

## Wanda Kropp

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant (QFES); Jasmine Siggs (QFES)  
**Cc:** QFES Human Resource (PSBA); Sam Anstee (QFES); Louise Snowdon (QFES); Abby Blair (QFES)  
**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Categories:** Boya

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

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

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



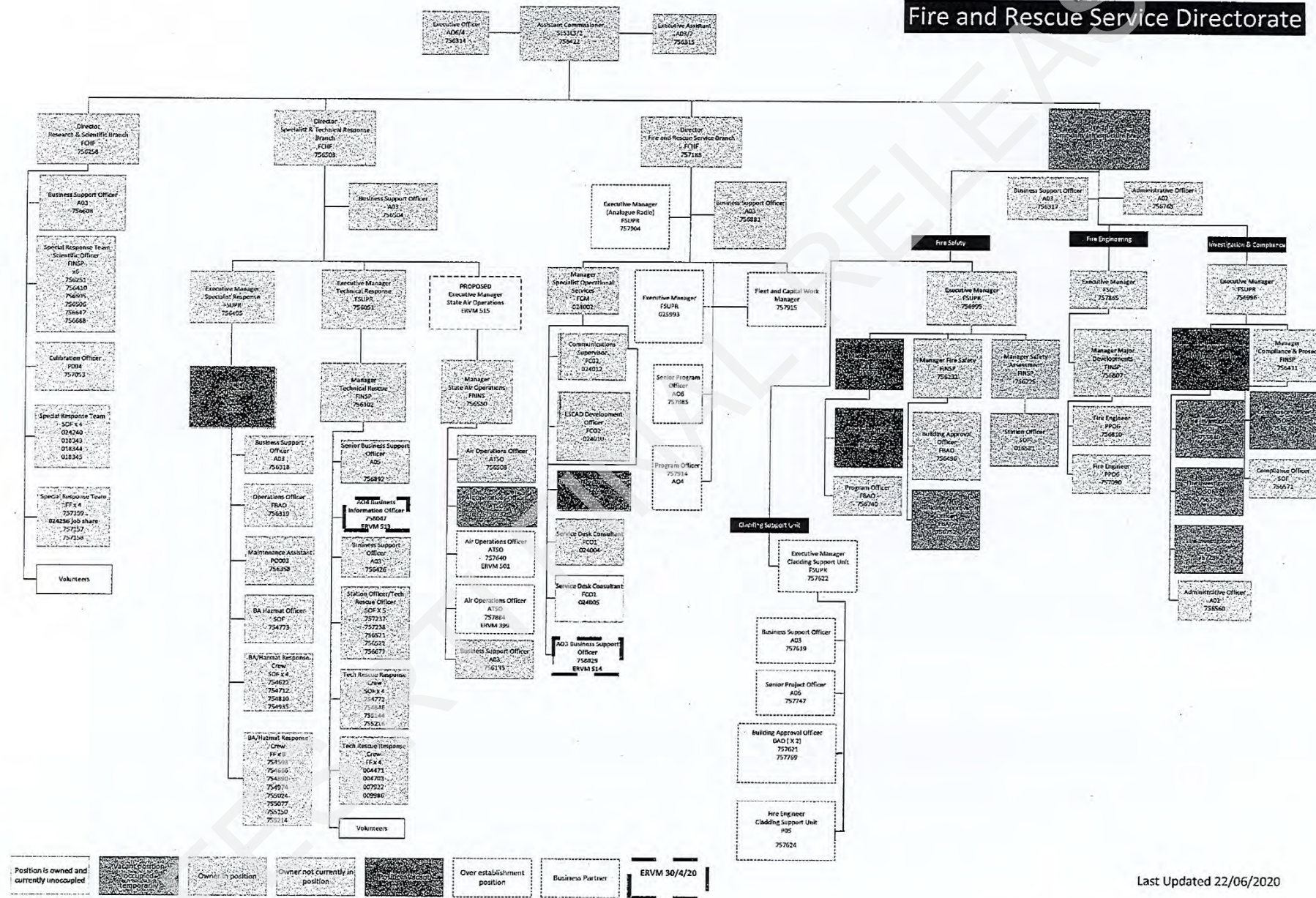
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# Fire and Rescue Service Directorate



Last Updated 22/06/2020

# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	Air Operations Officer – RPAS Coordination		
Position No.	757884	Classification	SOF/ATSO-1
Have multiple classifications been considered?	Yes		Yes
Date effective	1/10/20	End Date (temporary positions only)	
Branch/ Unit	State Air Operations Unit	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fire and Rescue Service Directorate	Location	Kedron
Functional Reports to	Specialist and Technical Response Branch	Reports To	Manager State Air Operations Unit
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest		Full time/Part Time (if PT, note hours/fn)
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	FT

Contact Officer: **Martin Gibson**  
(This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

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Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

**Contrary to the public interest**

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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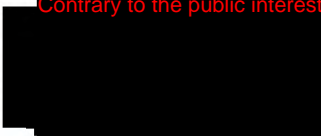
Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

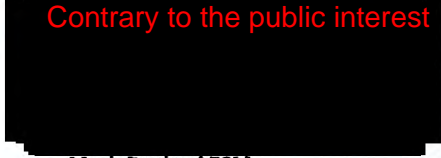
572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

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Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.:

573

*Approved pending position*

Contrary to the public interest

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

Contrary to the public interest

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

### Comments from ERVM:

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### ERVM Secretariat/PHRBP

Does this decision enact a HCOM change?

YES

No



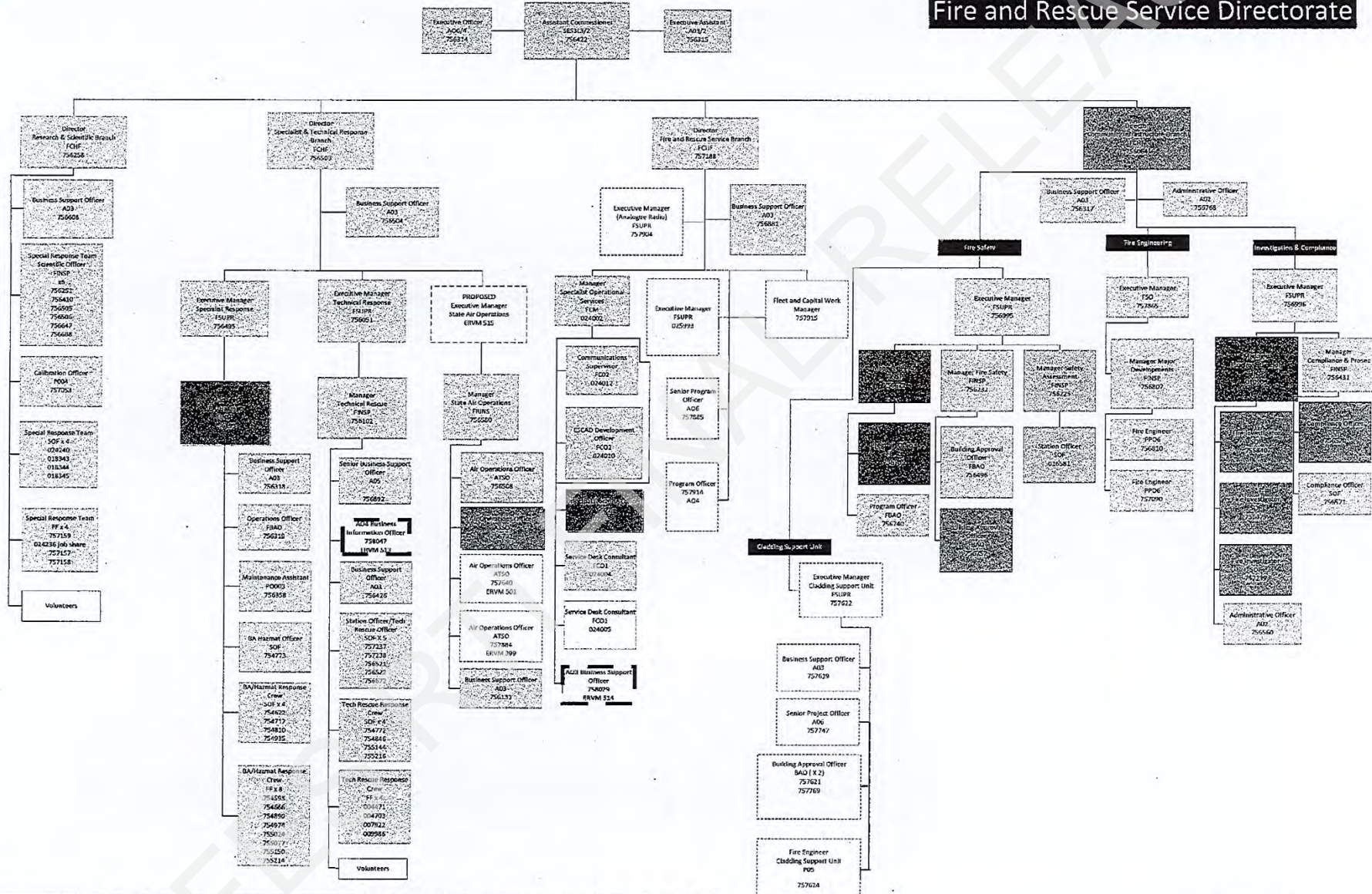
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020



## Wanda Kropp

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**From:** Corro QFES FRS AC  
**Sent:** Wednesday, 6 September 2023 2:29 PM  
**To:** Natalie Muharem; QFES Human Resource  
**Cc:** Corro QFES FRS AC; Douglas May; Kim Morris  
**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted  
**Attachments:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted.pdf

Good afternoon Natalie,

Please find attached an Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position between the Fire and Rescue Service (FRS) and Rural Fire Service (RFS).

May I please ask Aurion is updated to reflect that this position is dual classified between the FRS and RFS.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

### **Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

### **Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*



# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager, State Air Operations Unit position

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

10. Recommendation

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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Position 012327

Occupied by FRS incumbent until went on to Aurion

### DES Lattice (QFES) - Occupant History

012327 Executive Manager

Org Id ES    Posn Id 012327    Title Executive Manager    CURRENT  
Brf Name Exec Mngr

Emp No	Employee Name	Acpted	Vacated	Ren	%	Hours	Type
		23/12/2019			100.00	76.00	P
		08/07/2019	02/08/2019	HVED	100.00	76.00	H
		20/05/2019	24/05/2019	HVED	100.00	38.00	H
		19/04/2019	26/04/2019	HVED	100.00	76.00	H
		07/02/2019	14/02/2019	HVED	100.00	76.00	H
		19/11/2018	14/12/2018	HVED	100.00	76.00	H
		29/09/2018	30/06/2020		100.00	76.00	H
		15/03/2018	23/03/2018	HVED	100.00	76.00	H
		02/01/2018	12/01/2018	HVED	100.00	76.00	H
		18/12/2017	01/01/2018	HVED	100.00	76.00	H
		07/08/2017	08/09/2017	HVED	100.00	76.00	H
		30/07/2017	29/09/2018	HVED	100.00	76.00	H
		30/07/2017	15/03/2018	AAPT	100.00	76.00	P
		27/02/2017	10/03/2017	HVED	100.00	76.00	H
		28/11/2016	29/07/2017	PORG	100.00	76.00	H
		05/09/2016	30/09/2016	HVED	100.00	76.00	H
		04/07/2016	15/01/2017	HVED	100.00	76.00	H
		01/04/2016	29/07/2017	PORG	100.00	76.00	P
		17/03/2016	31/03/2016	HVED	100.00	76.00	H
		22/06/2015	17/07/2015	HVED	100.00	76.00	H
		01/06/2015	10/03/2016	PRED	100.00	76.00	H
		12/01/2015	31/05/2015	HVED	100.00	76.00	H
		29/09/2014	03/01/2016	AAPT	100.00	76.00	P
		28/07/2014	26/09/2014	HVED	100.00	76.00	H
		20/09/2013	01/10/2013	HVED	100.00	76.00	H
		07/01/2013	25/01/2013	HVED	100.00	76.00	H
		08/03/2012	28/09/2014	PORG	100.00	76.00	P
		10/08/2011	07/03/2012	PORG	100.00	76.00	P
		13/12/2010	09/08/2011	PRED	100.00	76.00	P
		05/10/2010	15/10/2010	HVED	100.00	76.00	H
		27/09/2010	12/12/2010	PRED	100.00	76.00	P
		22/02/2010	26/08/2010	HVED	100.00	76.00	H
		15/02/2010	21/02/2010	AORG	100.00	80.00	H
		11/09/2009	21/02/2010	PRDC	100.00	76.00	P
		02/03/2009	10/04/2009	HVED	100.00	76.00	H
		15/12/2008	18/01/2009	HVED	100.00	76.00	H
		13/10/2008	10/09/2009	PREC	100.00	76.00	P
		01/07/2008	12/10/2008	HVED	100.00	76.00	A
		01/11/2007	19/11/2007	HVED	100.00	80.00	H
		12/06/2007	30/06/2008	HAAC	100.00	76.00	A
		30/10/2006	05/02/2007	HVED	100.00	80.00	H

Created on 25/04/2025 3:30:11 PM by ADS/mk/ale

Page 1 of 2

Full Report Name: /DES Lattice (QFES)/Occupant History

## DES Lattice (QFES) - Occupant History

012327 Executive Manager

Contrary to the public interest

26/06/2006	17/10/2006	HVED	100.00	76.00	H
02/01/2006	30/06/2006	HVED	100.00	80.00	A
17/10/2005	01/01/2006	HVED	100.00	80.00	A
23/03/2004	17/01/2007	AREL	100.00	76.00	P
01/12/2003	22/03/2004	PLOC	100.00	76.00	P
28/04/2003	30/06/2003	PCCC	100.00	80.00	H
14/04/2003	25/05/2003	ATFR	100.00	76.00	P
31/03/2003	13/04/2003	RORG	100.00	76.00	P
01/07/2001	30/03/2003	PCCC	100.00	76.00	P
20/11/2000	15/12/2000	HVED	100.00	80.00	H
01/07/1999	30/06/2001	PCCC	100.00	76.00	P
12/10/1998	30/06/1999	PCCC	100.00	76.00	P
21/09/1998	11/10/1998	HVED	100.00	76.00	A
15/09/1997	20/09/1998	PORG	100.00	80.00	A

Created on 23/04/2023 3:30:11 PM by ADS\nicole.lee

Page 2 of 2

Full Report Name - /DES Lattice (QFES)/Occupant History

Started as Temporary FRS Inspector role 15/9/97

DES Lattice (QFES) - Position History (Details)			
012327 Executive Manager			
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Trng & Emergency Mngt Coord		
<b>Brf Name</b>	TEM Coordinator		
<b>Details</b>			
<b>Org Unit</b>	650210 - Comm Develop Unit	<b>Location</b>	BRIS - N/U Brisbane
<b>Occup</b>	251213 - Nuclear/Medicine Tech	<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	OVER - Over Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	20/09/1998		
<b>Reason</b>	PORG - Org Change		
<b>Summary</b>			
<b>Report To</b>	005828 - Commissioner	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFT</b>	0.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	15/09/1997
<b>Date Created</b>	15/09/1997	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non-Package	<b>Pay Group</b>	P9 - QFES Region 9 Head Office
<b>Terms</b>	F80 - QFRA 80 Hours per F/N	<b>Pos Type</b>	3 - Job Grade
<b>Std Hours</b>	80.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FRS - Fire and Rescue Act 1990	<b>Recommend</b>	
<b>Function</b>	OPER - N/U Operational	<b>Approving</b>	
<b>Keyword</b>		<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Pay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FFR03 - Fire Protection Officer 3
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249009 - Fire Brigades		

Became permanent FRS Inspector role 21/9/98

DES Lattice (QFES) - Position History (Details)			
012327 Executive Manager			
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Manager - CTEM		
<b>Brf Name</b>	Manager - CTEM		
<b>Details</b>			
<b>Org Unit</b>	650210 - Comm Develop Unit	<b>Location</b>	BRIS - N/U Brisbane
<b>Occup</b>	251213 - Nuclear(Medicine) Tech	<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	INES - In Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	30/06/1999		
<b>Reason</b>	PCCC - Cost Code Change		
<b>Summary</b>			
<b>Report To</b>	012592 - Drectr	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFT</b>	1.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	01/07/1999
<b>Date Created</b>	21/09/1998	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non-Package	<b>Pay Group</b>	F9 - QFES Region 9 Head Office
<b>Terms</b>	F80 - QFRA 80 Hours per F/N	<b>Pos Type</b>	J - Job Grade
<b>Std Hours</b>	80.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FRS - Fire and Rescue Act 1993	<b>Recommend</b>	
<b>Function</b>	OPER - N/U Operational	<b>Approving</b>	
<b>Keyword</b>		<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Hay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FFPO3 - Fire Protection Officer 3
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249008 - Fire Brigades		



Became permanent FRS Superintendent role 22/2/2010

DES Lattice (QFES) - Position History (Details)			
012327	Executive Manager		
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Executive Manager TEM		HISTORY
<b>Brf Name</b>	Exec Manager TEM		
<b>Details</b>			
<b>Org Unit</b>	060350 - Trg & Emergency Mgmt	<b>Location</b>	9FVAL - Fortitude Valley
<b>Occup</b>		<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	INES - In Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	12/12/2010		
<b>Reason</b>	PRED - Redesignated		
<b>Summary</b>			
<b>Report To</b>	012592 - Dirctr	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFY</b>	1.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	22/02/2010
<b>Date Created</b>	22/02/2010	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non Package	<b>Pay Group</b>	P9 - QFES Region 9 Head Office
<b>Terms</b>	F76 - QFRA 76 Hours per F/W	<b>Pos Type</b>	J - Job Grade
<b>Std Hours</b>	76.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FIRE - Fire and Rescue Act 1990	<b>Recommend</b>	
<b>Function</b>	OSSD - OS Senior Officers	<b>Approving</b>	
<b>Keyword</b>	Q087 - Queensland Fire and Emergency Service Employees Award - State 2016	<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Hay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FSUPR - Superintendant
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249009 - Fire Brigades		

