector codes, tax codes and all other information is correct. I approve this expenditure in accordance with my delegated financial authority.

Name: Joanne Greenfield Position: Deputy Commissioner Expenditure Level: Level 2
 Signature: Date:

QFES RTI FINAL RELEASE

to add new row
Shift + Control + R

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To: [SES Assistant Commissioner](#); [DC CSS](#)
Cc: [Tara Toye](#)
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Date: Friday, 10 February 2023 1:23:40 PM
Attachments: [image002.png](#)
[image003.jpg](#)
[image004.jpg](#)

Supported.

From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>
Sent: Friday, 10 February 2023 11:38 AM
To: DC CSS <DC.CSS@qfes.qld.gov.au>
Cc: Tara Toye <Tara.Toye@qfes.qld.gov.au>; Andrew Short <Andrew.Short@qfes.qld.gov.au>
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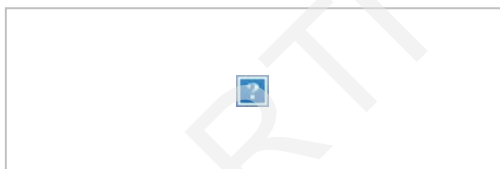
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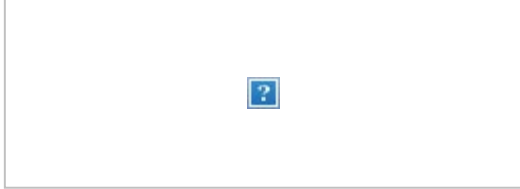
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From: [SES Assistant Commissioner](#)
To: [Marcelle Wallen](#); [DC.CSS](#)
Cc: [Tara Toye](#)
Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature
Date: Tuesday, 14 February 2023 3:05:08 PM
Attachments: [SES CONOPS Proposal Adjustment detailed costings .pdf](#)
[image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

Marcelle,
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Nicole,
Do you have this one still – will DC/Joanne get to it tomorrow do you think or ?

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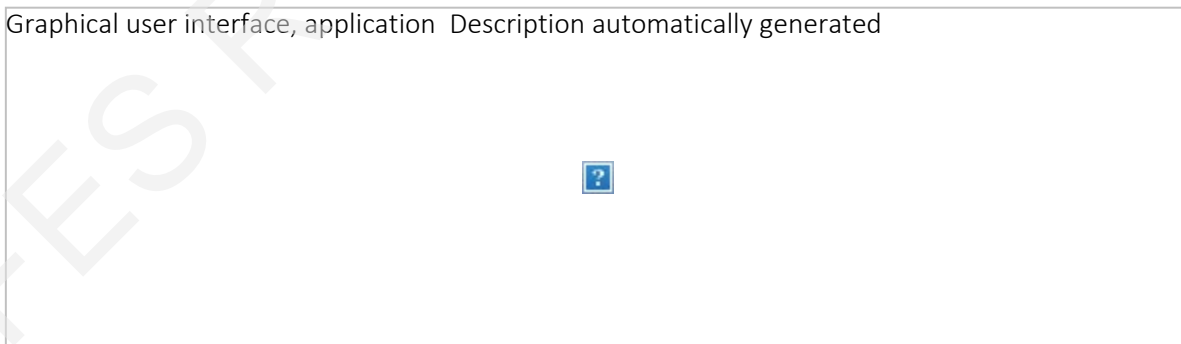
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Happy Friday!
Cheers A

Kind Regards,

Anne Cairns

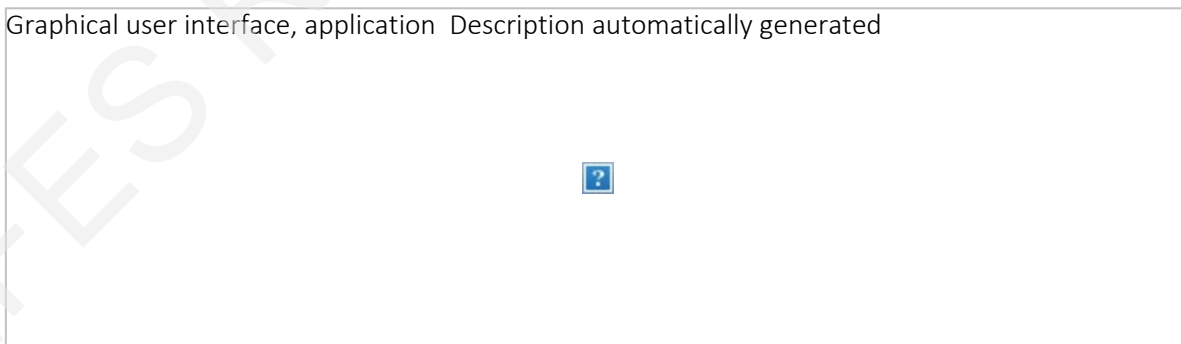
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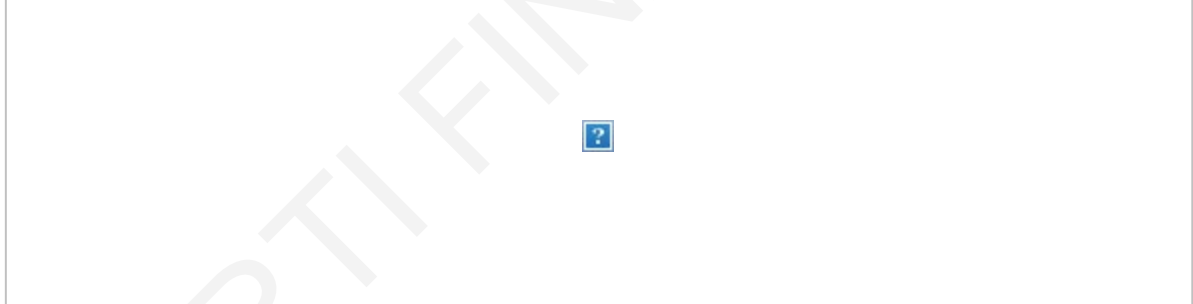
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To: [Anne Cairns](#)
Cc: [Tara Toye](#); [Cody Costigan](#); [DC CSS](#); [SES Assistant Commissioner](#)
Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature
Date: Wednesday, 15 February 2023 9:54:15 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

Hi everyone,

Nicole's just given it to me. Joanne is in CR until Fri aft, but I'll email it to her now and ask for her approval to put a digital signature on it.

As she is travelling and has meetings during the day, I'm unsure when it will be when she is checking her emails, but I'll let you know anything as soon as I hear.

I've just cc'd Cody also as she's back in this office tomorrow (in case it's tomorrow when approved).

Thanks,
Marcelle

Marcelle Wallen
A/Executive Support Officer
Office of the Deputy Commissioner
Capability and State Services
Queensland Fire and Emergency Services
P 07 3635 3500 E marcelle.wallen@qfes.qld.gov.au
RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