Position created as #756296 in Aurion – incumbents all FRS until June 2020

Position Placements

Employee No.	Date From	Date To	Type	Title	Class
	26-MAY-2020	18-JUN-2020	Acting	Exec Mgr	FSPRI
	26-MAY-2020	07-JUN-2020	Placement	Exec Mgr	FSPRI
	23-MAR-2020	17-APR-2020	Acting	Exec Mgr	FSPRI
	24-FEB-2020	25-MAY-2020	Acting	Exec Mgr	FSPRI
	19-FEB-2020	15-MAR-2020	Acting	Exec Mgr	FSPRI
	18-FEB-2020	28-MAY-2020	Placement	Exec Mgr	FSPRI
	01-JAN-2020	18-FEB-2020	Acting	Executive Manager	FSPRI
	31-JAN-2020	15-FEB-2020	Placement	Executive Manager	FSPRI

Moved to QFES Resourcing 24/9/2020, abolished 8/10/20

Date Stamp	Transaction Type	Entity Name	Authority Date	Authority	Variation	Description
05-OCT-2020 14:27:31	MODIFY	T101_POSITION	05-OCT-2020	405076	ABOL	Abolish
24-SEP-2020 21:03:58	MODIFY	T101_POSITION	31-AUG-2020	QFES	RESTRI	Restructure

Used to create Zone Commander SWR (758177)

### Position Detail

Details Costing Allowances Variation History Placement History

Save Cancel

Position Title: Zone Cmdr Number: 758177

Full Title: Zone Commander

Reports to Position: 756947 Drcr

Functional Reports to Position: 756947 Drcr

Authority Level: 8-Specialist 3 (SO)

Organisation Unit: 10065 Zone 1

Classification: FSPRI Superintendent

Classification Minimum: FSPRI Superintendent

Hours Per Week: 38:00:00

Record Status: Active

Job Share:

Effective From: Date Approved: 02-SEP-2020

Effective To: Reference: Date Abolished:

Position Type: PERM Permanent

Staffing Restriction:

Location: 06763 QFES SWR Headquarters

Attendance Type: FULL Full-time

ANZSCO Code: 139112 Cmmssnd Fire Officer

Job Type: OPER Operational

Comments: EBN 03623-2020 Pos created in lieu of 756296 TEM FTE reallocation

Corporate Service Stream: 704

Contrary to the public interest occupant of 758159 EM Air Ops (RFS Supt) 20/7/2020

Created from 757161 which was AO4 role

## Position Detail

Details	Costing	Allowances	Variation History	Placement History
Save	Cancel			
Position Title	Exec Mngr	Number	758159	
Full Title	Executive Manager			
Reports to Position	756503	Drctr		
Functional Reports to Position	756503	Drctr		
Authority Level	8-Specialist 3 (SO)			
Organisation Unit	10789	State Air Operations		
Classification	FSPRI	Superintendent		
Classification Minimum	FSPRI	Superintendent		
Hours Per Week	38:00:00	Record Status	Active	
Phone Number		Fax Number		
Job Share	<input checked="" type="checkbox"/>	Effective To		
Effective From		Reference		
Date Approved	01-JUL-2020	Date Abolished		
Date Next Review		Position Type	PERM Permanent	
Staffing Restriction				
Location	01547	Emergency Services Comple		
Attendance Type	FULL	Full-time		
ANZSCO Code	139112	Cmmssnd Fire Officer		
Job Type	OPER	Operational		
Comments	ERVM 573 Pos created in lieu of 757161 TEM FTE reallocation EBN			
Corporate Service Stream	Z01			
Funding Amount	1.00			
Funding FTE	1.00000			
Funding Status	FUND	Funded		
Created	28-AUG-2020 11:17:24	By	400578	
Last Updated	07-MAR-2023 10:18:48	By	1424765s	

## Position Detail

[Details](#)
[Costing](#)
[Allowances](#)
[Variation History](#)
[Placement History](#)

[Save](#)
[Cancel](#)

<b>Position Title</b>	Business Planning Offcr	<b>Number</b>	757161
<b>Full Title</b>	Business Planning Officer		
<b>Reports to Position</b>	757345	Asst Commissioner	
<b>Functional Reports to Position</b>	757757	Exec Mngr	
<b>Authority Level</b>	3-Manager (A06/A07)		
<b>Organisation Unit</b>	10042	QFES Resourcing	
<b>Classification</b>	A04	Administrative Officer Lvl 4	
<b>Classification Minimum</b>	A04	Administrative Officer Lvl 4	
<b>Hours Per Week</b>	36:15:00	<b>Record Status</b>	Inactive
<b>Phone Number</b>		<b>Fax Number</b>	
<b>Job Share</b>	<input checked="" type="checkbox"/>	<b>Effective To</b>	
<b>Effective From</b>		<b>Reference</b>	024241
<b>Date Approved</b>	30-JUL-2017	<b>Date Abolished</b>	01-JUL-2020
<b>Date Next Review</b>			
<b>Position Type</b>	PERM	Permanent	
<b>Staffing Restriction</b>			
<b>Location</b>	01547	Emergency Services Comple	
<b>Attendance Type</b>	FULL	Full-time	
<b>ANZSCO Code</b>	511112	Program/ProjectAdmin	
<b>Job Type</b>	ADMIN	Administrative	
<b>Comments</b>	W11037. FRT UPD. Position title should have been changed in Lattice		

## Wanda Kropp

---

**From:** Kylie Watson  
**Sent:** Monday, 17 July 2023 8:39 AM  
**To:** Neil Francis  
**Cc:** Natalie Muharem  
**Subject:** FW: SOU ACC Matter.  
**Attachments:** History of EM TEM position.docx

Morning Neil

As the below query did not provide specific details (name of position or person), I sought clarity from the secretariat, and believe this is regarding the EM Air Operations.

The EM Air Operations position was established in lieu of an AO4 from the former TEM establishment.

Information below and attached provide further information on the position and its history.

The EM TEM was position number 012327 on lattice and was occupied by FRS staff.  
This position started as a temporary FRS Inspector role on 15/09/1997.  
This position became a permanent FRS Inspector role on 21/09/1998.  
This position became a permanent FRS Superintendent on 22/02/2010.  
With the transition to Aurion the position number became 756296, again all incumbents were FRS.  
The position moved to the QFES Resourcing unit 24/09/2020 (TEM closure), it was abolished on 08/10/2020.  
The FTE was then used to create FRS Zone Commander SWR (Position Number 758177).

The EM Air operations (758159) was created in lieu of position 757161 which was an AO4 role within TEM.  
This position was created as a Rural Superintendent.  
Position 757161 was created on 26/09/2011 as an AO4 and was occupied by PS staff until the closure of TEM when the position was abolished.

Kind Regards

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

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**From:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>

**Sent:** Tuesday, 11 July 2023 5:34 PM

**To:** Kylie Watson <Kylie.Watson@qfes.qld.gov.au>

**Subject:** RE: SOU ACC Matter.

Hi Kylie

Can I have your assistance with this one.

Can we just provide the information we provided DC Greenfield or do you think we need to supply more.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron




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**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Tuesday, 11 July 2023 12:31 PM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Subject:** Fwd: SOU ACC Matter.

Hey Natalie,

Can you pls source and provide the history of this position so as to inform the SOU?

Will need to be fairly detailed including any ERVMC decisions etc.

Will need a tight turn around on this?

Thanks  
Neil

Kind Regards,

Neil Francis  
 Acting Assistant Commissioner  
 Fire and Rescue Service Directorate  
 Queensland Fire & Emergency Services  
 (M) 




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**From:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>  
**Sent:** Tuesday, July 11, 2023 11:49:41 AM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>; Mandy Belleville <[Mandy.Belleville@qfes.qld.gov.au](mailto:Mandy.Belleville@qfes.qld.gov.au)>  
**Subject:** FW: SOU ACC Matter.

Good morning Neil,  
I understand that you are arranging a reply to this one with ERU? Do you have a timeframe for Lance?.  
Regards John

---

**From:** Lance Duncan <[Lance.Duncan@qfes.qld.gov.au](mailto:Lance.Duncan@qfes.qld.gov.au)>  
**Sent:** Tuesday, 11 July 2023 7:14 AM  
**To:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>  
**Cc:** Jessica Cameron <[Jessica.Cameron@qfes.qld.gov.au](mailto:Jessica.Cameron@qfes.qld.gov.au)>; Adrian Stafford <[Adrian.Stafford@qfes.qld.gov.au](mailto:Adrian.Stafford@qfes.qld.gov.au)>; Phillip Faint <[Phillip.Faint@qfes.qld.gov.au](mailto:Phillip.Faint@qfes.qld.gov.au)>  
**Subject:** SOU ACC Matter.

Hi John,  
In relation to the SOU'S request for the ACC to confirm if a RFS Inspector was converted to a FRS Superintendent position.

Do you have a timeline as to when the SOU will be notified by QFES regarding this matter. ?

Thank you



Lance Duncan  
Treasurer

Queensland Fire and Rescue  
Senior Officers Union of Employees

Mobile: [REDACTED] Contrary to the public interest

Email: [Lance.duncan@qfes.qld.gov.au](mailto:Lance.duncan@qfes.qld.gov.au)

Web: [www.qfr-sou.asn.au](http://www.qfr-sou.asn.au)



# Executive Briefing Note



**Requested by:** Stephen Smith AFSM, A/Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

**MECS #:**

**File #:** QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager State Air Operations Unit position

**Date:** 10 August 2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the units workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as at 9 June 20)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical “norm” was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.



- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was sub optimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. The ERVMC approved the position being a dual classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, Contrary to the public interest was temporary appointed to the position through an expression of interest process. Contrary to the public interest was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- Contrary to the public interest is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- [To ensure this position is truly equitable all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.](#)
- [The position will not be a rotational role and opportunities will be advertised as they arise with the position to be listed as a dual classified position on the job advertisement.](#)
- In 2020 Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, A/Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

**9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?**

- N/A

**10. Recommendation**

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

Stephen Smith AFSM  
**A/DEPUTY COMMISSIONER  
Fire and Rescue Service**

/ /

Greg Leach AFSM  
**COMMISSIONER**

/ /

**Noted / Endorsed / Not Endorsed**

**Noted / Approved / Not Approved**

Comments:

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## Wanda Kropp

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**From:** Kylie Watson  
**Sent:** Monday, 9 October 2023 3:42 PM  
**To:** Julia Deeth (QFES); Natalie Muharem  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position  
**Attachments:** QFES-EBN - SAOU EM.docx

FYI

Kind Regards

**Kylie Watson**

Senior HR Advisor, Brisbane Region

Strategy & Services Branch | QFES People

---

M  E [Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Friday, 18 August 2023 3:55 PM  
**To:** Kylie Watson <Kylie.Watson@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for your feedback and time on the telephone this afternoon.

Please find attached a copy of the updated brief for your consideration.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

Queensland Fire and Emergency Services

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

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**From:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Sent:** Thursday, 17 August 2023 12:54 PM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

In addition to the below, I believe the Air Operations roles will be part of the Work Value Reviews. Will this include the Executive Manager and Manager? If so, should that be included in the EBN, that the roles will be reviewed?

Kind Regards

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

Queensland Fire and Emergency Services

M contrary to the public interest P 3635 1641

---

**From:** Kylie Watson

**Sent:** Thursday, 17 August 2023 11:27 AM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Morning Cody

Thank you for sending through. Currently I don't exactly concur with the contents of the brief, it has however been raised with HR as part of the consultation process.

With the recommendations, I don't believe it goes into enough detail of how this will be managed going forward (and whether that needs to be spelt out in an earlier section). For example applying for future vacancies, will this mean if the role becomes permanently vacant it will be advertised to RFS and FRS and whoever is successful will be appointed and the position would then be updated. Will it also be open to PS employees, who would then be appointed as RFS? Or is the thought if the role is permanently vacant, it will only be offered in the future on rotation (similar to Commissioners Staff Officer, or MLO). If contrary to the public interest takes leave or relieves, the brief refers to temporary opportunities, is this the temporary opportunity being referenced, that it will be open for all, and dependent on the successful applicant would be RFS or FRS?

Also has there been thought with regards to this role and Air Operations Unit and the new QFD? Will there be change?

Does the Together RFS union need to be consulted in this?

The EBN also does not go into why this role should be a dual classified role. The various ERVM's and EMM's do not provide that level of detail either on why this should be a dual role, other than providing opportunities to employees. A role either requires Station Officer (FRS) qualifications or it does not. An FRS can still apply for a RFS position, so opportunities are still there. From my (albeit very limited understanding of Air Operations), I had thought Air Operations was more based in Rural Firefighting, as opposed to structural firefighting that FRS are more aligned to. However I am obviously not an Air Operations expert (or RFS/FRS). The EBN discusses the number of requests to assist did these include both rural and non rural related tasks? Is this why the request is for dual? The ERVM advises that the EM is responsible for the overall direction and reporting of the Air Ops unit, providing the conduit for reporting up and accountability of the unit actions, response and coordination, and the position carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

The Manager Air Operations became RFS in 03/03/2008, so the history of the unit and its growth since then has been under RFS. It appears that an FRS employee who had been relieving in the Manager role was permanently appointed at that time (04/2008) and was appointed as an RFS Manager.

The ERVM that was approved, that the brief references by saying it was approved as dual, the only reference to that is in the classification box, where it has RFS/FRS.

I believe there needs to be further information detailing why this role should be considered dual classified.

Cheers

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

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**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Monday, 14 August 2023 4:09 PM

**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Please find attached a copy of the draft Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position for your consideration.

May I please confirm if you concur with the contents of this brief?

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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## Wanda Kropp

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**From:** Abby Blair  
**Sent:** Thursday, 6 October 2022 12:31 PM  
**To:** QFES Human Resource  
**Cc:** Abby Blair  
**Subject:** RE: Air Operations positions 758159, 758160, 758161  
**Attachments:** 202109\_Air Ops positions.docx; Air Operations

Hi Julia

Information attached, let me know if you have any questions. The email titled Air Operations was the only version I could find easily, it has the SABC outcome at the bottom of the email trail and copy of the ERVMC's attached.

As for multi-class roles, to my understanding it is as follows:

758159 – Executive Manager – no decision has been made from SABC advice. Of note, this position has been created in Aurion as RFS Supt.

756580 – Manger – my understanding and has not been raised to date, RFS Inspector, permanently filled by Marty

756732 – Air Operations Officer – RFS ATSO

756508 – Air Operations officer – RFS ATSO

758160 – Air Operations Officer – ATSO/SO – out for advertising now

758161 – Air Operations officer – ATSO/SO – out for advertising now

Thanks  
Abby

### Abby Blair

Executive Officer

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 M

Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**From:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Sent:** Friday, 30 September 2022 3:42 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** FW: Air Operations positions 758159, 758160, 758161

**From:** Christine Murdoch <Christine.Murdoch@qfes.qld.gov.au>  
**Sent:** Wednesday, 28 September 2022 7:27 AM  
**To:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Subject:** Air Operations positions 758159, 758160, 758161

Hi team,

I'm not sure who is best placed to help me with this query. A/DC Greenfield has asked me to find out the history of a few positions in the State Air Operations Unit.

Position 758159

- When was a process last run to fill this position?
- When was it vacated by the previous owner?
- When was Contrary to the public interest temporarily appointed to the role?
- Is it a multi-classification position?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 756580, 756732, 758161 & 758160

- Are these multi-classification positions?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 758160 & 758161

- When was a process last run to fill these positions?
  - What was the process? (internal EOI or external?)
  - Duration of advertising?

Active Position Number	Active Position Title	Personnel Number	
756133	Business Support Officer	016110	Lo
756508	Air Operations Officer	031914	M
756580	Manager	027450	W
756732	Air Operations Officer	035196	Sa
758159	Executive Manager	029144	M.
758160	Air Operations Officer	026007	Bf
758161	Air Operations Officer	035846	Be

**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@gfes.qld.gov.au](mailto:DC.CSS@gfes.qld.gov.au)

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QFES RTI FINAL RELEASE



## Wanda Kropp

---

**From:** Kelly Salter  
**Sent:** Monday, 12 October 2020 9:12 PM  
**To:** Abby Blair  
**Subject:** RE: OUTCOME:- Out of Session Consideration - ERVM Positions

No need to apologise at all! Neil was aware of it. He said he had already spoken to Steve and was going to talk to DC Roche. I saw him in there late this arvo so I will follow up with him tomorrow when I get the chance and advise ASAP.

Thanks

Kelly



**Kelly Salter**  
A/Executive Officer  
Office of Assistant Commissioner  
**Fire and Rescue Service Directorate**  
**Queensland Fire and Emergency Services**  
Ph: 07 3635 1957 Email: [Kelly.Salter@qfes.qld.gov.au](mailto:Kelly.Salter@qfes.qld.gov.au)

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Monday, 12 October 2020 1:25 PM  
**To:** Kelly Salter <Kelly.Salter@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Kelly

Below and attached are the documents relating to the Air Ops positions. The first attachment is what was sent out of session.

Let me know if you have any questions, I'll wait to hear from you regarding the preferred make up of the team and then I can progress to ERVM to endorse? If AC Gallant would like some time with AC Smith to discuss, I am happy to organise.

Thank you again for your help & my apologies, I feel like I have dropped the ball a little bit on this one and didn't follow up/finalise outcomes post SABC advice.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
QFES People | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

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**From:** Abby Blair

**Sent:** Thursday, 20 August 2020 2:21 PM

**To:** Jasmine Siggs <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>

**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions

**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

---

**From:** Carolyn Coletti

**Sent:** Wednesday, 12 August 2020 11:55 AM

**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>

**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>

**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions

**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

---

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

QFES RTI FINAL RELEASE

## Wanda Kropp

---

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 1:40 PM  
**To:** Abby Blair  
**Cc:** Kelly Salter  
**Subject:** Air Operations  
**Attachments:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions

Hello Abby

I thought as much. I have passed on this info to AC Gallant and as well I have attached the most recent info I have ( SABC approval).

If you find the out of session emails, if you could please share them with Kelly Salter as I am heading off on leave from today and will return on 2 November 2020.

Not to sure where to from now? Kelly can follow up with Neil on Monday to see if he wants to meet with AC Smith.

Thanks Abby,

Kind regards

Jasmine

### Jasmine Siggs

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**



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**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Friday, 9 October 2020 1:02 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

I have, but AC Smith recalls an out of session.... Trying to find those emails. Sorry



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
QFES People | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

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**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 12:52 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

Hey Abby

Have you had a chance to look for most recent ERVM info for Air Operations?

Thanks

Jasmine

**Jasmine Siggs**

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**



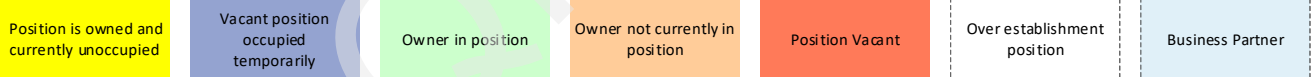
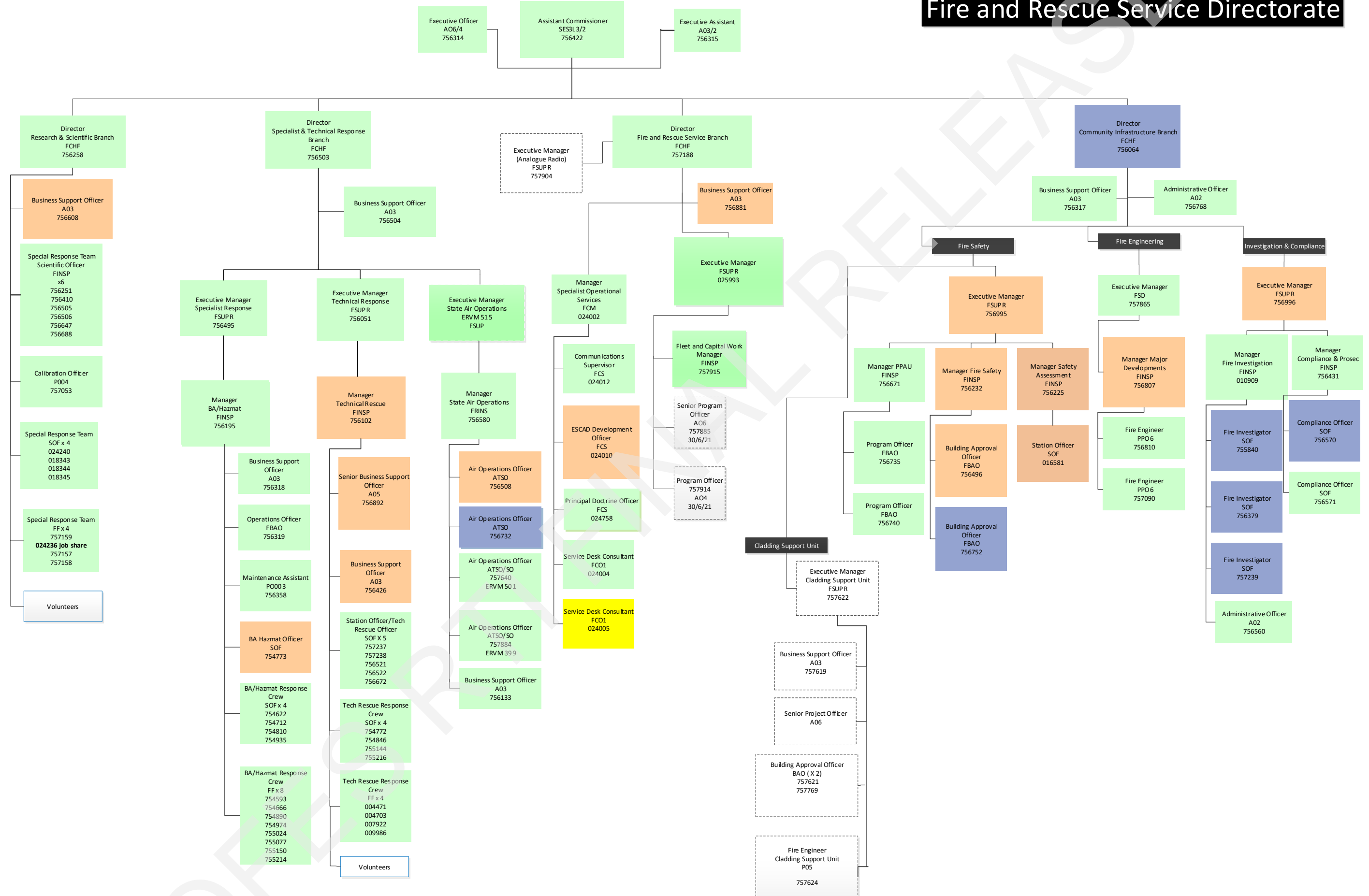
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**From:** Abby Blair <[abby.blair@qfes.qld.gov.au](mailto:abby.blair@qfes.qld.gov.au)>  
**Sent:** Thursday, 8 October 2020 3:55 PM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>; Jasmine Siggs <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Subject:** Abby Blair sent you a message in Skype for Business

**Abby Blair 3:52 PM:**

I havent forgotten about you! Sorry just a crazy day

# Fire and Rescue Service Directorate



Last Updated 14/07/2020

**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.:

573

*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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Page 4 of 4





# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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**Form**

Effective Date: 19/05/2020

Registration No.:

572

**Employee Details**

Name	[Redacted]		
Employee Number	[Redacted]	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

**Contact Officer:** Martin Gibson  
(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** [Redacted]

**Reason for Request/Impact if not approved**

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

**Currently, the activities of the RPAS integration Officer are:**

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

**Future role requirements are fulfilled in Two categories:**

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



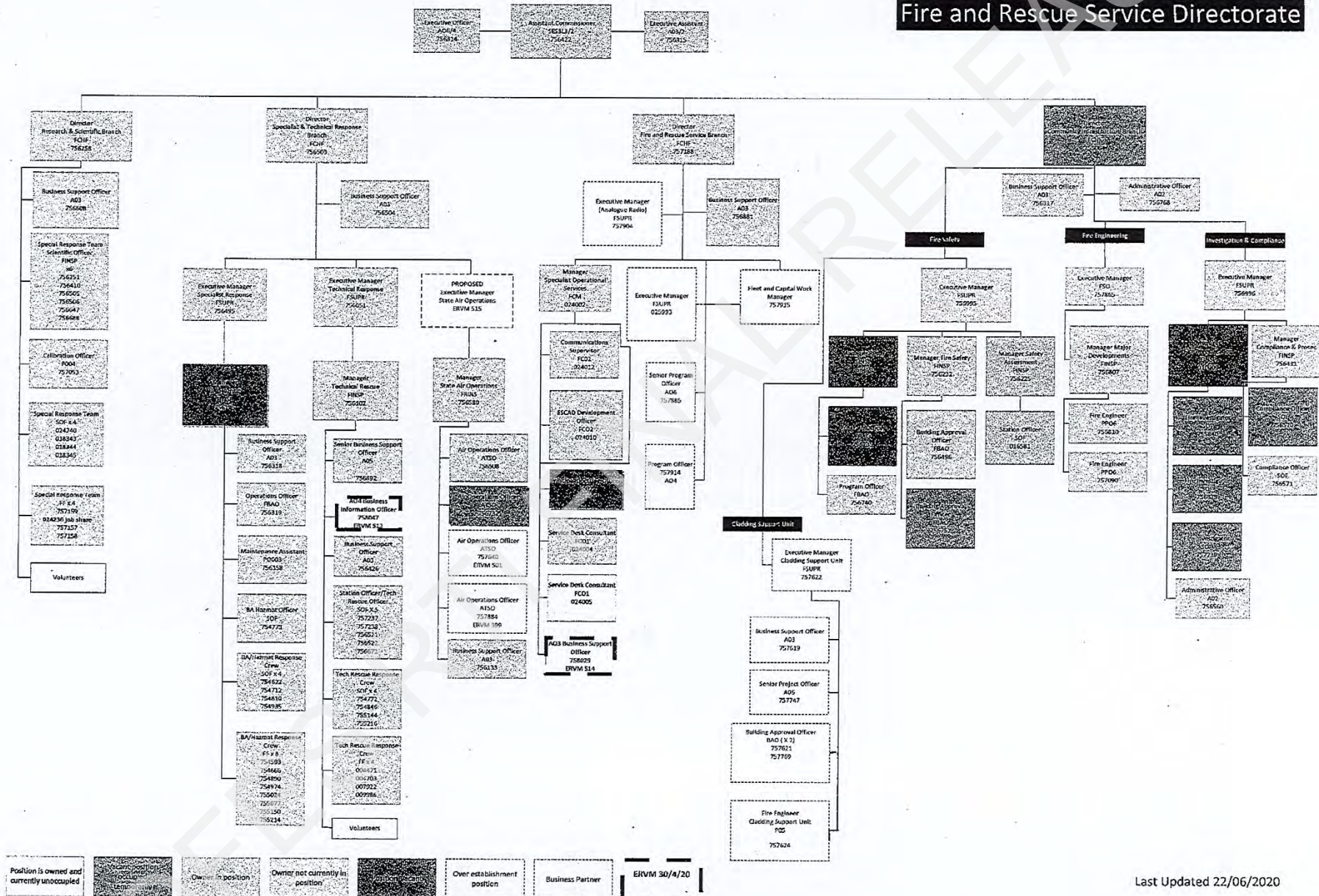
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# Fire and Rescue Service Directorate



Position is owned and currently uncoupled  
 Owner in position  
 Owner not currently in position  
 Over establishment position  
 Business Partner  
 EVRM 30/4/20

Last Updated 22/06/2020



**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	[Redacted: Contrary to the public interest]		
Employee Number	[Redacted]	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: [Redacted: Contrary to the public interest]

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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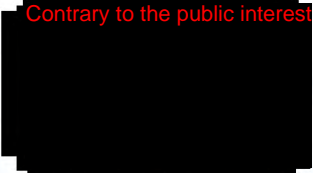
# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest



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

Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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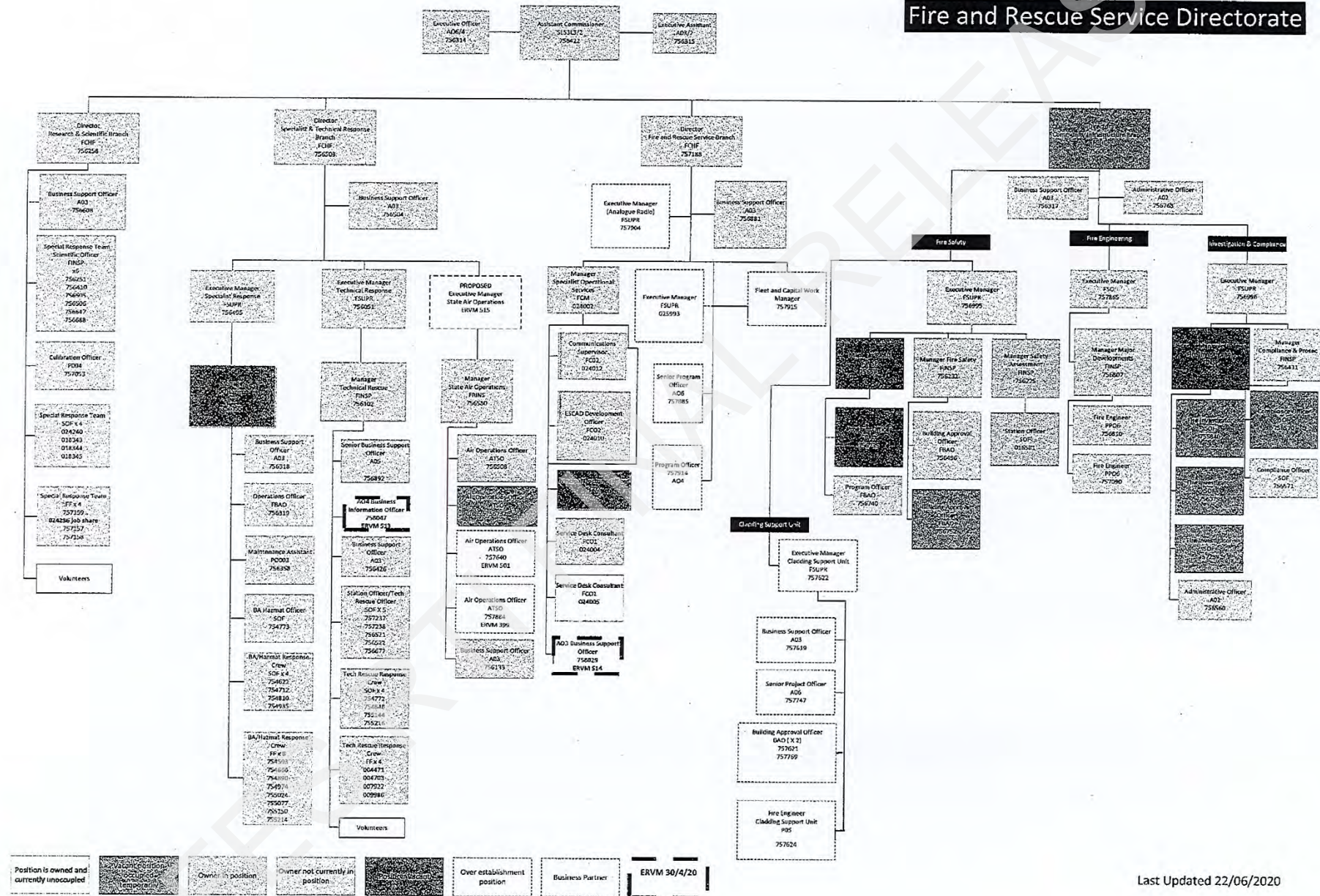
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



Last Updated 22/06/2020

## Establishment, Resourcing and Vacancy Management submissions for Strategy and Budget Committee Review

The following Establishment, Resourcing and Vacancy Management (ERVM) submissions were reviewed and approved by the ERVM Committee on 25 June 2020. Submitted for consideration and potential allocation of budget by the Strategy and Budget Committee.

ID #	Position Title	Region/Directorate	ERVM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit, Fire and Rescue Branch <span style="color: red;">Contrary to the public interest</span>	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available.  Note: FTE will be allocated from TEM FTE when available - nil funding to come with FTE from TEM.  Cost: FRS Superintendent - \$190,736 pa.

*Approve positions but need to fill from within if positions aren't exempt from PC rules. ie no external advertising.*



## Wanda Kropp

---

**From:** Jasmine Siggs  
**Sent:** Tuesday, 25 August 2020 5:26 PM  
**To:** Abby Blair  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** a 2020-06 ERVMs for SABC Consideration - ADC SCS Comments.pdf; b 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; c 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; d 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; e FRS Directorate Version 19.pdf

**Importance:** High

Hello Abby

Sorry to muck you around, but I think this has already been approved – both have start dates of 1/9/20 so I'm not sure that I will need to do ERVM?


Jasmine

**Jasmine Siggs**

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or 

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Thursday, 20 August 2020 2:21 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M 

 Please consider the environment before printing this email.

---

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:55 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the '*Air Operations Officer – RPAS Coordination*' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

---

P 07 3635 2564

M contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001



## State Air Operations Unit Summary

### History of the Inspector Role

- Inspector FRS – Contrary to the public interest
- Inspector FRS – Contrary to the public interest
- Inspector FRS – Contrary to the public interest
- Inspector RFS Created – Contrary to the public interest appointed permanently

### Creation of three new roles

- ERVM approved on 25/06/2020
  - o #571 – Air Operations Officer (ATSO-1/SOF)
  - o #572 – Air Operations Officer (ATSO-1/SOF)
  - o #573 – Executive Manager (Supt – RFS/FRS)
  - o Approved, pending positions being available (TEM),
  - o Air Operations Officer with comment: position to be advertised as either RFS ATSO or FRS SO
- SABC approved (advised on 12/08/2020)
  - o Approves 3 new FTE's as either RFS, SES or EM permanent positions
  - o Approves funding to be allocated to each of the 3 new FTE positions
  - o Notes the title of 'Air Operations Officer – RPAS Coordination' position is not approved; the title should be Air Operations Officer.
- Outcome advice from SABC provided to FRS, including classifications.
- Email from FRS on 12/10/2020 advising AC FRS was aware and discussing with DC RRS.
- Email from DC RRS on 21/10/2020 advising DC RRS and EMVCR had discussed & were planning to talk further.
- **No decision** has been made to date on the classification of the EM SAOU position.
- Positions created in Aurion in September 2020 (using TEM FTE?)
  - o #571 – Air Operations Officer (ATSO-1)
  - o #572 – Air Operations Officer (ATSO-1)
  - o #573 – Executive Manager (Supt – RFS)
- Manager Air Operations advertised late 2020 as Insp/AO7 (internal EOI)
  - o UFUQ correspondence on 30 November 2020
  - o CQFES reply on 7 December 2020 advising the process was suspended.
- Executive Manager Air Operations advertised August 2020 as internal EOI FRS Inspector; Contrary to the public interest successful applicant in EOI. Marty acted since July 2020.