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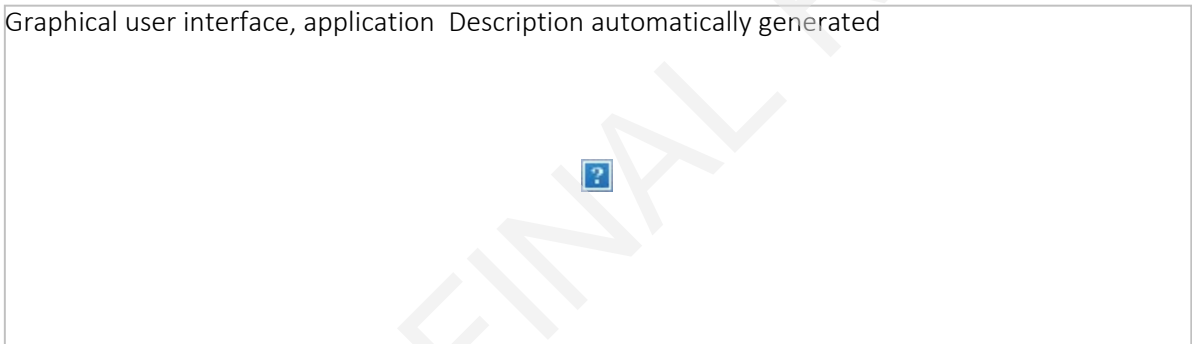
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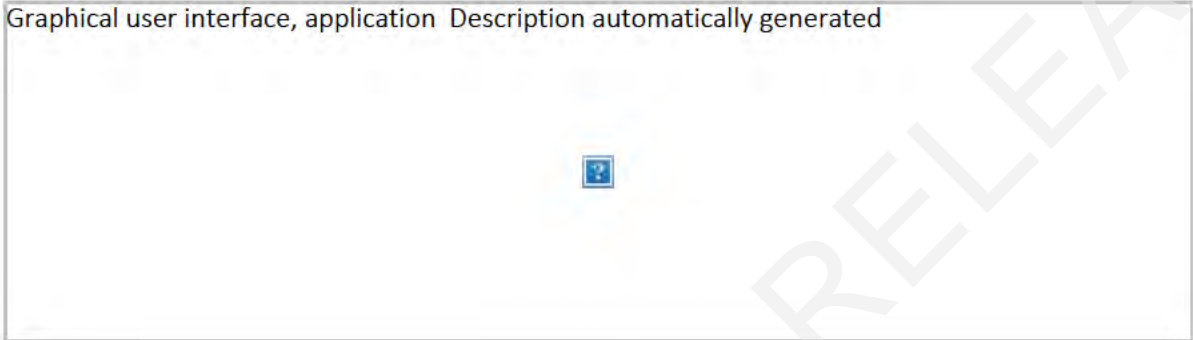
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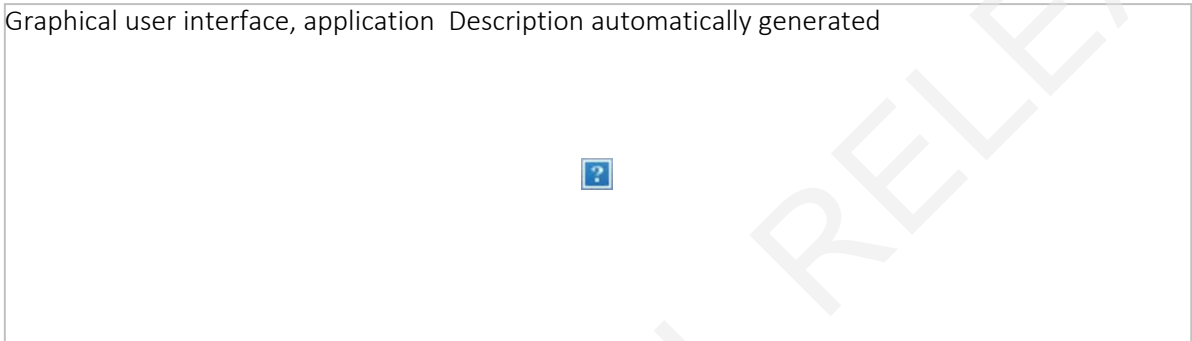
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WFH	WFH	Kedron	Kedron



From: Brian Cox <Brian.Cox@qfes.qld.gov.au>
Sent: Thursday, 9 February 2023 7:34 PM
To: Tara Toye <Tara.Toye@qfes.qld.gov.au>
Subject: RE: FOR APPROVAL: Cam Darby Amend Purchase Order

Approved

Regards, Brian

Brian Cox csc ESM
Director
State Emergency Service
Queensland Fire and Emergency Services
Mobile: Contrary to public interest
Email: Brian.Cox@qfes.qld.gov.au



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>
Sent: Thursday, 9 February 2023 12:33 PM
To: Brian Cox <Brian.Cox@qfes.qld.gov.au>
Subject: FOR APPROVAL: Cam Darby Amend Purchase Order

Afternoon Brian,

Attached is the amendment to the purchase order for Cam Darby's additional Consultancy days for the SES only. As per Procurements advice it requires DC level sign off. So just your approval of the attached so I can progress up.

Thanks,

Tara Toye
Business Support Officer
SES Uplift
State Emergency Service
Queensland Fire and Emergency Services
Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



QFES RTI FINAL RELEASE

From: [Marcelle Wallen](#)
To: [Joanne Greenfield](#)
Cc: [DC CSS](#)
Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature
Date: Wednesday, 15 February 2023 10:52:31 AM
Attachments: [image003.jpg](#)
[Cam Darby Purchase Order Feb 23.pdf](#)
[image004.png](#)

Hi Joanne,
Could you please approve the attached Purchase Order for Cam Darby and I'll put your digital signature on it for you and return to Tara/Anne.

Thanks,

Marcelle

Marcelle Wallen

A/Executive Support Officer

Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 E marcelle.wallen@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:21 AM

To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: FOR ENDORSING: Cam Darby Amend Purchase Order

Morning,

Just needing to get this endorsed and to the DC's office for signing.

Its Cam Darbys amend purchase order for the extra hours he is doing, SES hours only.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Brian Cox <Brian.Cox@qfes.qld.gov.au>

Sent: Thursday, 9 February 2023 7:34 PM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR APPROVAL: Cam Darby Amend Purchase Order

Approved

Regards, Brian

Brian Cox CSC ESM

Director

State Emergency Service

Queensland Fire and Emergency Services

Mobile: Contrary to public interest

Email: Brian.Cox@qfes.qld.gov.au



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Thursday, 9 February 2023 12:33 PM

To: Brian Cox <Brian.Cox@qfes.qld.gov.au>

Subject: FOR APPROVAL: Cam Darby Amend Purchase Order

Afternoon Brian,

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Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



Form

Purchase Order Create/Amend (POCA) Form

Responsible Owner: QFES Procurement Services; Finance, Procurement and Levy
 Purpose: All requests for SAP Purchase Order processing require completion of this form as a supporting document to be attached in SAP

Select Purchase Order action below:

Amend Purchase Order

4500400778

PO # if applicable

Section 1: Vendor Details

Vendor Name: K2S Consulting ABN: 46 449 890 766 Payment terms: 7 days
 Address: **Contrary to public interest** SAP Vendor No. 6158346 Multiple Invoices? Yes
 Vendor Contact details (person, email and phone): Cam Darby **Contrary to public interest**

Section 2: Purchase Order Contact and Delivery Details

Name: Tara Toye Delivery Address: D2, 125 Kedron Park Road, Kedron, Qld, 4031
 Phone and email: Delivery Date: 30.06.2023
 Optional field - name / contact details of person preparing this form (if different from above PO contact):

Section 3: Procurement Process

Confirm minimum quote requirements have been met in accordance with [QFES PR6010 Procurement Practices](#): Exception from competitive offers approved by Procurement Delegate - approval previously attached

Confirm that supplier(s) were issued a Request for Quote using the published templates [\(link\)](#):

RFQ responses and evaluation summary/matrix are attached to this request

SOA/Contract Number and Name (if applicable).

Comments: Engagement via Procurement Exception of Specialist Contractor due to conditions approved in exception previously attached

Line item action	Item Description	GL/Asset #	Cost Centre/ Internal Order #	Qty	Unit Price (ex GST)	Tax Code	Tax %	Line Total (including GST)
Amend	Specialist Consultant fees- Cam Darby	523024	6091806	Contrary to public interest	\$ 1.00	PG	10	\$ Contrary to public interest
Amend	Associated Travel, Accom and Parking expenditure	523024	6091806		\$ 1.00		10	\$ Contrary to public interest
							0	\$ -
							0	\$ -
Sub Total:								\$ Contrary to public interest

To declare total cost for expenditure approval below, add the Previous Order value (GST inclusive) for **Purchase Order Amendment** only. Otherwise leave blank:

Total value for expenditure delegate approval (GST Inclusive): \$ **Contrary to public interest**

Section 5: Expenditure Approval

I certify that the GL account codes, cost collector codes, tax codes and all other information is correct. I approve this expenditure in accordance with my delegated financial authority.

Name: Joanne Greenfield Position: Deputy Commissioner Expenditure Level: Level 2
 Signature: Date:

Procurement Exception (from seeking competitive Offers)

To: Procurement.Services@qfes.qld.gov.au
Procurement Delegate
QFES Procurement Services

From: Brian Cox
Director
State Emergency Service
Queensland Fire and Emergency Services

Date: 26 September 2022

Subject: Exception from seeking competitive offers for the provision of professional consultancy services

Requirement

The consultancy is required for 2 deliverables by December 23 2022

1. SES Concept of Operations (CONOPS) A document that articulates the purpose and functions of the SES, the capabilities that are required to undertake these functions (both embedded within the agency and those which are drawn from external agencies or Departments), a broad conceptual business structure, and the high level operational approaches and methodologies that guide how the SES conducts its business.
2. SES Future Stratic Framework A future focussed document that takes account of potential organisational changes and provides options for a new SES organisational framework and structure that will best serve the needs of Queenslanders at risk. This document could be termed an SES Future Strategic Framework.

Background

Mr Cam Darby DSC, AM. spent over eight months with both the SES and Blue Water Review work with QFES. His detailed knowledge of Queensland SES emanates from visiting over 50 councils and facilitating detailed briefings and meetings with SES groups across all seven regions.

Mr Darby's detailed understanding of an SES CONOPS requirement is imbedded within his prior work in QFES conducting the Blue Water Review and developing an appropriately detailed CONOPS accordingly. Mr Darby is therefore best positioned to provide both products to SES with the requisite knowledge and understanding of the scale and complexity of SES roles, functions and issues that need to be addressed.

Critically, Mr Darby also has the ability to develop the required products for QFES decision makers in a timely manner. It is therefore highly recommended that Mr Darby be engaged as the sole supplier.

Issues

- The SES Review document is Cabinet-in-Confidence, hence the essential and valuable confidential information contained within this document cannot easily be released to another provider Detail any:



Consultation

- AC Andrew Short and DC Joanne Greenfield have been consulted regarding this application for procurement exemption from seeking competitive offers and support the justification rationale outlined below.

Justification

- In accordance with the QFES Procurement and Contracts Manual, it is my assessment that a situation exists in this instance that warrants an exception from the requirement to seek competitive offers on the following grounds:
 - **Criticality** – securing the services from the nominated proven supplier is critical to ensure uninterrupted provision of QFES services. Under this scenario, the engagement of an alternative supplier would present significant risk and additional cost to delivering business outcomes.
 - **Security/Confidentiality** – the Procurement involves a high level of sensitivity and there are risks associated with divulging the requirement to multiple suppliers. Procurement activity falling within this category will require potential Offerors to complete a Confidentiality Agreement prior to the release of any Request for Quote or Invitation to Offer.
 - There is a time criticality as well as confidentiality component to the development of a CONOPS and future SES State operating model for SES that can only be provided by the recommended supplier, Mr Cam Darby DSC, AM. Mr Darby spent over eight months with both the SES and Blue Water Review work with QFES. His detailed knowledge of Queensland SES emanates from visiting over 50 councils and facilitating detailed briefings and meetings with SES groups across all seven regions. The SES Review document is Cabinet-in-Confidence, hence the essential and valuable confidential information contained within this document cannot easily be released to another provider. Mr Darby's detailed understanding of an SES CONOPS requirement is imbedded within his prior work in QFES conducting the Blue Water Review and developing an appropriately detailed CONOPS accordingly. Mr Darby is therefore best positioned to provide both products to SES with the requisite knowledge and understanding of the scale and complexity of SES roles, functions and issues that need to be addressed. Critically, Mr Darby also has the ability to develop the required products for QFES decision makers in a timely manner. It is therefore highly recommended that Mr Darby be engaged as the sole supplier.

Costing/Funding

- It is estimated that the requirement will cost Contrary to public interest (GST inclusive). Subject to appropriate approvals being sought, the vendor/s will be invited to submit an offer for the required services.
- Funding authorisation is detailed below
- Clear details of the Expenditure Delegate's authority to incur expenditure;
- Funding Approval for the proposal requires a Level 3 Expenditure Delegation (up to \$200K) and is within the approval limit of DC Greenfield (Level 1 Expenditure Delegate)
- The engagement will be funded from the \$20 million additional SES funding announced in the 2022-23 state budget.
- Cost Centre Code 609 1806 .

Agreement



- A Purchase Order / formal Contract will be executed for the provision of the goods/services based on the offer/quotation/proposal provided.

Attachments

- N/A

Recommendation

- That consistent with the QFES Procurement and Contracts Manual, you approve:
 - this exception from the need to seek competitive offers, and
 - to release SAP purchase order with K2S consulting for the supply of (a) SES CConcept of Operations (CONOPS) and (b) SES Future Strategic Framework and based on the estimated total cost of Contrary to public interest

REQUESTING OFFICER

Brian Cox
Director
SES UPLIFT

SUPPORTING OFFICER

Supported Not supported

Brian Cox endorsed by email

Contrary to public interest

Signature of Brian Cox
Director
State Emergency Service
Queensland Fire and Emergency Services

Signature of AC Andrew Short

28, 9, 22

28/9/2022

SUPPORTING OFFICER

(Remove if not required)

Supported Not Supported

PROCUREMENT DELEGATE

Approved Not Approved

Contrary to public interest

Contrary to public interest

Signature of DC Joanne Greenfield

4 / 10 / 22

Signature of Bianca Jennings

Director Procurement

Procurement Exemptions Delegate

QFES Procurement Services

05 / 10 / 2022

*Noting time criticality +
confidential nature of
some data.*

Additional Comment:





Mr Brian Cox
Queensland Fire and Emergency Services

Extension to Consulting Days – Detailed Costings

Dear Brian

In my letter of 6 January to Assistant Commissioner Andrew Short, I submitted a proposal to extend my contracting days to a maximum of 60 days to continue to assist the SES in the transition to QPS and assist the RFS in the stewardship of their CONOPS development process. This was supported by the Assistant Commissioner and a Deputy Commissioner Greenfield. Further discussion at the recent workshop reaffirmed the need for this extension to assist in the SES transition project plan.

I am advised that further details are required by the procurement area for this to proceed.

For the SES the change in scope will result in the following maximum additional costs:

20 days @ [redacted] per day (GST Exclusive) – Total [redacted]
Accommodation for up to 6 onsite visits to Brisbane (maximum 9 days). Costs approximately [redacted]

For the RFS up to a maximum of 13 days of work (2 days have already been devoted to RFS work).

13 days @ [redacted] per day (GST Exclusive) – Total [redacted]
Accommodation for 3 onsite visits to Brisbane (accommodation will be combined with SES work whenever possible). Costs approximately [redacted]

Request this be provided to the relevant procurement authority.

Yours,

Contrary to public interest
[redacted signature]

Campbell Darby DSC AM

25 January 2023

Anne Cairns

From: Tara Toye
Sent: Friday, 10 February 2023 11:21 AM
To: SES Assistant Commissioner
Subject: FOR ENDORSING: Cam Darby Amend Purchase Order
Attachments: QFES Purchase Order Create Amend Form_POCA_CamDarby_Feb2023.xlsm

Morning,

Just needing to get this endorsed and to the DC's office for signing.

Its Cam Darbys amend purchase order for the extra hours he is doing, SES hours only.

Thanks,

Tara Toye
Business Support Officer
SES Uplift
State Emergency Service
Queensland Fire and Emergency Services
Phone: 3635 2248 Email: tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00-2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Brian Cox <Brian.Cox@qfes.qld.gov.au>
Sent: Thursday, 9 February 2023 7:34 PM
To: Tara Toye <Tara.Toye@qfes.qld.gov.au>
Subject: RE: FOR APPROVAL: Cam Darby Amend Purchase Order

Approved

Regards, Brian

Brian Cox csc ESM
Director
State Emergency Service
Queensland Fire and Emergency Services
Mobile: Contrary to public interest
Email: Brian.Cox@qfes.qld.gov.au



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>
Sent: Thursday, 9 February 2023 12:33 PM
To: Brian Cox <Brian.Cox@qfes.qld.gov.au>
Subject: FOR APPROVAL: Cam Darby Amend Purchase Order

Afternoon Brian,

Attached is the amendment to the purchase order for Cam Darby's additional Consultancy days for the SES only. As per Procurements advice it requires DC level sign off. So just your approval of the attached so I can progress up.

Thanks,

Tara Toye
 Business Support Officer
 SES Uplift
 State Emergency Service
 Queensland Fire and Emergency Services
 Phone: 3635 2248 Email: tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00-2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: [DC CSS](#)
To: [Joanne Greenfield](#)
Cc: [DC CSS](#)
Subject: For Approval - Cam Darby Amend Purchase Order - DC Signature
Date: Thursday, 23 February 2023 2:35:39 PM
Attachments: [image003.png](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.png](#)
[QFES Purchase Order Create Amend Form POCA CamDarby Feb2023.xlsm](#)
[image001.jpg](#)
Importance: High

Hi Joanne,

Please find attached Purchase Order for Cam Darby which has been updated to include the original amount of [REDACTED] plus the additional amount of [REDACTED] for specialist consultant fees and associated travel, accommodation and parking expenditure for your approval.