Superintendent – RFS / FRS?  
Pos ID: 756503 / ERVM #573  
Sub Occ: Vacant  
Actual: Contrary to the public interest

Inspector RFS  
Pos ID: 758159  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756508  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756732  
Sub Occ: Contrary to the public interest  
Actual: Vacant

ATSO / SO ?  
Pos ID: 758160 / #571  
Sub Occ: Vacant  
Actual: Contrary to the public interest

ATSO / SO ?  
Pos ID: 758161 / #572  
Sub Occ: Vacant  
Actual: Contrary to the public interest



## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	24 June 2020
<b>Time</b>	10am – 12pm
<b>Location</b>	Meeting Room B2.32
<b>Members</b>	Deputy Commissioner Wassing, A/Deputy Commissioner Stevenson, Assistant Commissioner Neil Gallant
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Danni Olding, Patrick Gillmore, Sam Anstee
<b>Apologies</b>	Deputy Commissioner Roche
<b>Secretariat</b>	Abby Blair

Item	Action
<b>1.0 Preliminary matters</b>	
1.1 Welcome and apologies	
1.3 Minutes from previous meeting	
1.4 Actions arising from previous minutes - ERVM Policy and Procedure – to be uploaded	Danni Olding
<b>2.0 Out of session items</b>	
2.1	
<b>3.0 Matters for discussion</b>	
3.1 EMM Dashboard overview	PSBA HR
3.2 Review of current state - Vacant permanent positions - Temporary positions - Priority listing for conversion to permanent	PSBA HR



### Establishment, Resourcing and Vacancy Management Committee Minutes

4.0	Matters for decision			
ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome

**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

QFES RTI FINAL RELEASE

Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available

**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

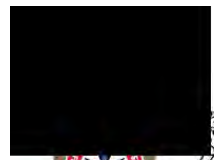
s.73 - Irrelevant information

QFES RTI FINAL RELEASE

Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

<b>5.0</b>	<b>Other business</b>	
<b>5.1</b>	Review of ERMC requirements	ERVM to reinforce HCOM principles are a guide.
<b>5.2</b>	Internal EOI's	ERVM supports internal EOI's to be conducted to ensure transparent recruitment processes during the recruitment freeze. Managers to consider calling back staff that are seconded to other agencies.
<b>5.3</b>	Terms of Reference	To be discussed at July meeting.
<b>5.4</b>	Other	<ul style="list-style-type: none"> <li>- No longer communicate with people if their position is on the priority list for conversion, the list is a evolving list.</li> <li>- HR to work with managers on end dates and educate around using an establishment report.</li> <li>- HR to provide list of people finishing</li> <li>- Remove Comms positions from priority list until deep dive is complete</li> </ul>
<b>6.0</b>	<b>Next meeting and close</b>	
	Next meeting: 3 August 2020, 2:30pm	





## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	25 June 2020
<b>Time</b>	3.30 – 4.30pm
<b>Location</b>	Meeting Room B1.24
<b>Members</b>	Deputy Commissioner Wassing (telephone), A/Deputy Commissioner Stevenson, Deputy Commissioner Roche
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Louise Snowdon
<b>Apologies</b>	
<b>Secretariat</b>	Abby Blair

### 4.0 Matters for decision

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
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**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

Note: Prior to the delegation changes, DC Stevenson had approved the temporary movement of Knowledge Hub to EMCS and Legal Services to SS until the 31 July 2020.

Note: ERVM's were discussed and finalised in meeting on 25/06/2020 but recorded in minutes for 24/06/2020; [redacted] 571, 572, 573, [redacted].



## Wanda Kropp

---

**From:** Corro QFES FRS AC  
**Sent:** Monday, 9 October 2023 2:57 PM  
**To:** Natalie Muharem  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf  
**Attachments:** ERVM minutes 25.06.2020.docx; ERVM Minutes 24.06.2020.docx; 202109\_Air Ops positions.docx; FW: OUTCOME:- Out of Session Consideration - ERVM Positions; Air Operations ; RE: Air Operations positions 758159, 758160, 758161; RE: OUTCOME:- Out of Session Consideration - ERVM Positions

Hi Natalie,

May I also please confirm the full terminology for classification FTSOA?

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Monday, 9 October 2023 2:37 PM  
**To:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Hi Natalie,

Thank you for the below advice. May I please confirm if [REDACTED] and [REDACTED] have been permanently appointed to the positions?

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate  
Queensland Fire and Emergency Services  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Sent:** Monday, 9 October 2023 10:35 AM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Hi Cody

I can confirm that both positions are permanent and are dual classified.

The Air Ops Officer PN758160 was originally created on 28/08/2020 as a permanent position with a classification of FTSOA Via ERVM 571, on 07/10/2022 it has been changed to a RFSO2 classification - – with the position’s comments referencing “ERVM 571 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757640 & 756421. RFS ATSO / FRS SO dual class|Org Change to FRS Division approved by Commissioner 18.04.23”

**Contrary to the public interest** has been placed against this position continuously since 02/09/2020 through to 25/09/2022, then from 19/12/2022 through to now.

The Air Ops Officer PN758161 was originally created on 28/08/2020 as a permanent position with a classification of FTSOA via ERVM 572, on the 07/10/2022 it has been changed to a RFSO2 classification – with the position’s comments referencing “ERVM 572 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757884 & 756547. RFS ATSO / RFS SO dual class|Org Change to FRS Division approved by Commissioner 18.04.23”

**Contrary to the public interest** has been placed against this position continuously since 01/10/2020.

Kind regards,

**Natalie Muharem**  
A/Senior HR Advisor  
HR Services | QFES People – Strategy and Services Branch  
Queensland Fire and Emergency Services  
E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237  
 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Monday, 9 October 2023 7:42 AM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good morning Natalie,

My apologies for the short notice. May I please seek advice on the Air Operation Unit positions by lunchtime today?

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Friday, 6 October 2023 10:58 AM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Hi Natalie,

As per the attached documentation, may I please confirm if the Air Operation Unit positions have been created as in-establishment positions?

May I also confirm if positions 758160 and 758161 have been created as dual-classified ATSO/SO roles and confirm the duration Contrary to the public interest (758160) and Contrary to the public interest (758161) have been fulfilling the roles for.

Thank you.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>

**Sent:** Thursday, 21 September 2023 1:12 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>

**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Afternoon AC Francis

Abby Blair was able to shed more light on the topic in question. I refer you to her email below and relevant attachments.

Abby is happy to further discuss with you should you seek further detail.

Please let me know if I can assist with anything further.

Kind Regards

**Toni Doohan**

P 07 3635 2562

QFES Corporate Governance Unit

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**From:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Sent:** Thursday, 21 September 2023 1:00 PM  
**To:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** RE: ERVMC - State Air Operations Superintendent Position.pdf

Hi Toni

I have attached various documents that might assist, including the minutes – however they don't provide much.

Not sure what information is trying to be sourced however in summary, the ERVM was submitted and approved, which is the decision I had recorded during the meeting which had the roles as 'multi-class'. That record then conflicted with the outcome of the SABC meeting that approved the funding allocation noting it had to be service specific, the decision on what service the roles should be was never resolved, from my understanding and records.

I am happy to discuss with AC Francis, if required to explain how this has progressed over the years.

Thanks  
Abby

**Abby Blair**  
Principal Advisor  
Organisational Development, Design and Implementation  
**Queensland Fire and Emergency Services**  
E: [OrgDesignDevelomentImplementation@qfes.qld.gov.au](mailto:OrgDesignDevelomentImplementation@qfes.qld.gov.au)  
E: [New.FRSCrewingModel@qfes.qld.gov.au](mailto:New.FRSCrewingModel@qfes.qld.gov.au)  
W: [New FRS Station Crewing Model \(sharepoint.com\)](#)  
P 07 3635 3335 M Contrary to the public interest



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**From:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Thursday, 21 September 2023 10:14 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Hi Abby

AC Reading advised me that Caitlin works Mondays and Fridays only.

Are you able to call me when you're available.

I seek your input into meeting minutes missing from ERVMC SharePoint from 2020.

Many Thanks

Toni  
3635 2562

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**From:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Thursday, 21 September 2023 7:10 AM  
**To:** Caitlin Bampton <[caitlin.bampton@qfes.qld.gov.au](mailto:caitlin.bampton@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Morning Caitlin

Welcome back after your **Contrary to the public interest**

I am hoping that you can help me. I help Elodie out with ERVMC and currently the Acting Secretariat.

A/AC Neil Francis is asking for a copy of the minutes relating to the submission attached.

I have had a look in SharePoint, however, not all minutes are there. Would you have access to the minutes on your local drive that I can place on SharePoint and send to AC Francis?

If you have other minutes on the drive, is it possible to place on SharePoint or email to me so that I can place on SharePoint?

I look forward to hearing from you.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**

Governance Support Officer, Corporate Governance Unit  
Assurance Directorate

**Queensland Fire and Emergency Services**

P 07 3635 2562





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**From:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 1:02 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>; Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Afternoon A/AC Francis

I can locate the document that you have attached, however, I am having trouble locating the actual meeting minutes.

I will keep digging and get back to you as soon as I can.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**

Governance Support Officer, Corporate Governance Unit

Assurance Directorate

**Queensland Fire and Emergency Services**

P 07 3635 2562



---

**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 12:43 PM  
**To:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** ERVMC - State Air Operations Superintendent Position.pdf

Good afternoon,

I have been asked to source the minutes from the meeting that the attached was discussed by A/DC Cawcutt (June 2020).

Are you able to provide them?

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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Page 1 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number		Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: **Contrary to the public interest**

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

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

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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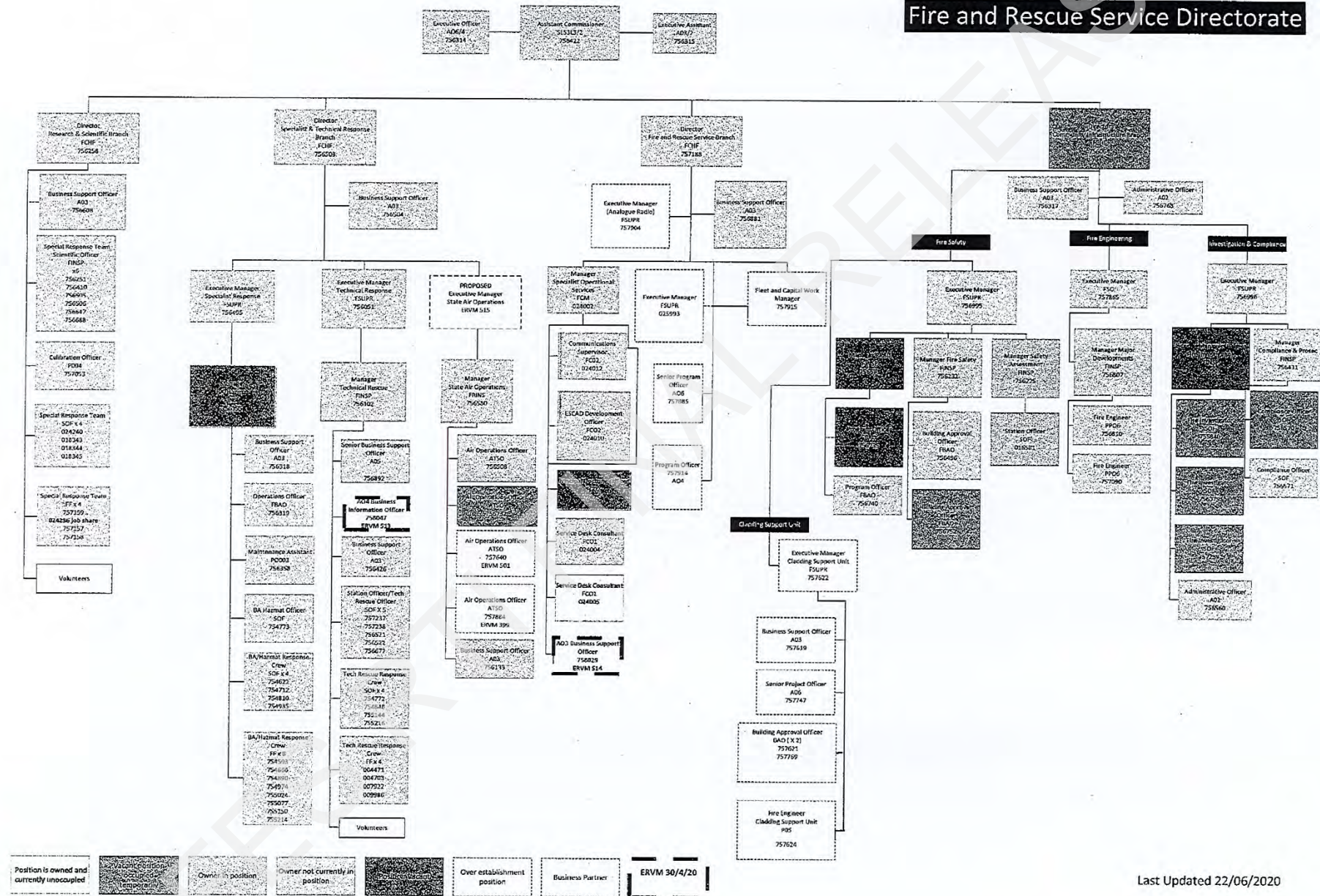
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



Last Updated 22/06/2020

**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4





# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

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1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / ~~Not Endorsed~~

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

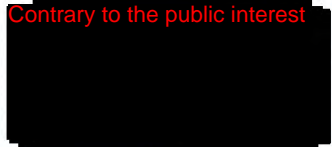
Effective Date: 19/05/2020

Registration No.:

573

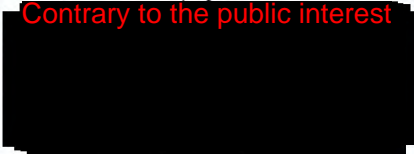
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



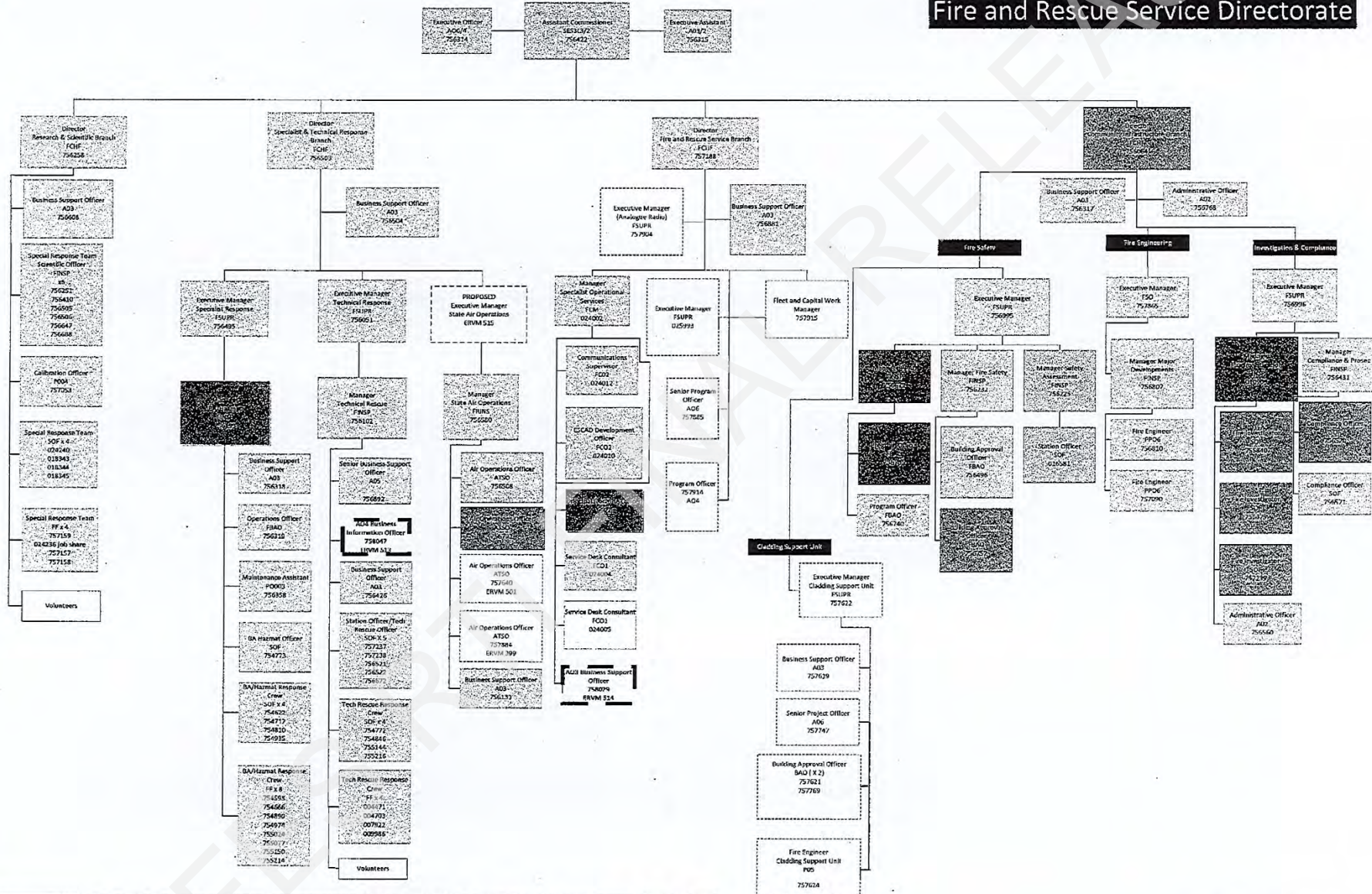
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Page 4 of 4



# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERMV 30/4/20
--	------------------------------	-------------------	---------------------------------	-----------------------------	------------------	--------------

Last Updated 22/06/2020

## Wanda Kropp

---

**From:** Natalie Muharem  
**Sent:** Monday, 19 February 2024 12:38 PM  
**To:** Laura Fisher  
**Subject:** RE: Air Ops HR Info  
**Attachments:** FW: ERVMC - State Air Operations Superintendent Position.pdf; FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position ; FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position ; FW: SOU ACC Matter.; EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted ; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf

Hi Laura

Previous information has been provided to AC Francis who had received a request from SOU around the history of the State Air Op positions.