Thank you.

Kind regards,

Cody

Cody Costigan

Executive Support Officer

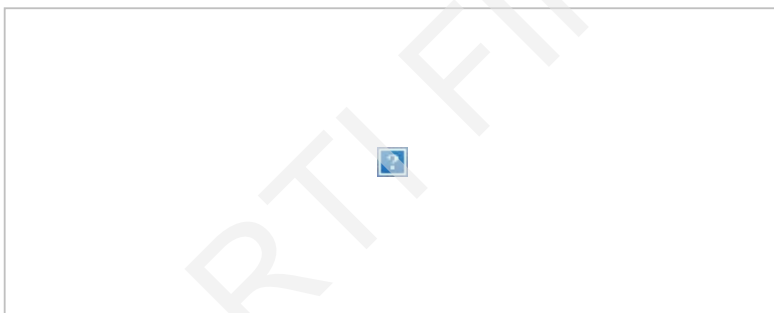
Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 E Cody.Costigan@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:50 PM

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

Cc: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Importance: High

Hi Cody,

Please see below, Tara has included the original invoice amount now. Could you please seek approval and signature from A/DC Greenfield again and forward back to me once completed.

Thank you,

Marcelle

Marcelle Wallen

A/Executive Support Officer

Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 E marcelle.wallen@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:23 PM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Send straight to DC office please. Andrew has already provided email approval. DC signature required.

Kind Regards,

Anne Cairns

Executive Officer
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



Creating safe and resilient communities.

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From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:21 PM

To: Anne Cairns <Anne.Cairns@qfes.qld.gov.au>

Cc: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hi Anne,

Are you happy for me to forward the attached to Andrew for approval again prior to the DC Office? Tara has made changes to it and has requested for AC and DC approval. I can't see where Andrew is to sign it though?

Thanks,

M

Marcelle Wallen

Executive Assistant
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3441 E: Marcelle.Wallen@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: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:17 PM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Marcelle,

I am so sorry but I just noticed a mistake.... I learnt from the last amend purchase order I need to include the original amount and just saw its missing.

Re-submitting for approval from the AC and DC. Please note change to the final invoice amount now INCLUDES original invoice amount.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00-2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 10:18 AM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hey Tara,

I sent it to you on Tuesday at 12.45pm. I've attached it again for you.

Thanks,

Marcelle

Marcelle Wallen

A/Executive Support Officer

Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 E marcelle.wall@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 9:58 AM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Sorry not trying to be painful but I really need to get this one through so we can pay Cam, how'd you go with the DC office follow up?

From: Tara Toye

Sent: Tuesday, 21 February 2023 11:35 AM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hey Marcelle,

I still don't have the this approved from the DC's office, would it be okay if we followed up?

Thanks,

Tara Toye

Business Support Officer

SES Uplift


State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 Email: tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00-2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Wednesday, 15 February 2023 9:54 AM

To: Anne Cairns <Anne.Cairns@qfes.qld.gov.au>

Cc: Tara Toye <Tara.Toye@qfes.qld.gov.au>; Cody Costigan <Cody.Costigan@qfes.qld.gov.au>; DC CSS <DC.CSS@qfes.qld.gov.au>; SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hi everyone,

Nicole's just given it to me. Joanne is in CR until Fri aft, but I'll email it to her now and ask for her approval to put a digital signature on it.

As she is travelling and has meetings during the day, I'm unsure when it will be when she is checking her emails, but I'll let you know anything as soon as I hear.

I've just cc'd Cody also as she's back in this office tomorrow (in case it's tomorrow when approved).

Thanks,

Marcelle

Marcelle Wallen

A/Executive Support Officer

Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 E marcelle.wallens@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Tuesday, 14 February 2023 3:05 PM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>; DC CSS <DC.CSS@qfes.qld.gov.au>

Cc: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Marcelle,

Sorry I found it. And have now realised it went into DC Office for signature.

Nicole,

Do you have this one still – will DC/Joanne get to it tomorrow do you think or ?

Kind Regards,

Anne Cairns

Executive Officer

Office of the Assistant Commissioner

State Emergency Service

Queensland Fire and Emergency Services

Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 12:08 PM

To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 12:03 PM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Hey Tara,

I tried to give you a call about this one – can you call me back when you get a chance.

Happy Friday!

Cheers A

Kind Regards,

Anne Cairns

Executive Officer

Office of the Assistant Commissioner

State Emergency Service

Queensland Fire and Emergency Services

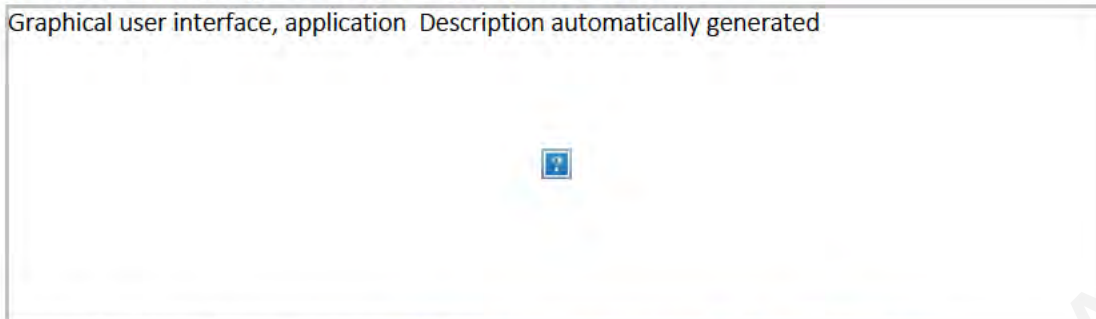
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:48 AM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Cc: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Perfect thanks

Kind Regards,

Anne Cairns

Executive Officer

Office of the Assistant Commissioner

State Emergency Service

Queensland Fire and Emergency Services

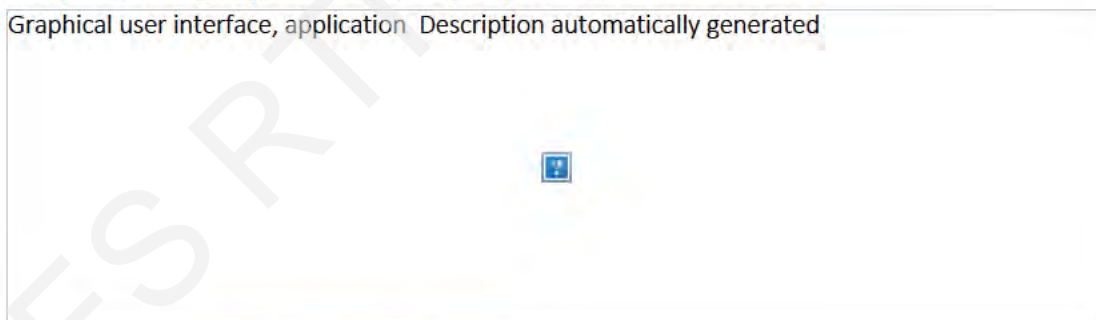
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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Respect, Integrity, Courage, Loyalty and Trust

Graphical user interface, application Description automatically generated



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:47 AM

To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Ignore that last email, I found a better copy.. attached

From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:41 AM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Thanks Tara –

I can see a note in the form :

Exception from competitive offers approved by Procurement Delegate - **approval previously attached**

I'd say DC Office will request this please if you still have it?

Kind Regards,
Anne Cairns

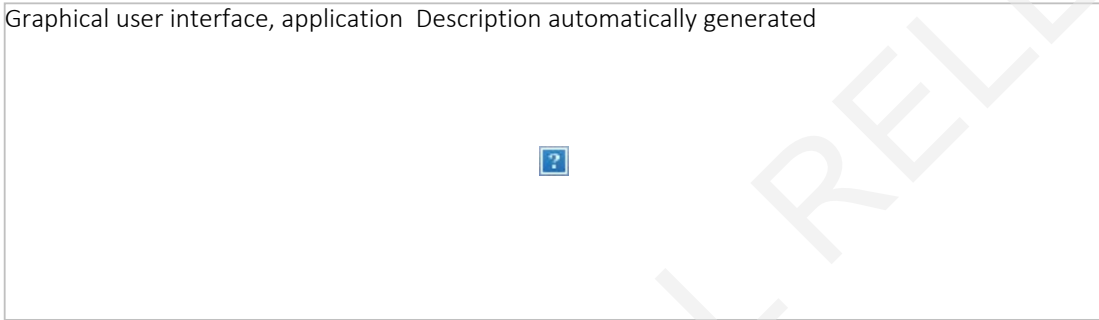
Executive Officer
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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From: Tara Toye <Tara.Toye@qfes.qld.gov.au>
Sent: Friday, 10 February 2023 11:21 AM
To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>
Subject: FOR ENDORSING: Cam Darby Amend Purchase Order

Morning,

Just needing to get this endorsed and to the DC's office for signing.