I've tried to attach all the relevant emails I've been included in.

Abby Blair pulled all the history together and might be able to clarify.

From what I understand in the past an ERVM meeting had the roles deemed as multi class but that then conflicted with the outcome from SABC and then the decision on what service the roles should be was never resolved. An EBN was then submitted in September 23 to have the EM SAOU position be dual classified. The 2 Air Ops officer positions (758161 & 758160) in SAOU are RFS ATSO / FRS SO dual classified in regards to there position comments, Aurion position comments reference ERVM 571 & 572.

I hope that helps.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | Strategy and Services | People & Culture

Strategy and Corporate Services

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	Kedron	WFH	Kedron



---

**From:** Laura Fisher <laura.fisher@qfes.qld.gov.au>

**Sent:** Monday, February 19, 2024 10:49 AM

**To:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>

**Subject:** Air Ops HR Info

Hi Natalie,

Lou Snowdon asked me to get in touch regarding the HR history of Air Operations - e.g. how certain roles were dual classified etc.

Are you able to send that information through or could we grab quick phone call? We were hoping for the context for this afternoon's union consultation regarding future QFD State Operations Directorate.

Thanks,

Laura

**Laura Fisher**

Business Analyst | Org Development, Design and Implementation

QFES RIT Support Directorate

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

**M:** Contrary to the public interest



## Wanda Kropp

---

**From:** QFES Human Resource (PSBA)  
**Sent:** Monday, 20 July 2020 11:52 AM  
**To:** HR Planning and Analysis (PSBA)  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; FRSD org chart ; RE: Update

Hi Panda

I've submitted the Pos Create form for the Exec Manager role. Once we have a position number the org units and reporting line for 756580 Manager State Air ops will need to be updated as well

Awaiting confirmation from Service Alignment re position identified to be abolished. Once confirmation received I'll log another workflow to amend Comments field.

Regards

### Boya Yeh

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

Classified as OFFICIAL

---

**From:** QFES Human Resource (PSBA)  
**Sent:** Thursday, 16 July 2020 2:38 PM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Panda team

The attached ERVM submissions have been approved for three new perm position to be created pending available positions being identified. I am waiting on information from Service Alignment so yet to submit pos create requests.

There will be org unit changes as well as a result of the creation of a new Executive Manager role for State Air Ops:

- Org unit 9962 TECHNICAL & AIR RESPONSE rename to 'Technical Response'
- Org unit 9931 STATE AIR OPERATIONS: Currently Oulvl7 unit upgrade to Oulvl6?

Can I please have your advice re how to progress the org unit changes?

Thanks.

Regards

### Boya Yeh

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

Classified as OFFICIAL

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**From:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant (QFES) <[Neil.Gallant@qfes.qld.gov.au](mailto:Neil.Gallant@qfes.qld.gov.au)>; Jasmine Siggs (QFES) <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>

Cc: QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>; Sam Anstee (QFES) <[Sam.Anstee@qfes.qld.gov.au](mailto:Sam.Anstee@qfes.qld.gov.au)>; Louise Snowdon (QFES) <[Louise.Snowdon@qfes.qld.gov.au](mailto:Louise.Snowdon@qfes.qld.gov.au)>; Abby Blair (QFES) <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>

Subject: 571, 572, 573 - Approved pending positions being identified - Air Ops

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M [Redacted]

Please consider the environment before printing this email.



# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
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2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.:

573

*Approved pending position*

Contrary to the public interest  
[Redacted]

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

Contrary to the public interest  
[Redacted]

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



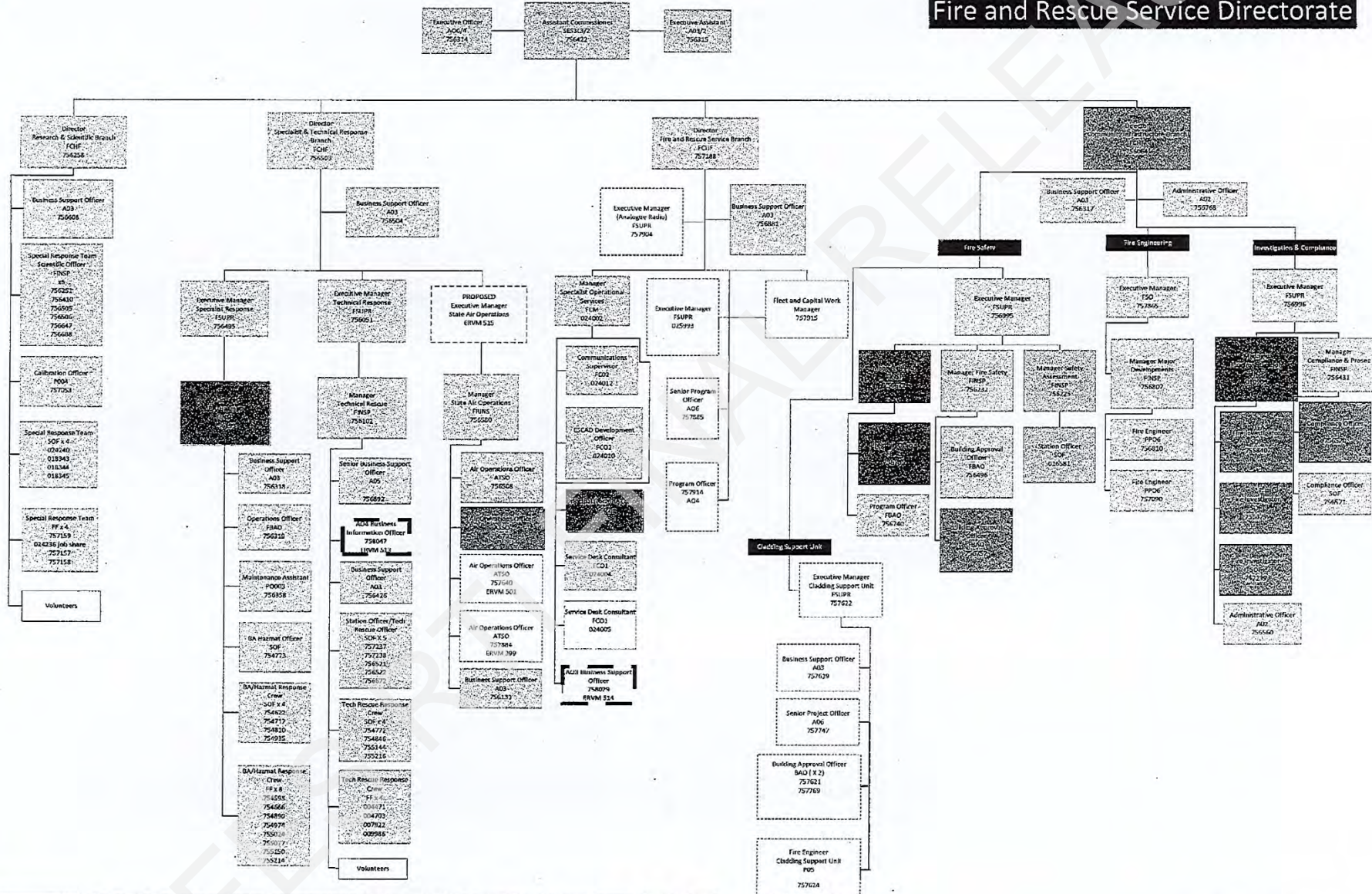
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020

## Wanda Kropp

---

**From:** Sam Anstee <Sam.Anstee@qfes.qld.gov.au>  
**Sent:** Monday, 20 July 2020 8:28 AM  
**To:** QFES Human Resource (PSBA)  
**Subject:** RE: Update  
**Attachments:** 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Boya

Good morning Boya,

In terms of creating the new position, please go ahead in accordance with the attached approved ERVM submission. The TEM position which has been identified to be abolished is 756546 which will require AC Smith's approval.

Apologies for the day.

Sam

### Sam Anstee

Principal Advisor



QFES Service Alignment Unit and  
Safe Crewing Task Force  
Queensland Fire and Emergency Services

P (07) 3635 1709

M [REDACTED]

E [sam.anstee@qfes.qld.gov.au](mailto:sam.anstee@qfes.qld.gov.au)

W [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

---

**From:** QFES Human Resource (PSBA) <QFESHumanResource@psba.qld.gov.au>  
**Sent:** Thursday, 16 July 2020 10:27 AM  
**To:** Sam Anstee <Sam.Anstee@qfes.qld.gov.au>  
**Subject:** RE: Update

Hi Sam

Any updates in relation to the position number being identified for the creation of Executive Manager State Air Ops?

The EOI selection process has been finalised/approved and they are ready to offer the temp relieving starting next Monday

Thanks

Regards

### Boya Yeh

Senior HR Business Partner | Public Safety Business Agency

P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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RTI/21001 Page 102

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**From:** Sam Anstee <[Sam.Anstee@qfes.qld.gov.au](mailto:Sam.Anstee@qfes.qld.gov.au)>  
**Sent:** Friday, 10 July 2020 2:16 PM  
**To:** Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>  
**Subject:** Update

Not sure I'll be back to you today regarding the position number.

Conversations are still ongoing regarding the use of TEM FTE. As soon as a decision is made, you'll be the first to know.

Cheers,

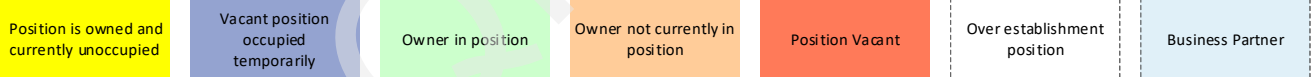
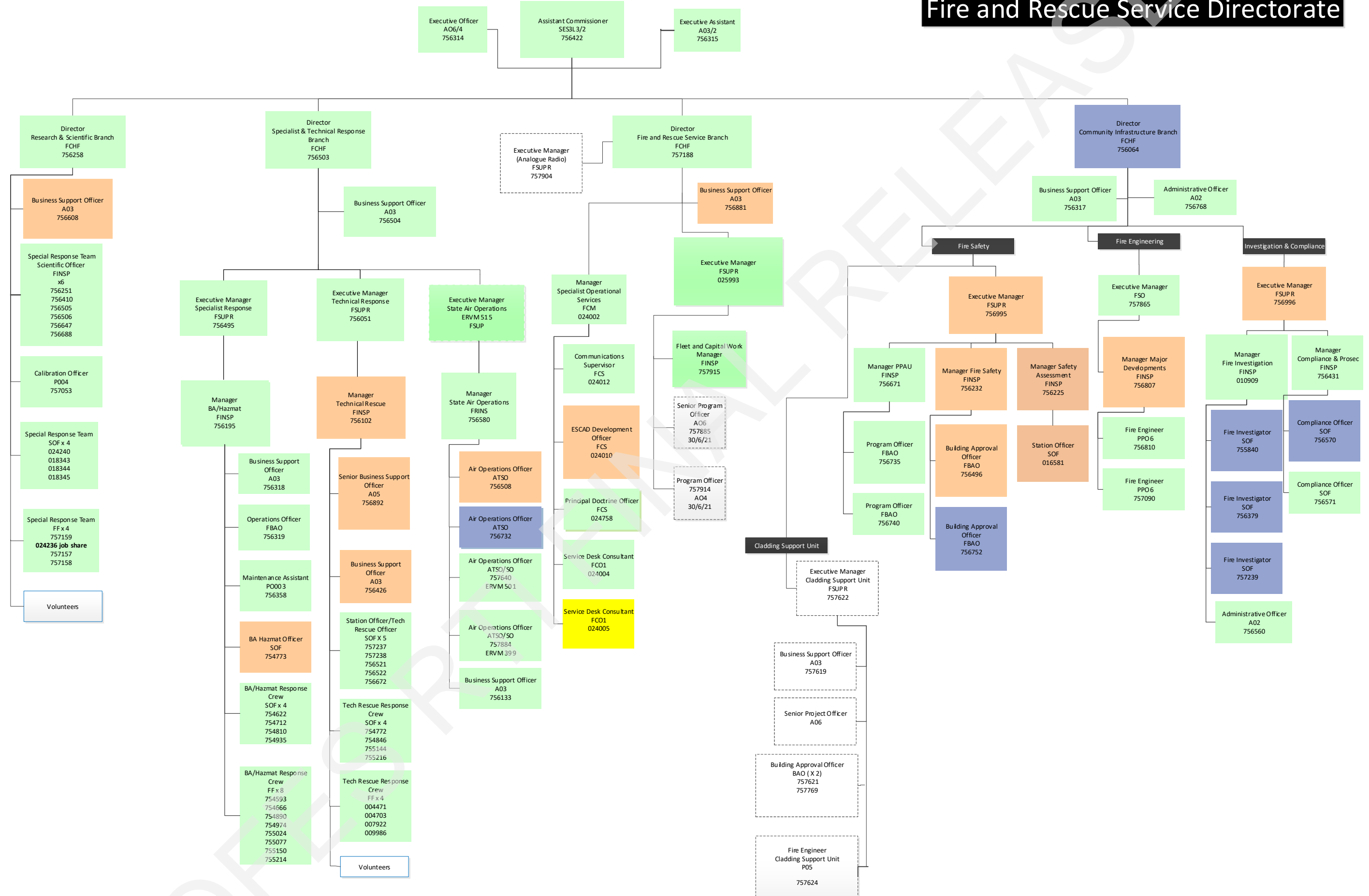
Sam

**Sam Anstee**  
Principal Advisor



QFES Service Alignment Unit and  
Safe Crewing Task Force  
Queensland Fire and Emergency Services  
P (07) 3635 1709  
M Ordinary to the public interest  
E [sam.anstee@qfes.qld.gov.au](mailto:sam.anstee@qfes.qld.gov.au)  
W [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

# Fire and Rescue Service Directorate



Last Updated 14/07/2020



## Wanda Kropp

---

**From:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Sent:** Wednesday, 15 July 2020 1:40 PM  
**To:** QFES Human Resource (PSBA)  
**Subject:** FRSD org chart  
**Attachments:** FRS Directorate Version 19.vsd; FRS Directorate Version 19.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Boya

Hello Boya

Please see Fire and Rescue Service Directorate current organisational structure.