Its Cam Darbys amend purchase order for the extra hours he is doing, SES hours only.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 Email: tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8 00- 2:30	9:00-2:15	9 00-2:15
WFH	WFH	Kedron	Kedron



From: Brian Cox <Brian.Cox@qfes.qld.gov.au>
Sent: Thursday, 9 February 2023 7:34 PM
To: Tara Toye <Tara.Toye@qfes.qld.gov.au>
Subject: RE: FOR APPROVAL: Cam Darby Amend Purchase Order

Approved

Regards, Brian

CSC ESM

Brian Cox

Director

State Emergency Service

Queensland Fire and Emergency Services

Mobile: Contrary to public interest

Email: Brian.Cox@qfes.qld.gov.au



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Thursday, 9 February 2023 12:33 PM

To: Brian Cox <Brian.Cox@qfes.qld.gov.au>

Subject: FOR APPROVAL: Cam Darby Amend Purchase Order

Afternoon Brian,

Attached is the amendment to the purchase order for Cam Darby's additional Consultancy days for the SES only. As per Procurements advice it requires DC level sign off. So just your approval of the attached so I can progress up.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 Email: tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8 00- 2:30	9:00-2:15	9 00-2:15
WFH	WFH	Kedron	Kedron



Form

Purchase Order Create/Amend (POCA) Form

Responsible Owner: QFES Procurement Services; Finance, Procurement and Levy
 Purpose: All requests for SAP Purchase Order processing require completion of this form as a supporting document to be attached in SAP

Select Purchase Order action below:

Amend Purchase Order

4500400778

PO # if applicable

Section 1: Vendor Details

Vendor Name: K2S Consulting ABN: 46 449 890 766 Payment terms: 7 days
 Address: **Contrary to public interest** SAP Vendor No. 6158346 Multiple Invoices? Yes
 Vendor Contact details (person, email and phone): Cam Darby **Contrary to public interest**

Section 2: Purchase Order Contact and Delivery Details

Name: Tara Toye Delivery Address: D2, 125 Kedron Park Road, Kedron, Qld, 4031
 Phone and email: Delivery Date: 30.06.2023
 Optional field - name / contact details of person preparing this form (if different from above PO contact):

Section 3: Procurement Process

Confirm minimum quote requirements have been met in accordance with [QFES PR6010 Procurement Practices](#): Exception from competitive offers approved by Procurement Delegate - approval previously attached

Confirm that supplier(s) were issued a Request for Quote using the published templates [\(link\)](#):

RFQ responses and evaluation summary/matrix are attached to this request

SOA/Contract Number and Name (if applicable).

Comments: Engagement via Procurement Exception of Specialist Contractor due to conditions approved in exception previously attached

Line item action	Item Description	GL/Asset #	Cost Centre/ Internal Order #	Qty	Unit Price (ex GST)	Tax Code	Tax %	Line Total (including GST)
Amend	Specialist Consultant fees- Cam Darby	523024	6091806	Contrary to public interest	\$ 1.00	PG	10	\$ Contrary to public interest
Amend	Associated Travel, Accom and Parking expenditure	523024	6091806	Contrary to public interest	\$ 1.00		10	\$ Contrary to public interest
							0	\$ -
							0	\$ -

Sub Total: \$ **Contrary to public interest**

To declare total cost for expenditure approval below, add the Previous Order value (GST Inclusive) for **Purchase Order Amendment** only. Otherwise leave blank:

Total value for expenditure delegate approval (GST Inclusive): \$ **Contrary to public interest**

Section 5: Expenditure Approval

I certify that the GL account codes, cost collector codes, tax codes and all other information is correct. I approve this expenditure in accordance with my delegated financial authority.

Name: Joanne Greenfield Position: Deputy Commissioner Expenditure Level: Level 2
 Signature: Date:

QFES RTI FINAL RELEASE

to add new row
Shift + Control + R

From: [DC CSS](#)
To: [Joanne Greenfield](#)
Cc: [DC CSS](#)
Subject: RE: For Approval - Cam Darby Amend Purchase Order - DC Signature
Date: Thursday, 23 February 2023 3:42:42 PM
Attachments: [image001.png](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

Thank you Joanne – Please be advised I have added your electronic signature and returned the approved Purchase Order to SES for processing.

Kind regards,

Cody

Cody Costigan

Executive Support Officer

Office of the Deputy Commissioner

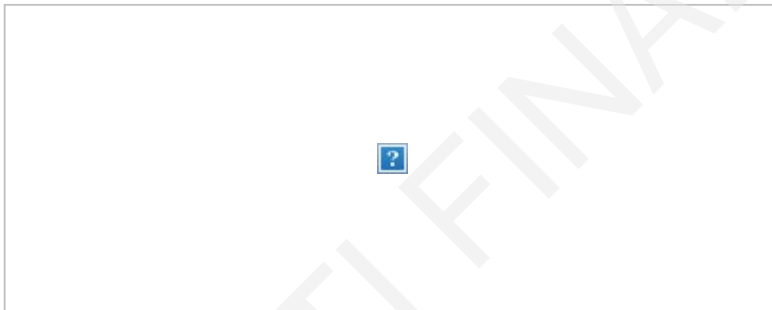
Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 E Cody.Costigan@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY |

TRUST



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

Sent: Thursday, 23 February 2023 3:35 PM

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

Subject: RE: For Approval - Cam Darby Amend Purchase Order - DC Signature

Approved – are you able to add electronic signature ?

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

Sent: Thursday, 23 February 2023 2:36 PM

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

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

Subject: For Approval - Cam Darby Amend Purchase Order - DC Signature

Importance: High

Hi Joanne,

Please find attached Purchase Order for Cam Darby which has been updated to include the original amount of [REDACTED] plus the additional amount of [REDACTED] for specialist consultant fees and associated travel, accommodation and parking expenditure for your approval.

Thank you.

Kind regards,

Cody

Cody Costigan

Executive Support Officer

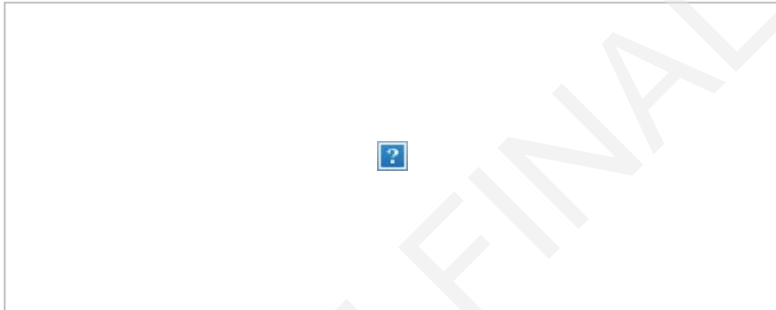
Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 **E** Cody.Costigan@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:50 PM

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

Cc: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Importance: High

Hi Cody,

Please see below, Tara has included the original invoice amount now. Could you please seek approval and signature from A/DC Greenfield again and forward back to me once completed.

Thank you,

Marcelle

Marcelle Wallen

A/Executive Support Officer

Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 **E** marcelle.wallen@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:23 PM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Send straight to DC office please. Andrew has already provided email approval. DC signature required.

Kind Regards,

Anne Cairns

Executive Officer
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:21 PM

To: Anne Cairns <Anne.Cairns@qfes.qld.gov.au>

Cc: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hi Anne,

Are you happy for me to forward the attached to Andrew for approval again prior to the DC Office? Tara has made changes to it and has requested for AC and DC approval. I can't see where Andrew is to sign it though?

Thanks,

M

Marcelle Wallen

Executive Assistant
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3441 E: Marcelle.Wallen@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: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 1:17 PM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Marcelle,

I am so sorry but I just noticed a mistake.... I learnt from the last amend purchase order I need to include the original amount and just saw its missing.

Re-submitting for approval from the AC and DC. Please note change to the final invoice amount now INCLUDES original invoice amount.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 10:18 AM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hey Tara,

I sent it to you on Tuesday at 12.45pm. I've attached it again for you.

Thanks,

Marcelle

Marcelle Wallen

A/Executive Support Officer

Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 **E** marcelle.wallen@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Thursday, 23 February 2023 9:58 AM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Sorry not trying to be painful but I really need to get this one through so we can pay Cam, how'd you go with the DC office follow up?

From: Tara Toye

Sent: Tuesday, 21 February 2023 11:35 AM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hey Marcelle,

I still don't have the this approved from the DC's office, would it be okay if we followed up?

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>

Sent: Wednesday, 15 February 2023 9:54 AM

To: Anne Cairns <Anne.Cairns@qfes.qld.gov.au>

Cc: Tara Toye <Tara.Toye@qfes.qld.gov.au>; Cody Costigan <Cody.Costigan@qfes.qld.gov.au>; DC CSS <DC.CSS@qfes.qld.gov.au>; SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Hi everyone,

Nicole's just given it to me. Joanne is in CR until Fri aft, but I'll email it to her now and ask for her approval to put a digital signature on it.

As she is travelling and has meetings during the day, I'm unsure when it will be when she is checking her emails, but I'll let you know anything as soon as I hear.

I've just cc'd Cody also as she's back in this office tomorrow (in case it's tomorrow when approved).

Thanks,

Marcelle

Marcelle Wallen

A/Executive Support Officer

Office of the Deputy Commissioner

Capability and State Services

Queensland Fire and Emergency Services

P 07 3635 3500 **E** marcelle.wallen@qfes.qld.gov.au

RESPECT | INTEGRITY | COURAGE | LOYALTY | TRUST



From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Tuesday, 14 February 2023 3:05 PM

To: Marcelle Wallen <Marcelle.Wallen@qfes.qld.gov.au>; DC CSS <DC.CSS@qfes.qld.gov.au>

Cc: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: FW: FOR ENDORSING: Cam Darby Amend Purchase Order - DC Signature

Marcelle,

Sorry I found it. And have now realised it went into DC Office for signature.

Nicole,

Do you have this one still – will DC/Joanne get to it tomorrow do you think or ?

Kind Regards,

Anne Cairns

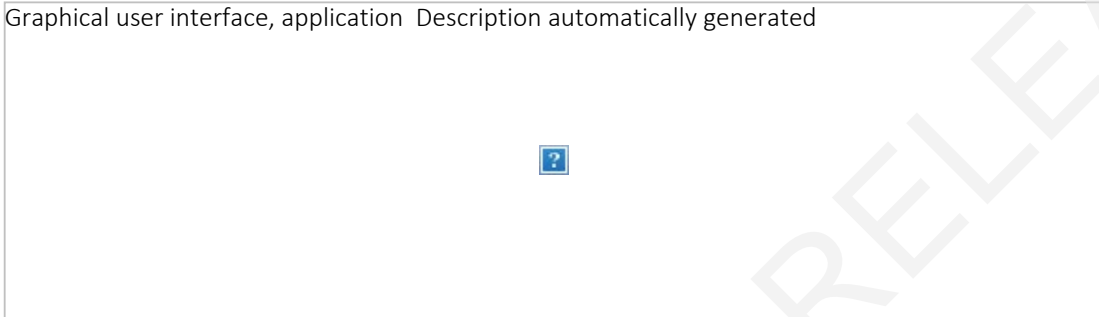
Executive Officer
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 12:08 PM

To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 12:03 PM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Hey Tara,

I tried to give you a call about this one – can you call me back when you get a chance.

Happy Friday!

Cheers A

Kind Regards,

Anne Cairns

Executive Officer
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:48 AM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Cc: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Perfect thanks

Kind Regards,

Anne Cairns

Executive Officer

Office of the Assistant Commissioner

State Emergency Service

Queensland Fire and Emergency Services

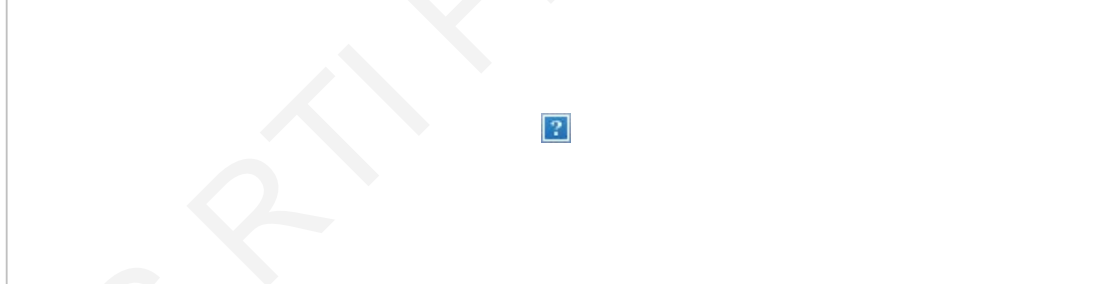
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:47 AM

To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Ignore that last email, I found a better copy.. attached

From: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:41 AM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR ENDORSING: Cam Darby Amend Purchase Order

Thanks Tara –

I can see a note in the form :

Exception from competitive offers approved by Procurement Delegate - **approval previously attached**

I'd say DC Office will request this please if you still have it?

Kind Regards,

Anne Cairns

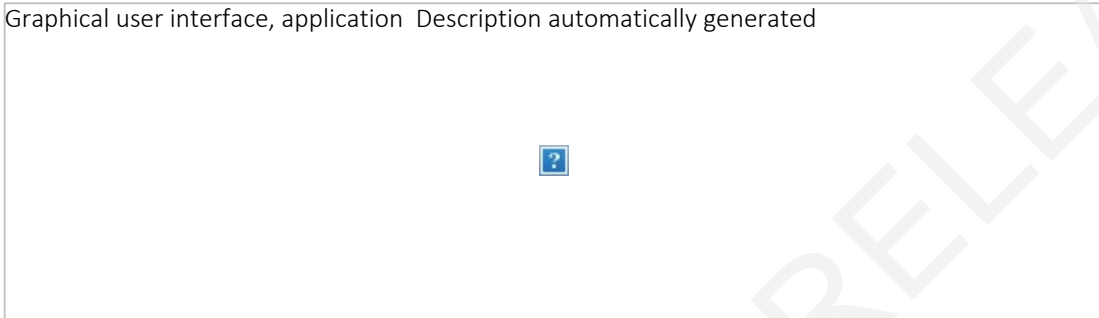
Executive Officer
Office of the Assistant Commissioner
State Emergency Service
Queensland Fire and Emergency Services
Ph: 3635 3476 E: Anne.Cairns@qfes.qld.gov.au



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Graphical user interface, application Description automatically generated



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Friday, 10 February 2023 11:21 AM

To: SES Assistant Commissioner <SES.AssistantCommissioner@qfes.qld.gov.au>

Subject: FOR ENDORSING: Cam Darby Amend Purchase Order

Morning,

Just needing to get this endorsed and to the DC's office for signing.

Its Cam Darbys amend purchase order for the extra hours he is doing, SES hours only.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: Brian Cox <Brian.Cox@qfes.qld.gov.au>

Sent: Thursday, 9 February 2023 7:34 PM

To: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Subject: RE: FOR APPROVAL: Cam Darby Amend Purchase Order

Approved

Regards, Brian

Brian Cox CSC ESM

Director

State Emergency Service

Queensland Fire and Emergency Services

Mobile: Contrary to public interest

Email: Brian.Cox@qfes.qld.gov.au



From: Tara Toye <Tara.Toye@qfes.qld.gov.au>

Sent: Thursday, 9 February 2023 12:33 PM

To: Brian Cox <Brian.Cox@qfes.qld.gov.au>

Subject: FOR APPROVAL: Cam Darby Amend Purchase Order

Afternoon Brian,

Attached is the amendment to the purchase order for Cam Darby's additional Consultancy days for the SES only. As per Procurements advice it requires DC level sign off. So just your approval of the attached so I can progress up.