Kind regards

Jasmine



**Jasmine Siggs**

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or 

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
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- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

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1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

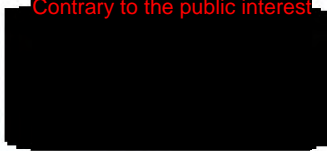
Effective Date: 19/05/2020

Registration No.:

573

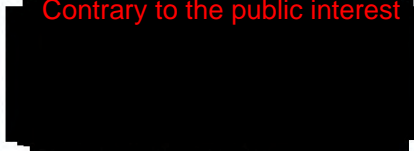
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



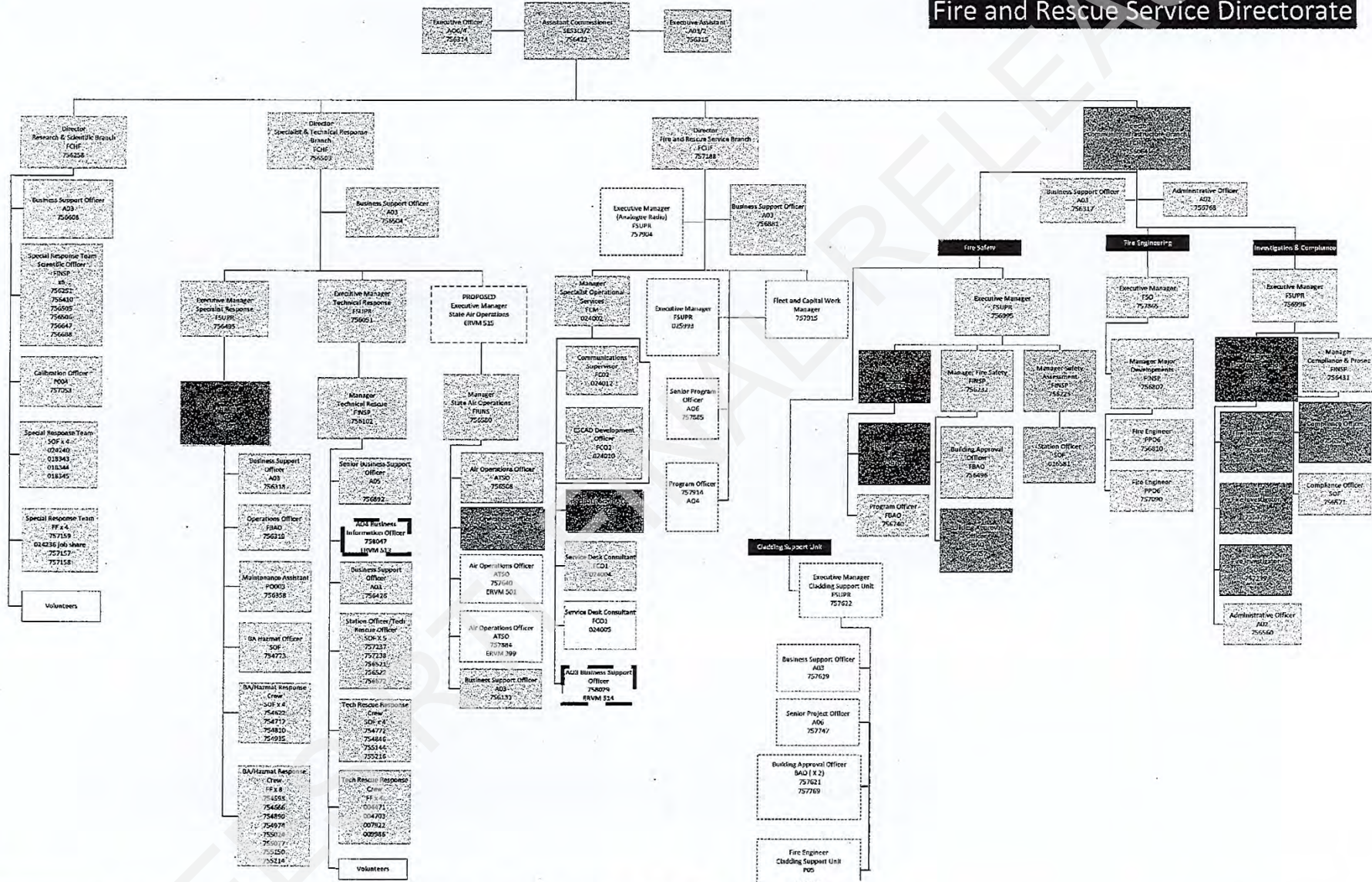
UNCLASSIFIED

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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020

## Wanda Kropp

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**From:** Nicole Lee (QFES)  
**Sent:** Monday, 24 April 2023 8:01 AM  
**To:** Stephen Smith (QFES A/Deputy Commissioner)  
**Cc:** Neil Francis; Michael Wassing; Danni Olding  
**Subject:** RE: Contrary to the public interest - HD Conversion  
**Attachments:** History of EM TEM position.docx

Hi Steve

I have traced the history of the Superintendent role at TEM to prove that it was not used to create the Executive Manager Air Ops, as attached.

The TEM role was occupied by FRS staff until June 2020 then abolished in lieu of the Zone Commander, SWR position. The EM Air Ops position was established in lieu of an AO4 from the former TEM establishment.

Regards  
Nicole

### Nicole Lee

Executive Manager, HR Services

Strategy & Services Branch | QFES People

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P 07 3635 3079 E [Nicole.Lee@qfes.qld.gov.au](mailto:Nicole.Lee@qfes.qld.gov.au)

For Payroll Enquiries or Aurion ESS system issues, please call **1300 146 370** or email [payrollqfes@chde.qld.gov.au](mailto:payrollqfes@chde.qld.gov.au)

#### QSS Self Service Centre

For self-lodgement of HR forms, including Aurion ESS Timekeeper requests. Please use *Single Sign-on*.

#### HR Gateway Page

For policies, procedures, protocols, and factsheets, including [Recruitment and Selection](#).

If your request for assistance is urgent, please contact your [Senior HR Advisor](#).

---

**From:** Stephen Smith (QFES A/Deputy Commissioner) <StephenA.Smith@qfes.qld.gov.au>  
**Sent:** Wednesday, 12 April 2023 9:13 AM  
**To:** Danni Olding <Danni.Olding@qfes.qld.gov.au>; Nicole Lee (QFES) <Nicole.Lee@qfes.qld.gov.au>  
**Cc:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Subject:** RE: Contrary to the public interest - HD Conversion

Good morning Nicole

Thanks for the conversation this morning.

I approve the conversion of Contrary to the public interest to Superintendent, he has met all requirements for this to occur and I believe any contrary decision would not be defensible.

The department will need to understand the history of this position/role back to its source (even beyond the TEM input) as we will inevitably get questions and will need to be able to answer them. The likely point that will be raised is the belief that this was a FRS position and a no loss approach should be applied – knowing the complete history will assist in these conversations if/when they arise. I am not sure on that full history so can you track this down please?

Cheers

Steve



**Stephen Smith** AFSM EMPA MLshipMgt GAICD  
**A/Deputy Commissioner – Fire and Rescue Service**

**Queensland Fire and Emergency Services**

α. PO Box 1425 Brisbane Qld 4001  
m. [\[redacted\]](#) e. [StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)  
[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>  
**Respect | Integrity | Courage | Loyalty | Trust**

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**From:** Danni Olding <[Danni.Olding@qfes.qld.gov.au](mailto:Danni.Olding@qfes.qld.gov.au)>  
**Sent:** Tuesday, 11 April 2023 3:37 PM  
**To:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>  
**Cc:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Subject:** [\[redacted\]](#) - HD Conversion

Hi DC Smith,

Please see attached HD Conversion for [\[redacted\]](#), I believe AC Francis has had discussion with you on this decision. I am also keen to have a discussion with you regarding the originality of the position as our records of the TEM closure do not have the allocation of a FRS FTE to this role.

Unfortunately, notification of a successful conversion has already been provided by [\[redacted\]](#) therefore we need to ensure the governance of this process is still met.

Please sign the attached OBM 177 at return to me and I'm happy to assist to facilitate the OOS ERVM to ensure completeness of this process.

Danni

**Danni Olding**

Principal HR Advisor, HR Services

**Strategy & Services Branch | QFES People**

---

P 07 3635 1641 E [Danni.Olding@qfes.qld.gov.au](mailto:Danni.Olding@qfes.qld.gov.au)



Position 012327

Occupied by FRS incumbent until went on to Aurion

### DES Lattice (QFES) - Occupant History

012327 Executive Manager

Org Id: 05    Posn Id: 012327    Title: Executive Manager    CURRENT  
Brf Name: Exec Mngr

Emp No	Employee Name	Acpted	Vacated	Ren	%	Hours	Type
	Contrary to the public interest	23/12/2019			100.00	76.00	P
		08/07/2019	02/08/2019	HVED	100.00	76.00	H
		20/05/2019	24/05/2019	HVED	100.00	38.00	H
		19/04/2019	26/04/2019	HVED	100.00	76.00	H
		07/02/2019	14/02/2019	HVED	100.00	76.00	H
		19/11/2018	14/12/2018	HVED	100.00	76.00	H
		29/09/2018	30/06/2020		100.00	76.00	H
		15/03/2018	23/03/2018	HVED	100.00	76.00	H
		02/01/2018	12/01/2018	HVED	100.00	76.00	H
		18/12/2017	01/01/2018	HVED	100.00	76.00	H
		07/08/2017	08/09/2017	HVED	100.00	76.00	H
		30/07/2017	29/09/2018	HVED	100.00	76.00	H
		30/07/2017	15/03/2018	AAPT	100.00	76.00	P
		27/02/2017	10/03/2017	HVED	100.00	76.00	H
		28/11/2016	29/07/2017	PORG	100.00	76.00	H
		05/09/2016	30/09/2016	HVED	100.00	76.00	H
		04/07/2016	15/01/2017	HVED	100.00	76.00	H
		01/04/2016	29/07/2017	PORG	100.00	76.00	P
		17/03/2016	31/03/2016	HVED	100.00	76.00	H
		22/06/2015	17/07/2015	HVED	100.00	76.00	H
		01/06/2015	10/03/2016	FRED	100.00	76.00	H
		12/01/2015	31/05/2015	HVED	100.00	76.00	H
		29/09/2014	03/01/2016	AAPT	100.00	76.00	P
		28/07/2014	26/09/2014	HVED	100.00	76.00	H
		20/09/2013	01/10/2013	HVED	100.00	76.00	H
		07/01/2013	25/01/2013	HVED	100.00	76.00	H
		08/03/2012	28/09/2014	PORG	100.00	76.00	P
		10/09/2011	07/03/2012	PORG	100.00	76.00	P
		13/12/2010	09/08/2011	FRED	100.00	76.00	P
		05/10/2010	15/10/2010	HVED	100.00	76.00	H
		27/09/2010	12/12/2010	FRED	100.00	76.00	P
		22/02/2010	26/08/2010	HVED	100.00	76.00	H
		15/02/2010	21/02/2010	AORG	100.00	80.00	H
		11/09/2009	21/02/2010	PRDC	100.00	76.00	P
		02/03/2009	10/04/2009	HVED	100.00	76.00	H
		15/12/2008	18/01/2009	HVED	100.00	76.00	H
		13/10/2008	10/09/2009	PREC	100.00	76.00	P
		01/07/2008	12/10/2008	HVED	100.00	76.00	A
		01/11/2007	19/11/2007	HVED	100.00	80.00	H
		12/06/2007	30/06/2008	HAAC	100.00	76.00	A
		30/10/2006	05/02/2007	HVED	100.00	80.00	H

Created on 25/04/2025 3:30:11 PM by ADS/mk/ale

Page 1 of 2

Full Report Name: \DES Lattice (QFES) Occupant History

## DES Lattice (QFES) - Occupant History

012327 Executive Manager

Contrary to the public interest

26/06/2006	17/10/2006	HVED	100.00	76.00	H
02/01/2006	30/06/2006	HVED	100.00	80.00	A
17/10/2005	01/01/2006	HVED	100.00	80.00	A
23/03/2004	17/01/2007	AREL	100.00	76.00	P
01/12/2003	22/03/2004	PLOC	100.00	76.00	P
28/04/2003	30/06/2003	PCCC	100.00	80.00	H
14/04/2003	25/05/2003	ATFR	100.00	76.00	P
31/03/2003	13/04/2003	RORG	100.00	76.00	P
01/07/2001	30/03/2003	PCCC	100.00	76.00	P
20/11/2000	15/12/2000	HVED	100.00	80.00	H
01/07/1999	30/06/2001	PCCC	100.00	76.00	P
12/10/1998	30/06/1999	PCCC	100.00	76.00	P
21/09/1998	11/10/1998	HVED	100.00	76.00	A
15/09/1997	20/09/1998	PORG	100.00	80.00	A

Created on 23/04/2023 3:30:11 PM by ADS\nicole.lee

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Full Report Name - /DES Lattice (QFES)/Occupant History

Started as Temporary FRS Inspector role 15/9/97

DES Lattice (QFES) - Position History (Details)			
012327 Executive Manager			
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Trng & Emergency Mngt Coord		
<b>Brf Name</b>	TEM Coordinator		
<b>Details</b>			
<b>Org Unit</b>	650210 - Comm Develop Unit	<b>Location</b>	BRIS - N/U Brisbane
<b>Occup</b>	251213 - Nuclear/Medicine Tech	<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	OVER - Over Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	20/09/1998		
<b>Reason</b>	PORG - Org Change		
<b>Summary</b>			
<b>Report To</b>	005828 - Commissioner	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFT</b>	0.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	15/09/1997
<b>Date Created</b>	15/09/1997	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non-Package	<b>Pay Group</b>	P9 - QFES Region 9 Head Office
<b>Terms</b>	F80 - QFRA 80 Hours per F/N	<b>Pos Type</b>	3 - Job Grade
<b>Std Hours</b>	80.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FRS - Fire and Rescue Act 1990	<b>Recommend</b>	
<b>Function</b>	OPER - N/U Operational	<b>Approving</b>	
<b>Keyword</b>		<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Pay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FFR03 - Fire Protection Officer 3
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249009 - Fire Brigades		

Became permanent FRS Inspector role 21/9/98

DES Lattice (QFES) - Position History (Details)			
012327 Executive Manager			
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Manager - CTEM		HISTORY
<b>Brf Name</b>	Manager - CTEM		
<b>Details</b>			
<b>Org Unit</b>	650210 - Comm.Develop Unit	<b>Location</b>	BRIS - N/U Brisbane
<b>Occup</b>	251213 - Nuclear(Medicine) Tech	<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	INES - In Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	30/06/1999		
<b>Reason</b>	PCCC - Cost Code Change		
<b>Summary</b>			
<b>Report To</b>	012592 - Drectr	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFT</b>	1.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	01/07/1999
<b>Date Created</b>	21/09/1998	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non-Package	<b>Pay Group</b>	F9 - QFES Region 9 Head Office
<b>Terms</b>	F80 - QFRA 80 Hours per F/N	<b>Pos Type</b>	J - Job Grade
<b>Std Hours</b>	80.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FRS - Fire and Rescue Act 1990	<b>Recommend</b>	
<b>Function</b>	OPER - N/U Operational	<b>Approving</b>	
<b>Keyword</b>		<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Hay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FFPO3 - Fire Protection Officer 3
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249008 - Fire Brigades		

Became permanent FRS Superintendent role 22/2/2010

DES Lattice (QFES) - Position History (Details)			
012327 Executive Manager			
<b>Org Id</b>	ES	<b>Posn Id</b>	012327 <b>Title</b> Executive Manager TEM <span style="float: right;">HISTORY</span>
<b>Brf Name</b>	Exec Manager TEM		
Details			
<b>Org Unit</b>	060350 - Trg & Emergency Mgmt	<b>Location</b>	9FVAL - Fortitude Valley
<b>Occup</b>		<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	INES - In Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	12/12/2010		
<b>Reason</b>	PRED - Redesignated		
Summary			
<b>Report To</b>	012592 - Dirctr	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFY</b>	1.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	22/02/2010
<b>Date Created</b>	22/02/2010	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
Pay			
<b>Pay Cat</b>	N - Non Package	<b>Pay Group</b>	P9 - QFES Region 9 Head Office
<b>Terms</b>	F76 - QFRA 76 Hours per F/N	<b>Pos Type</b>	J - Job Grade
<b>Std Hours</b>	76.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
Class			
<b>Designation</b>	FIRE - Fire and Rescue Act 1990	<b>Recommend</b>	
<b>Function</b>	OSSD - OS Senior Officers	<b>Approving</b>	
<b>Keyword</b>	Q087 - Queensland Fire and Emergency Service Employees Award - State 2016	<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Hay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FSUPR - Superintendant
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249009 - Fire Brigades		

Position created as #756296 in Aurion – incumbents all FRS until June 2020

Position Placements

Date From	Date To	Type	Title	Class
18-JUN-2020		Acting	Exec Mgr	FSPRN
26-MAY-2020	07-JUN-2020	Placement	Exec Mgr	FSPRN
23-MAR-2020	17-APR-2020	Acting	Exec Mgr	FSPRN
24-FEB-2020	20-MAY-2020	Acting	Exec Mgr	FSPRN
19-FEB-2020	15-MAR-2020	Acting	Exec Mgr	FSPRN
18-FEB-2020	20-MAY-2020	Placement	Exec Mgr	FSPRN
01-JAN-2020	18-FEB-2020	Acting	Executive Manager	FSPRN
01-JAN-2020	18-FEB-2020	Placement	Executive Manager	FSPRN

Moved to QFES Resourcing 24/9/2020, abolished 8/10/20

Date Stamp	Transaction Type	Entity Name	Authority Date	Authority	Variation	Description
08-OCT-2020 14:27:31	MODIFY	T101_POSITION	08-OCT-2020	405076	ABOL	Abolish
24-SEP-2020 21:03:58	MODIFY	T101_POSITION	31-AUG-2020	COFES	RESTR	Restructure

Used to create Zone Commander SWR (758177)

### Position Detail

Details Costing Allowances Variation History Placement History

Save Cancel

Position Title: Zone Cmdr Number: 758177

Full Title: Zone Commander

Reports to Position: 756947 Drcr

Functional Reports to Position: 756947 Drcr

Authority Level: 8-Specialist 3 (SO)

Organisation Unit: 10065 Zone 1

Classification: FSPRI Superintendent

Classification Minimum: FSPRI Superintendent

Hours Per Week: 38:00:00

Record Status: Active

Job Share:

Effective From: Date Approved: 02-SEP-2020

Effective To: Reference: Date Abolished:

Position Type: PERM Permanent

Staffing Restriction:

Location: 06763 QFES SWR Headquarters

Attendance Type: FULL Full-time

ANZSCO Code: 139112 Cmmssnd Fire Officer

Job Type: OPER Operational

Comments: EBN 03623-2020 Pos created in lieu of 756296 TEM FTE reallocation

Corporate Service Stream: 704

Contrary to the public interest occupant of 758159 EM Air Ops (RFS Supt) 20/7/2020