Thanks,

Tara Toye

Business Support Officer

SES Uplift

State Emergency Service

Queensland Fire and Emergency Services

Phone: 3635 2248 **Email:** tara.toye@qfes.qld.gov.au

Part Time Hours:

TUES	WED	THUR	FRI
8:00-2:30	8:00- 2:30	9:00-2:15	9:00-2:15
WFH	WFH	Kedron	Kedron



From: [Peter Hollier](#)
To: [Joanne Greenfield](#)
Subject: FW: Procurement exception Cam D in the system
Date: Monday, 6 March 2023 7:37:47 AM
Attachments: [POCA K2S Consulting.pdf](#)
[image001.jpg](#)
[Procurement Exception V1.3 100122 Cam v1.edited.docx](#)
[Engagement Memo.pdf](#)
[image002.jpg](#)

Good morning DC,
Tony has followed through on the procurement exception as required.
This is now with procurement for processing.
Kindest regards
Peter

Peter Hollier AFSM
Acting Assistant Commissioner



Rural Fire Service
Queensland Fire and Emergency Services
Emergency Services Complex. Kedron.
Phone: 07 3635 3624
Mobile: 
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: Tony Johnstone <Tony.Johnstone@qfes.qld.gov.au>
Sent: Monday, 6 March 2023 12:30 AM
To: Peter Hollier <Peter.Hollier@qfes.qld.gov.au>; Matthew Inwood <Matthew.Inwood@qfes.qld.gov.au>
Cc: RFS Assistant Commissioner <RFS.AC@qfes.qld.gov.au>
Subject: Procurement exception Cam D in the system

Gents,
We have not been able to lever off of the SES PO, for a couple of Reasons.
I have put the procurement exception request into the procurement system.
Attached is for your reference.
I will check in with procurement on Tuesday.
Regards

Tony Johnstone AFSM.
Chief Superintendent
Queensland Fire and Emergency Services

M 



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.

Procurement Services Engagement Request

This form is used to engage a resource within Procurement Services to support an approved Procurement Project.

If unsure when to engage Procurement Services, please refer to the Procurement Procure-To-Pay process document:

<https://qfes.sharepoint.com/sites/gateway/business-services/fpl/procurement/Documents/Procure-to-Pay-Process.pdf>

1. BACKGROUND:

1. Please enter your preferred name: *

2. Please enter your best contact number: *

3. Briefly describe the Goods/Services required. *

4. How would you categorise your enquiry: *

Other 

5. Is this Procurement a New Requirement, or a replacement SOA/Contract? *

- New Requirement
- Replacement SOA/Contract

6. **New Requirement:** Please provide background to the requirement and any work that has been completed to date (including any work with key stakeholders such as Business Engagement). *

Engagement of Contractor through a procurement exception.

7. Is this Procurement a result of a Ministerial commitment or changes to legislation? *

- Yes
- No

8. **Yes:** Please provide a copy your supporting ministerial/legislative documentation where available, OR, provide a summary here. *

Note: If attaching documents, please list the filename of the attachment in the box below (e.g. "Please see '*Your Name*' - Ministerial Request.docx' attached to this request").

QFES alignment and RFS uplift

9. Upload your ministerial/legislative change supporting documentation here:

(Non-anonymous question ⓘ)

10. Is this Procurement part of a project or initiative? *

Yes

No

11. **Yes:** Please provide a copy of the relevant supporting documentation where available (e.g. MPU endorsement, project plan, business case, investment plan, SABC approval), OR, provide a summary here. *

Note: If attaching documents, please list the filename of the attachment in the box below (e.g. "Please see '*Your Name* - SABC approval.docx' attached to this request").

A CONOPs is required to progress the RFS uplift and structural reform

12. Upload your project/initiative supporting documentation here:

(Non-anonymous question ⓘ)

FUNDING:

13. Estimated value for Procurement (if known): *

contrary to public info

14. Has funding approval been provided for this Procurement? *

Note: Where evidence of funding approval is not included, it is unlikely that Procurement Services will progress with this procurement planning / tender process.

Yes

No

15. **Yes:** Please attach relevant details including Expenditure Delegate's Authority to incur expenditure, Expenditure Delegate's name and title, current budget provision and cost centre, OR, include these details below.

References:

Schedule 1 - Finance and Travel Delegations

(https://qfes.sharepoint.com/sites/gateway/our_org/ooc/Documents/Delegations/Schedule-1-Finance-and-Travel.pdf)

Strategy and Budget Committee

(<https://qfes.sharepoint.com/sites/gateway/governance-framework/cs/fbc>) *

Note: If attaching documents, please list the filename of the attachment in the box below (e.g. "Please see '*Your Name* - Financial Approval.docx' attached to this request").

Part of the normal budget.

16. Upload your financial approval supporting documentation here:

(Non-anonymous question ⓘ)



POCA K2S Consulting.pdf



Procurement Exception V1.3 100122 Cam v1.edit.docx



SES CONOPS Proposal Adjustment detailed costi.docx

17. Have ongoing expenses been considered i.e. support and maintenance, transition in/out, decommissioning etc.? *

- Yes, considered and included in financial approval
- Yes, considered and N/A
- No, not considered

SCOPE OF THE PROCUREMENT:

18. Have the appropriate governance approval(s) been sought to proceed with this Procurement? e.g. EBN, SABC approval, Annual Fleet Build, ICT Investment Planning, Capital Projects, Committee minutes etc. *

- Yes
- No

19. Have the Specifications/Terms of Reference been developed? *

Note: Procurement Services can review and advise but are *not responsible* for the development of the Specifications/Terms of Reference. Procurement Services' ability to deliver within the required timelines is heavily dependent on the finalisation of the Specifications/Terms of Reference.

- Yes
- No

20. **No:** Please provide the details of the party responsible for Specifications/Terms of Reference development *

Alan Gillespie and ADC Greenfield

QUEENSLAND GOVERNMENT CHIEF INFORMATION OFFICE GATE ASSURANCE:

21. Is this Procurement for an ICT Product or Service? *

- Yes
- No

QUOTATION REQUIREMENTS:

22. Is there an existing SOA (QFES, or other Queensland Government Arrangement) that could be accessed for this requirement? *

IMPORTANT: PLEASE MAKE SURE YOU HAVE CHECKED THE FOLLOWING:

- **SOA Catalogue:**
<https://qfes.sharepoint.com/sites/gateway/business-services/fpl/procurement/Documents/SOA%20Catalogue/SOA%20Catalogue%20-%20QFES.xlsx>
- **Queensland Contracts Directory (QCD):**
<http://qcd.govnet.qld.gov.au/Pages/qcdsearch.aspx>

- Yes - And **I do want** access to this SOA
- Yes - But **do not** want to access this SOA
- No - there was not

23. **Yes:** Please provide the SOA Number and Title below: *

CPO 79811- Resource Manager Services for Contractor GCS0060 Temporary and Contracted

TIMEFRAMES:

24. Is there a restricted timeframe for this Procurement? *

- Yes
- No

25. **Yes:** Please detail the priority and timeframe (i.e., existing contract/SOA is expiring, project dependencies, budget availability etc.) *

30 June 2023

RESOURCING:

26. Is there a dedicated resource/s working on this procurement within your business area? *

Yes

No

27. **No:** Please provide details on when your business area will have suitable resources to complete this procurement: *

This is being done as BAU until the Uplift team is developed.

28. Will your business area be funding a dedicated procurement resource to work on this project? *

Note: May be mandatory for major projects.

Yes

No

29. Are there any other resources/stakeholders required to complete this procurement? *

Yes

No

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QFES RTI FINAL RELEASE

Form

Purchase Order Create/Amend (POCA) Form

Responsible Owner: QFES Procurement Services; Finance, Procurement and Levy

Purpose: All requests for SAP Purchase Order processing require completion of this form as a supporting document to be attached in SAP

Select Purchase Order action below:

Create Purchase Order

PO # if applicable

Section 1: Vendor Details

Vendor Name: K2S Consulting
 Address: **Contrary to public interest**
 Vendor Contact details (person, email and phone): Cam Darby **Contrary to public interest**
 ABN: 46 449 890 766
 SAP Vendor No. 6158346
 Payment terms: 7 Days
 Multiple Invoices? Yes

Section 2: Purchase Order Contact and Delivery Details

Name: Matthew Bulow
 Phone and email: matthew.bulow@qfes.qld.gov.au **Contrary to public interest**
 Delivery Address: D2, 125 Kedron Park Road, Kedron, Qld, 4031
 Delivery Date: 30/06/2023
 Optional field - name / contact details of person preparing this form (if different from above PO contact):

Section 3: Procurement Process

Confirm minimum quote requirements have been met in accordance with [QFES PR6010 Procurement Practices](#): <\$50K, evidence minimum 1 quote invited

Confirm that supplier(s) were issued a Request for Quote using the published templates [\(link\)](#): RFQ General Goods and Services

RFQ responses and evaluation summary/matrix are attached to this request Yes
 SOA/Contract Number and Name (if applicable):

Comments:

Line item action	Item Description	GL/Asset #	Cost Centre/ Internal Order #	Qty	Unit Price (ex GST)	Tax Code	Tax %	Line Total (including GST)
New Line	Specialist Consultant fees- Cam Darby	523024	6899113	Contrary to public interest	\$ 1.00	PG	10	Contrary to public interest
New Line	Associated Travel, Accom and Parking expenditure	523024	6899113		\$ 1.00	PG	10	
							0	\$ -
							0	\$ -

Sub Total: \$ **Contrary to public interest**

To declare total cost for expenditure approval below, add the Previous Order value (GST Inclusive) for **Purchase Order Amendment** only. Otherwise leave blank:

Total value for expenditure delegate approval (GST inclusive): \$ **Contrary to public interest**

Section 5: Expenditure Approval

I certify that the GL account codes, cost collector codes, tax codes and all other information is correct. I approve this expenditure in accordance with my delegated financial authority.

Name: Matthew Bulow
 Position: A/Assistant Commissioner
 Expenditure Level: Level 2
 Signature: **Contrary to public interest**
 Date: 9/02/2023

Procurement Exception (from seeking competitive Offers)	
To:	Procurement.Services@qfes.qld.gov.au Procurement Delegate QFES Procurement Services
From:	Tony Johnstone Director Regional Coordination Rural Fire Services -State Office
Date:	4/03/2023
Subject:	Exception from seeking competitive Offers for the Supply of services

Requirement

- The consultancy is required to facilitate two deliverables by 30 June 2023
 - RFS Concept of Operations (CONOPS). A document that articulates the purpose and functions of the RFS, the capabilities that are required to undertake these functions (both embedded within the agency and those which are drawn from external agencies or Departments), a broad conceptual business structure, and the high-level operational approaches and methodologies that guide how the RFS conducts its business.
 - RFS Future Strategic Framework, (Guiding Principles). A future focussed document that takes account of potential organisational changes and provides options for a new RFS organisational framework and structure that will best serve the needs of Queenslanders at risk.

Background

- Mr Cam Darby, DSC, AM, spent over eight months with both the SES and Blue Water Review work with QFES. His detailed knowledge of Queensland volunteers emanates from visiting over 50 councils and facilitating briefings and meetings with volunteer groups across all seven regions.
- Mr Darby's detailed understanding of volunteers' CONOPS requirements is embedded within his prior work in QFES conducting the Blue Water Review and developing an appropriately detailed CONOPS accordingly.
- Mr Darby is currently doing the CONOPS for SES to provide two products to SES with the requisite knowledge and understanding of the scale and complexity of SES roles, functions and issues that need to be addressed.
- Mr Darby has already been doing some work for RFS at the request of senior management.
- Critically, Mr Darby also can develop the required products for QFES decision-makers promptly. It is therefore highly recommended that Mr Darby be engaged as

Issues

- The RFS uplift is part of Cabinet-in-Confidence documentation; hence the essential and valuable confidential information contained within this document cannot easily be released. However, guiding principles of the Cabinet-in-Confidence can be provided to Mr Darby, and due to his linkage with the SES review, Blue Water initiative management believes he will be able to expedite RFS needs.

Consultation

- Chief Superintendent Alan Gillespie, who is heading up the uplift team, A/AC Peter Hollier, and A/DC Joanne Greenfield have been consulted regarding this application for procurement exemption from seeking competitive offers and support the justification rationale outlined below.

Justification

- In accordance with the QFES Procurement and Contracts Manual, it is my assessment that a situation exists in this instance that warrants an exception from the requirement to seek competitive offers on the following grounds:
 - **Sole Supply** – thorough research of the supply market has been clearly documented and has identified only one supplier capable and/or available to supply the required services.
 - **Criticality** – securing the services from the nominated proven supplier is critical to ensure the uninterrupted provision of QFES services. Under this scenario, the engagement of an alternative supplier would present significant risk and additional costs to delivering business outcomes.
 - **Genuine Urgency** – circumstances dictate that the purchase could not have been reasonably foreseen or planned, and there is not sufficient time to complete the required Procurement process.
 - **Recency** – a Contract or Purchase Order for the same or very similar services has been previously executed as the result of a full Procurement process within the prior twelve (12) months.
 - **Other Jurisdictional Arrangements** – the same or very similar services can be sourced from a Contract or supply arrangement established by a non-Queensland State Government agency. Under this scenario, an assessment of the way the Contract or supply arrangement was established must be undertaken by Procurement Services to ensure the Procurement decision was sound and that utilisation of the arrangement can be supported in light of public scrutiny.
 - **Security/Confidentiality** – Procurement involves a high level of sensitivity, and there are risks associated with divulging the requirement to multiple suppliers. Procurement activity falling within this category will require potential Offerors to complete a Confidentiality Agreement prior to the release of any Request for a Quote or Invitation to Offer.
- There is a time criticality as well as confidentiality component to the development of a CONOPS and future RFS operating model for RFS that can only be provided by the recommended supplier, Mr Cam Darby DSC, AM.
- Mr Darby spent over eight months with both the SES and Blue Water Review work with QFES. His detailed knowledge of Queensland volunteers emanates from visiting over 50 councils and facilitating detailed briefings and meetings with volunteer groups across all seven regions.
- The QFES uplift document is Cabinet-in-Confidence; hence the essential and valuable confidential information contained within this document cannot easily be released to another provider.

- Mr Darby's detailed understanding of an SES CONOPS requirement is embedded within his prior work in QFES conducting the Blue Water Review and developing an appropriately detailed CONOPS accordingly.
- Mr Darby has already been utilised by senior management to start drafting an RFS CONOPS, as the delivery timeframes are tight.
- Therefore, Mr Darby is best positioned to provide both products to RFS due to his knowledge of several volunteer organisations attached to QFES; Mr Darby also has a good understanding of QFES, which in turn means that things can be expedited quickly.
- With the requisite knowledge and understanding of the scale and complexity of volunteers' roles, functions and issues must be addressed. Critically, Mr Darby also has the ability to develop the required products for QFES decision-makers in a timely manner. It is therefore highly recommended that Mr Darby be engaged as the sole supplier.

Costing/Funding

- The requirement is estimated to cost [REDACTED] (GST inclusive). Subject to appropriate approvals being sought, the vendor/s will be invited to submit an offer for the required services.
- Funding authorisation is detailed below.
- Clear details of the Expenditure Delegate's authority to incur expenditure.
- Funding Approval for the proposal requires a Level 3 Expenditure Delegation (up to \$200 K) and is within the approval limit of Chief superintendent Tony Johnstone (Level 3 Expenditure Delegate)
- The engagement will be funded from the \$27 million additional RFS funding announced in the 2022-23 state budget.
- Cost Centre Code 6899113

Agreement

- A Purchase Order / formal Contract will be executed for the provision of the goods/services based on the offer/quotation/proposal provided.

Attachments

- List each attachment – if nil, enter N/A

Recommendation

- That is consistent with the QFES Procurement and Contracts Manual; you approve:
 - this exception from the need to seek competitive offers, and
 - to release SAP purchase order with K2S consulting for the Supply of (a) RFS Concept of Operations (CONOPS) and (b) and guiding principles for the RFS Future Strategic Framework, based on the estimated total cost of [REDACTED]

REQUESTING OFFICER	SUPPORTING OFFICER <i>(Remove if not required)</i>
 <hr/> Signature of Tony Johnstone Director Regional Coordination RFS Stare- Kedron ___ / ___ / ___	<input type="checkbox"/> Supported <input type="checkbox"/> Not supported <hr/> Signature of Tony Johnstone Director Regional Coordination RFS Stare- Kedron ___ / ___ / ___
SUPPORTING OFFICER <i>(Remove if not required)</i>	PROCUREMENT DELEGATE
<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported <hr/> Signature of [Insert Name] [Insert Position Title] [Insert Division / Region / Command] ___ / ___ / ___	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <hr/> Signature of [Procurement Delegate's Name] [Insert Position Title] QFES Procurement Services ___ / ___ / ___
Additional Comment:	