Created from 757161 which was AO4 role

## Position Detail

Details	Costing	Allowances	Variation History	Placement History
Save	Cancel			
Position Title	Exec Mngr	Number	758159	
Full Title	Executive Manager			
Reports to Position	756503	Drctr		
Functional Reports to Position	756503	Drctr		
Authority Level	8-Specialist 3 (SO)			
Organisation Unit	10789	State Air Operations		
Classification	FSPRI	Superintendent		
Classification Minimum	FSPRI	Superintendent		
Hours Per Week	38:00:00	Record Status	Active	
Phone Number		Fax Number		
Job Share	<input checked="" type="checkbox"/>	Effective To		
Effective From		Reference		
Date Approved	01-JUL-2020	Date Abolished		
Date Next Review		Position Type	PERM Permanent	
Staffing Restriction				
Location	01547	Emergency Services Comple		
Attendance Type	FULL	Full-time		
ANZSCO Code	139112	Cmmssnd Fire Officer		
Job Type	OPER	Operational		
Comments	ERVM 573 Pos created in lieu of 757161 TEM FTE reallocation EBN			
Corporate Service Stream	Z01			
Funding Amount	1.00			
Funding FTE	1.00000			
Funding Status	FUND	Funded		
Created	28-AUG-2020 11:17:24	By	400578	
Last Updated	07-MAR-2023 10:18:48	By	1424765s	

## Position Detail

[Details](#)
[Costing](#)
[Allowances](#)
[Variation History](#)
[Placement History](#)

[Save](#)
[Cancel](#)

<b>Position Title</b>	Business Planning Offcr	<b>Number</b>	757161
<b>Full Title</b>	Business Planning Officer		
<b>Reports to Position</b>	757345	Asst Commissioner	
<b>Functional Reports to Position</b>	757757	Exec Mngr	
<b>Authority Level</b>	3-Manager (A06/A07)		
<b>Organisation Unit</b>	10042	QFES Resourcing	
<b>Classification</b>	A04	Administrative Officer Lvl 4	
<b>Classification Minimum</b>	A04	Administrative Officer Lvl 4	
<b>Hours Per Week</b>	36:15:00	<b>Record Status</b>	Inactive
<b>Phone Number</b>		<b>Fax Number</b>	
<b>Job Share</b>	<input checked="" type="checkbox"/>	<b>Effective To</b>	
<b>Effective From</b>		<b>Reference</b>	024241
<b>Date Approved</b>	30-JUL-2017	<b>Date Abolished</b>	01-JUL-2020
<b>Date Next Review</b>			
<b>Position Type</b>	PERM	Permanent	
<b>Staffing Restriction</b>			
<b>Location</b>	01547	Emergency Services Comple	
<b>Attendance Type</b>	FULL	Full-time	
<b>ANZSCO Code</b>	511112	Program/ProjectAdmin	
<b>Job Type</b>	ADMIN	Administrative	
<b>Comments</b>	W11037. FRT UPD. Position title should have been changed in Lattice		



## Wanda Kropp

---

**From:** QFES Human Resource (PSBA)  
**Sent:** Monday, 24 August 2020 11:41 AM  
**To:** HR Planning and Analysis (PSBA)  
**Cc:** Felipe Brito (PSBAHR)  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 571, 572, 573 - Approved pending positions being identified - Air Ops ; FW: OUTCOME:- Out of Session Consideration - ERVM Positions; FRSD org chart ; FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

Danni and I had agreed to proceed to create the positions pending identification of positions to be abolished in lieu. I've sent another email to Sam to confirm the positions to be abolished and will update Aurion once we have the position numbers.

Position creation form has been submitted for the Supt position - for checking and progressing please.

I'll send through the forms for 2x ATSO positions soon. Those are existing temp positions conversion to perm, do I create new perm positions and abolish the temp positions? Or do I simply modify existing positions?

Thank you.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 24 August 2020 8:25 AM  
**To:** Boya Yeh (PSBA) <Boya.Yeh@psba.qld.gov.au>  
**Cc:** Felipe Brito (PSBAHR) <Felipe.BritoPradenas@psba.qld.gov.au>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

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Thanks  
Lauren

Classified as OFFICIAL

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**Sent:** Friday, 21 August 2020 2:20 PM  
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**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

I was waiting for SABC approval and finally have it (as attached).

I'll send through the Pos creation requests soon.

Thanks

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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Sorry again to hold this up.

Regards



**Queensland**  
Government

**Lauren Hill**  
Senior Workforce Analyst  
Planning and Analysis | Workforce Strategy | Human Resources  
Public Safety Business Agency

P: 07 3015 3466 | Ext: 73466  
E: [Lauren.hill@psba.qld.gov.au](mailto:Lauren.hill@psba.qld.gov.au)  
Level 1 | Makerston House | 30 Makerston Street | Brisbane

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Hi Panda team

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There will be org unit changes as well as a result of the creation of a new Executive Manager role for State Air Ops:

- Org unit 9962 TECHNICAL & AIR RESPONSE rename to 'Technical Response'
- Org unit 9931 STATE AIR OPERATIONS: Currently Oulvl7 unit upgrade to Oulvl6?

Can I please have your advice re how to progress the org unit changes?

Thanks.

Regards

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**From:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Sent:** Friday, 26 June 2020 3:51 PM

**To:** Neil Gallant (QFES) <[Neil.Gallant@qfes.qld.gov.au](mailto:Neil.Gallant@qfes.qld.gov.au)>; Jasmine Siggs (QFES) <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>; Sam Anstee (QFES) <[Sam.Anstee@qfes.qld.gov.au](mailto:Sam.Anstee@qfes.qld.gov.au)>; Louise Snowdon (QFES) <[Louise.Snowdon@qfes.qld.gov.au](mailto:Louise.Snowdon@qfes.qld.gov.au)>; Abby Blair (QFES) <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
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573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
 Abby



**Abby Blair**  
 A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
 Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M [Redacted]

Please consider the environment before printing this email.

## Wanda Kropp

---

**From:** QFES Human Resource (PSBA)  
**Sent:** Monday, 24 August 2020 8:51 AM  
**To:** Sam Anstee (QFES)  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Sam

We've received SABC approval to create the 3x State Air Ops positions I was just wondering if positions have been identified to be abolished in lieu? Can you please provide position numbers. Thank you.

Regards

### Boya Yeh

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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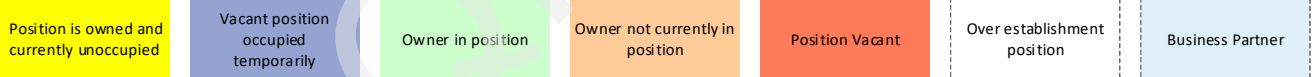
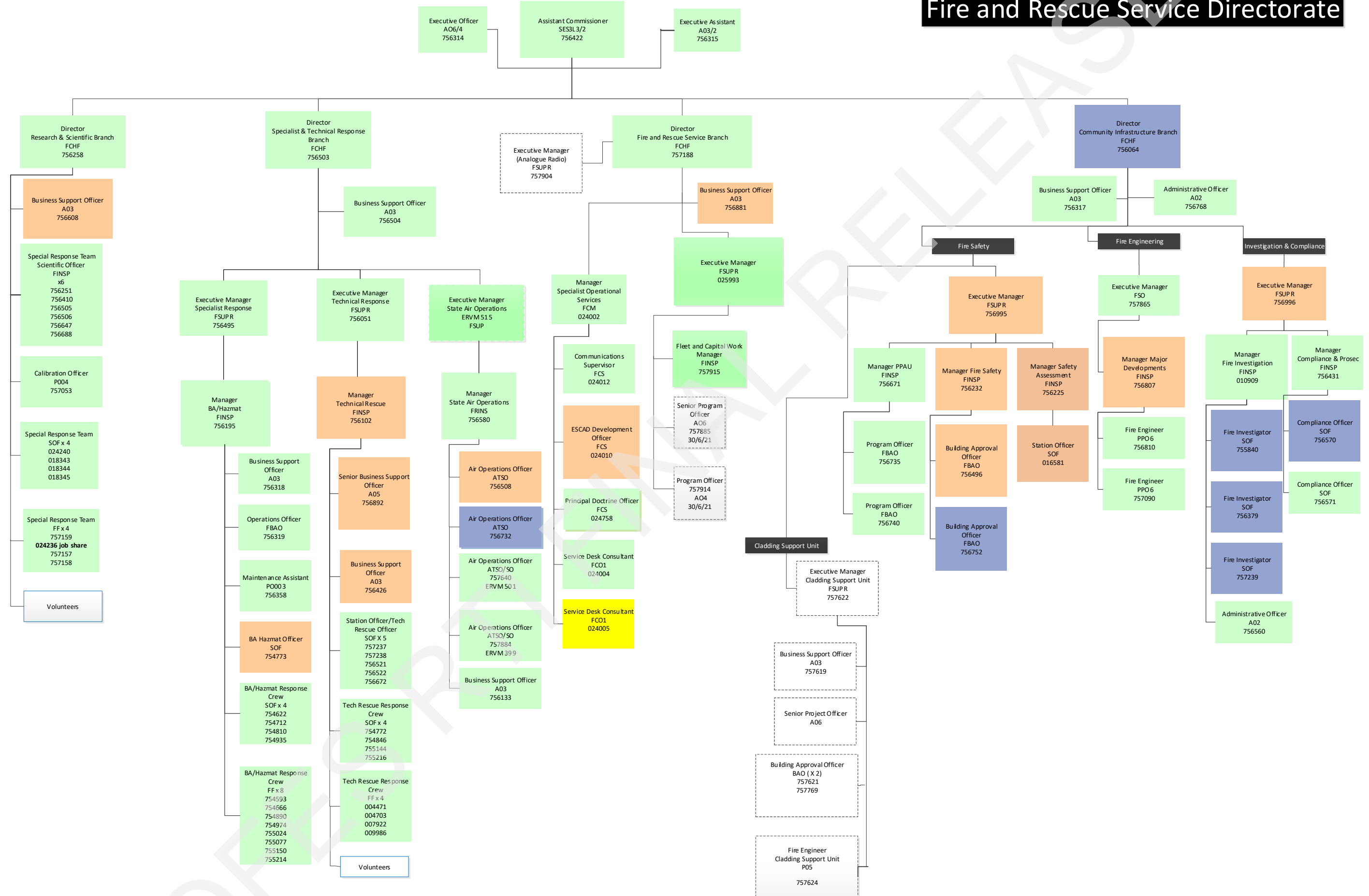
Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.



# Fire and Rescue Service Directorate



Last Updated 14/07/2020

## Wanda Kropp

---

**From:** Jasmine Siggs (QFES)  
**Sent:** Wednesday, 15 July 2020 1:40 PM  
**To:** QFES Human Resource (PSBA)  
**Subject:** FRSD org chart  
**Attachments:** FRS Directorate Version 19.vsd; FRS Directorate Version 19.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Boya

Please see Fire and Rescue Service Directorate current organisational structure.

Kind regards

Jasmine



**Jasmine Siggs**

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

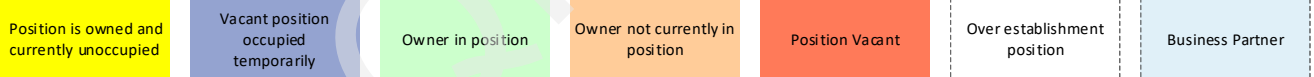
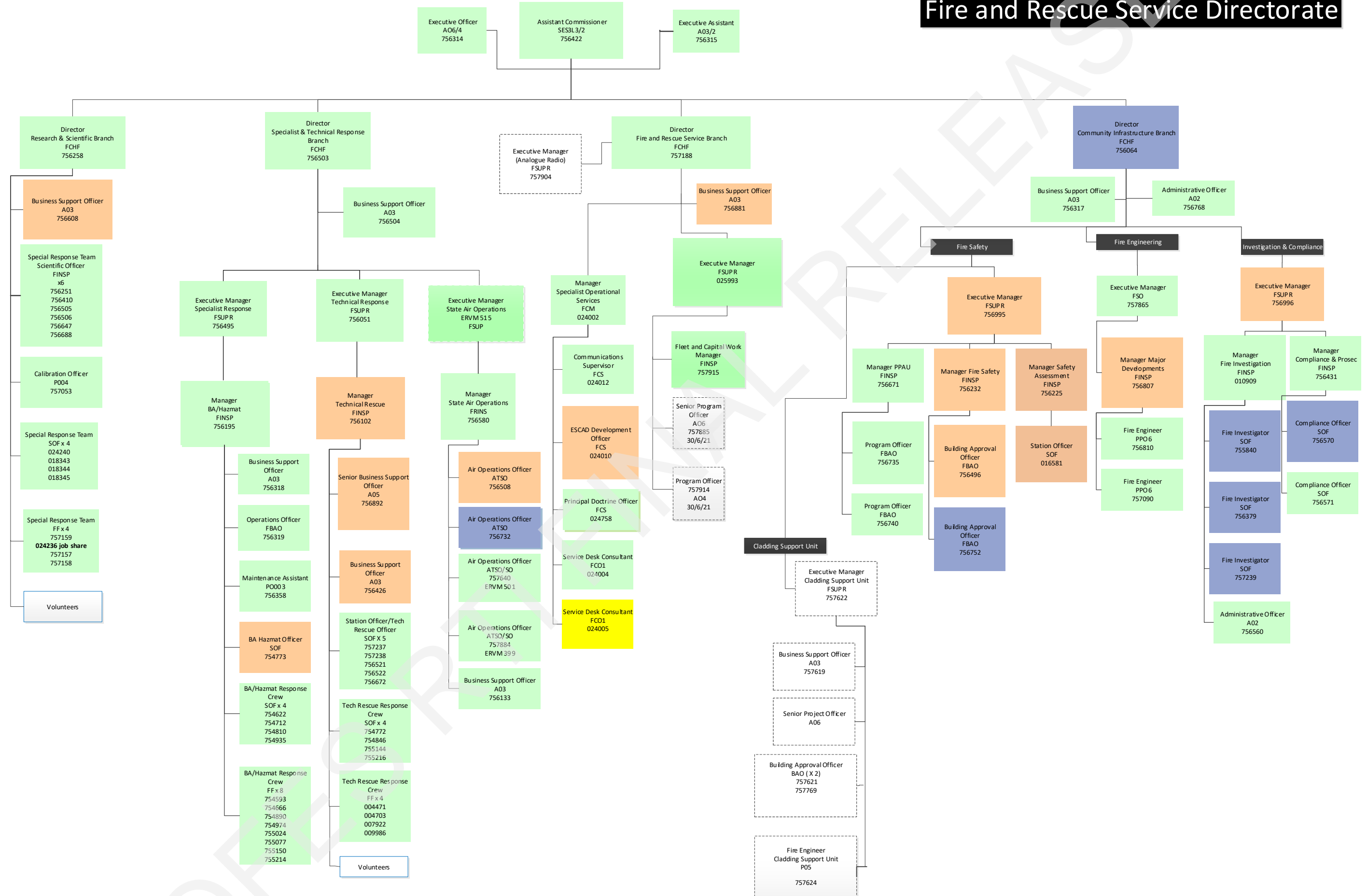
Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

# Fire and Rescue Service Directorate



Last Updated 14/07/2020

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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Page 3 of 4



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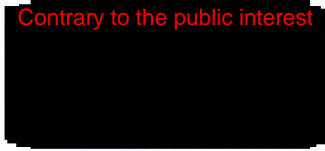
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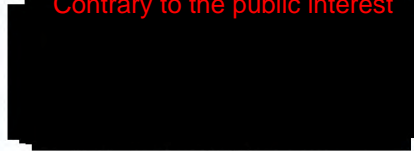
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



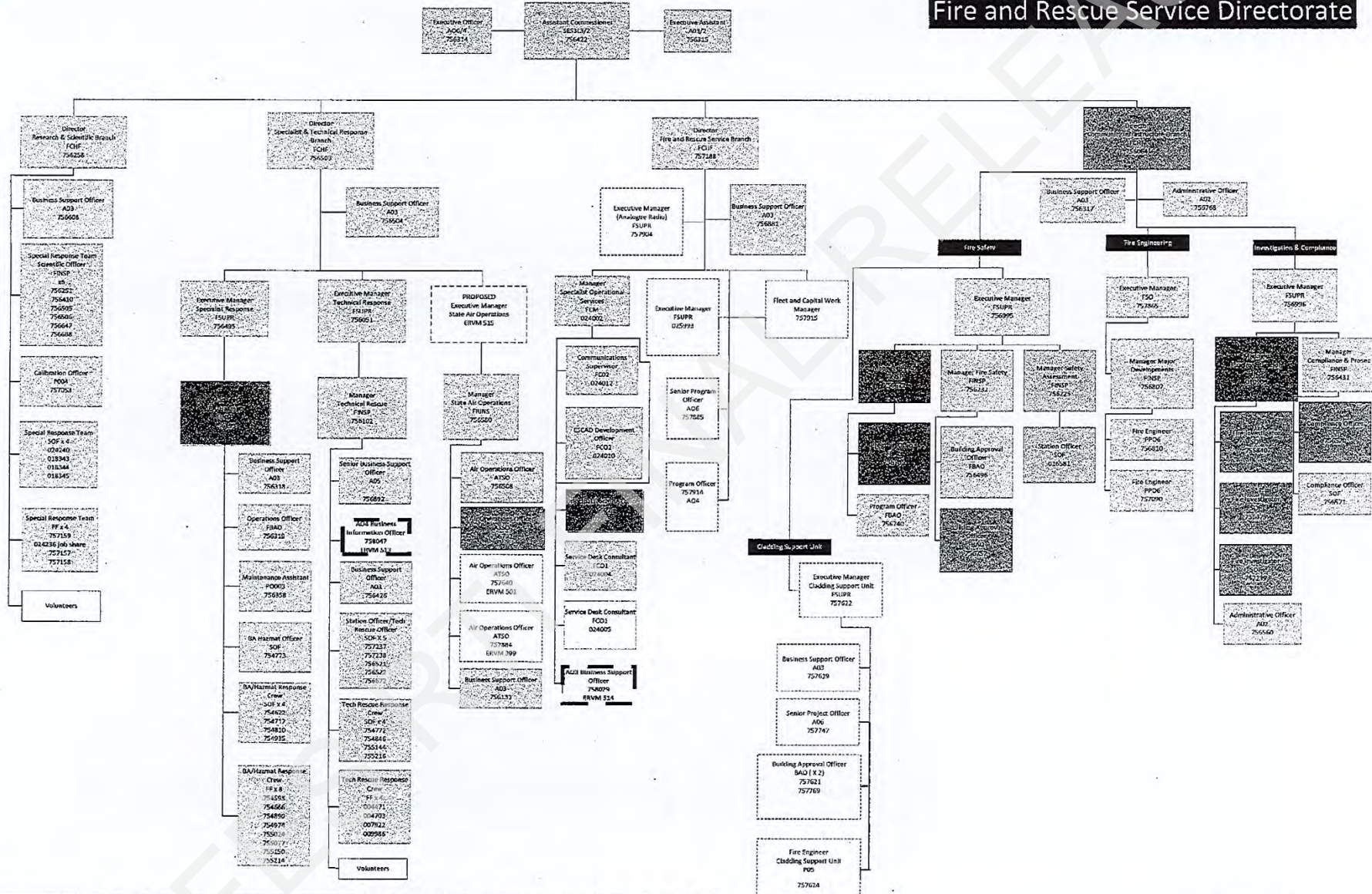
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Page 4 of 4



# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERMV 30/4/20			

Last Updated 22/06/2020



# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	Air Operations Officer – RPAS Coordination		
Position No.	757884	Classification	SOF/ATSO-1
Have multiple classifications been considered?	Yes		Yes
Date effective	1/10/20	End Date (temporary positions only)	
Branch/ Unit	State Air Operations Unit	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fire and Rescue Service Directorate	Location	Kedron
Functional Reports to	Specialist and Technical Response Branch	Reports To	Manager State Air Operations Unit
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest		Full time/Part Time (if PT, note hours/fn)
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	FT

Contact Officer: **Martin Gibson**  
(This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

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- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

572

Contrary to the public interest

Contrary to the public interest

*Verbal Approval*

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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



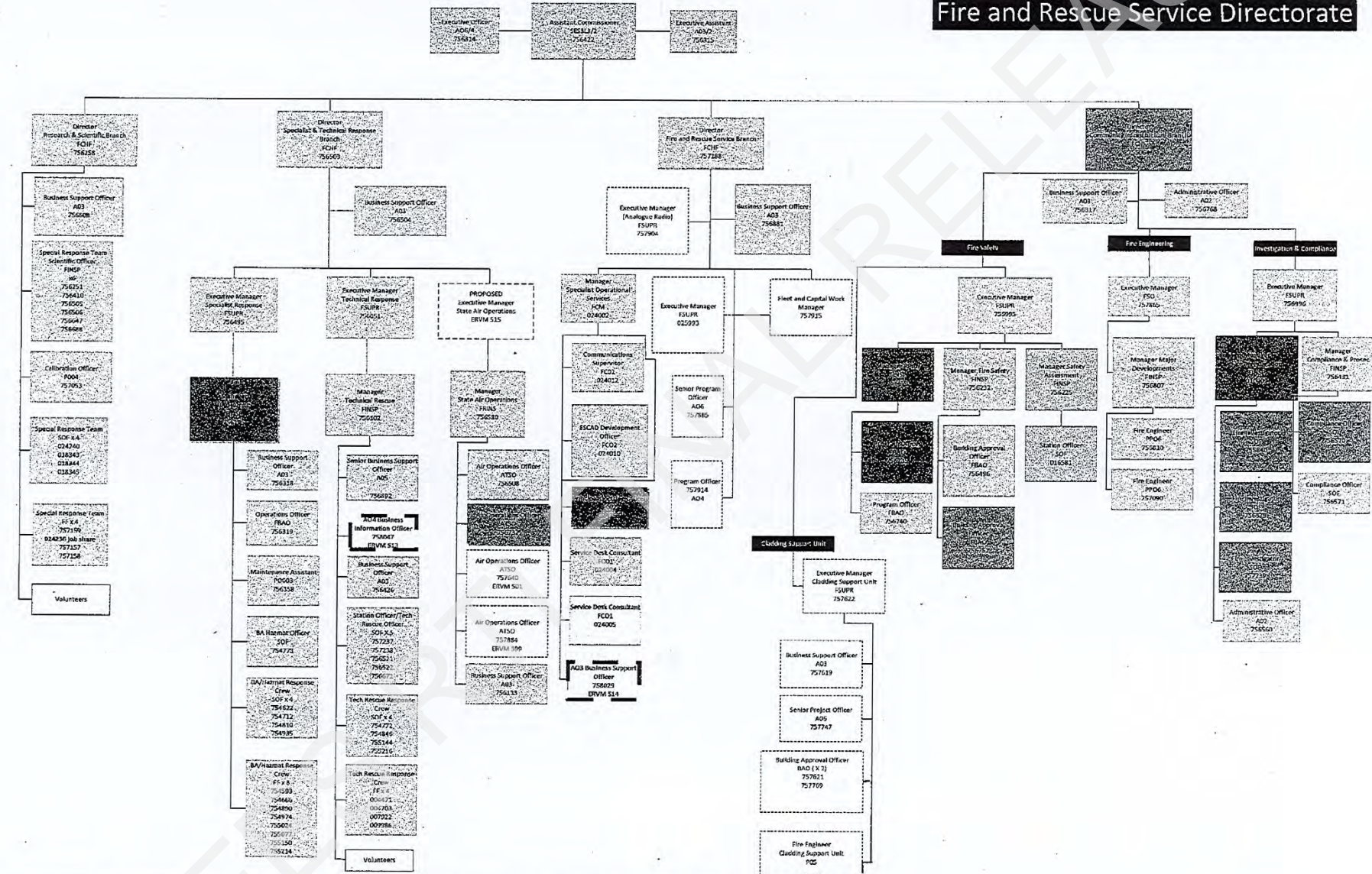
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# Fire and Rescue Service Directorate



Position is owned and currently uncoupled  
 Position is currently uncoupled  
 Owner in position  
 Owner not currently in position  
 Over establishment position  
 Business Partner  
 ERMV 30/4/20

Last Updated 22/06/2020

**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number		Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

**Contrary to the public interest**  
[Redacted]

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

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

**Contrary to the public interest**  
[Redacted]

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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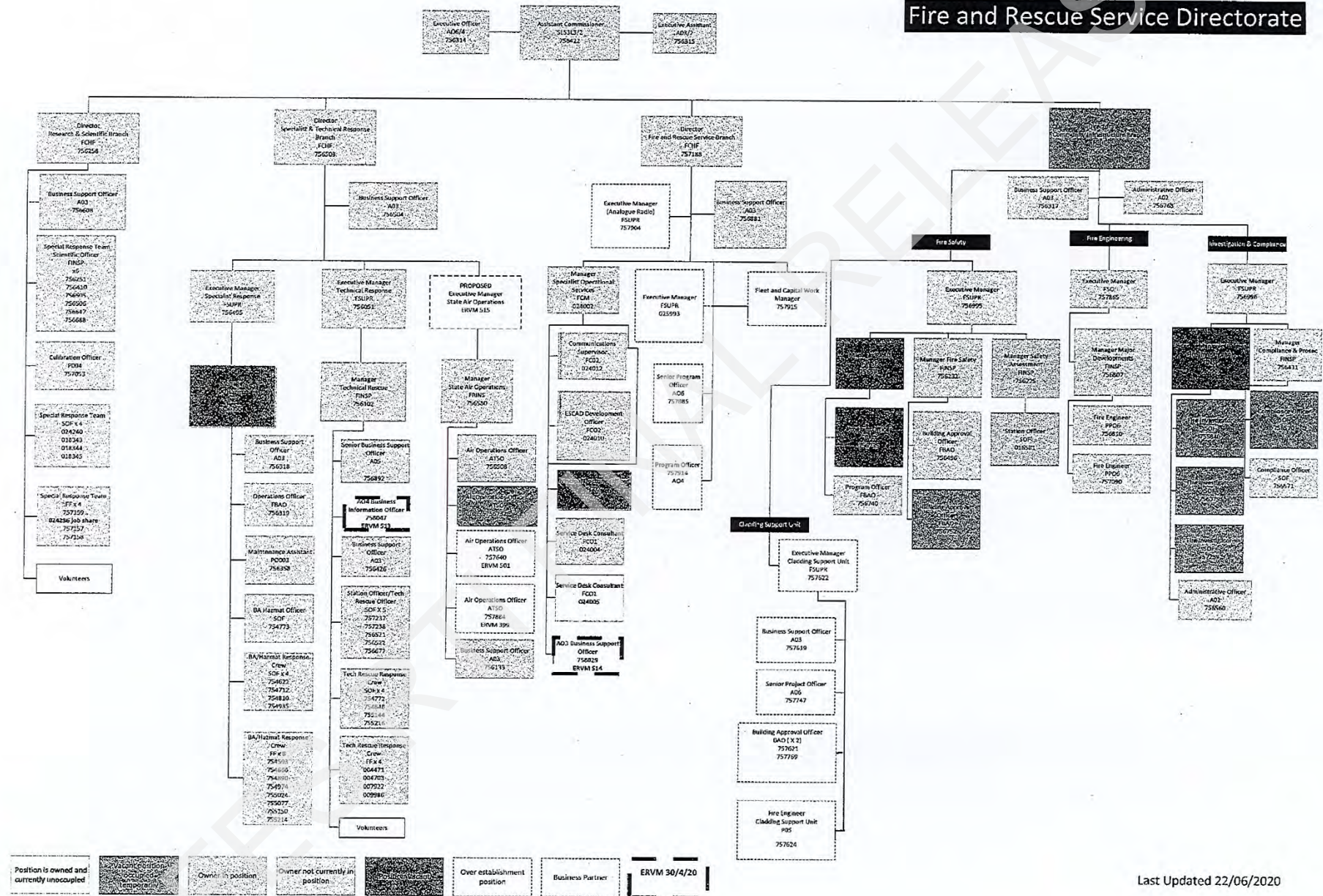
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



Last Updated 22/06/2020

## Establishment, Resourcing and Vacancy Management submissions for Strategy and Budget Committee Review

The following Establishment, Resourcing and Vacancy Management (ERVM) submissions were reviewed and approved by the ERVM Committee on 25 June 2020. Submitted for consideration and potential allocation of budget by the Strategy and Budget Committee.

ID #	Position Title	Region/Directorate	ERVM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit, Fire and Rescue Branch <i>Contrary to the public interest</i>	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available.  Note: FTE will be allocated from TEM FTE when available - nil funding to come with FTE from TEM.  Cost: FRS Superintendent - \$190,736 pa.

*Approve positions but need to fill from within if positions aren't exempt from PC rules. ie no external advertising.*



## Wanda Kropp

---

**From:** Jasmine Siggs (QFES)  
**Sent:** Thursday, 20 August 2020 2:27 PM  
**To:** QFES Human Resource (PSBA)  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** a 2020-06 ERVMs for SABC Consideration - ADC SCS Comments.pdf; b 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; c 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; d 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; e FRS Directorate Version 19.pdf

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hello Boya

FYI

Jasmine

### [Jasmine Siggs](#)

Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or 

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Thursday, 20 August 2020 2:21 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

---

**From:** Carolyn Coletti

**Sent:** Wednesday, 12 August 2020 11:55 AM

**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>

**Cc:** Andrew Alcock (PSBA) <Andrew.Alcock@psba.qld.gov.au>; Anna Nguyen (PSBA) <Anna.Nguyen@psba.qld.gov.au>; Melissa Biddle (PSBA) <Melissa.Biddle@psba.qld.gov.au>

**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions

**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate  
Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130  
GPO Box 1425, Brisbane, QLD 4001

**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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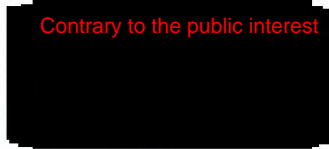
Effective Date: 19/05/2020

Registration No.:

573

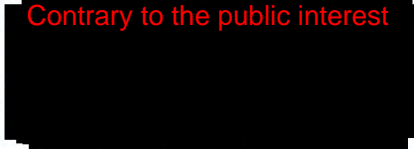
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest		Full time/Part Time (if PT, note hours/fn)
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	FT

Contact Officer: **Martin Gibson**  
(This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

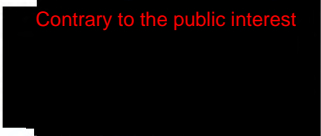
Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

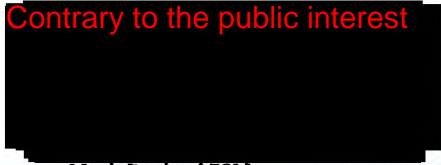
572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



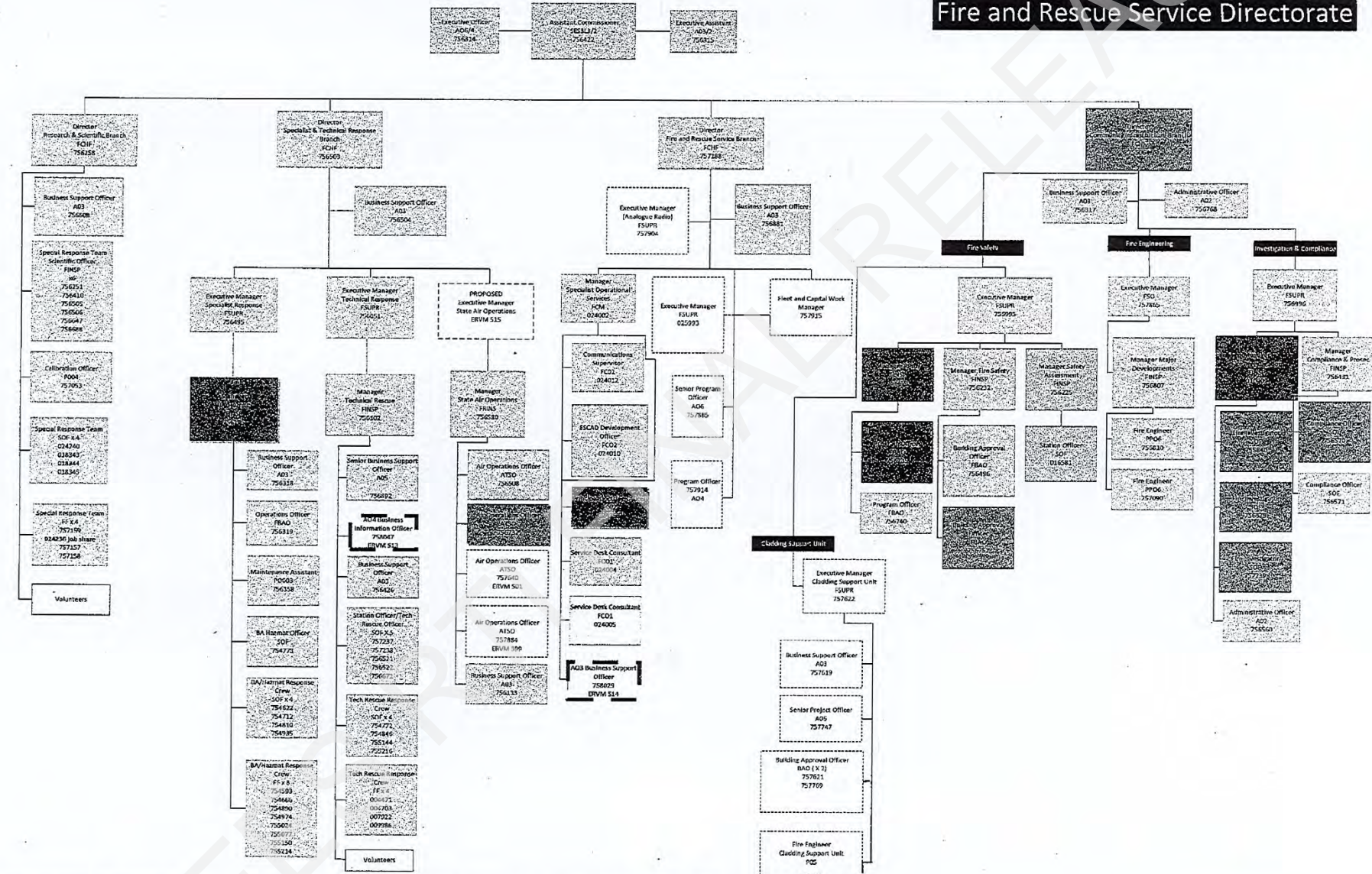
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# Fire and Rescue Service Directorate



Position is owned and currently uncoupled	Position is currently owned by another branch	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/9/20
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Last Updated 22/06/2020

**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

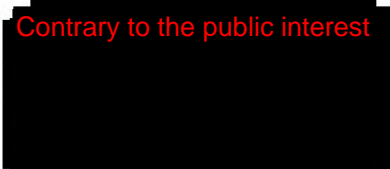


**Adam Stevenson**  
Acting Deputy Commissioner  
Chief Strategy Officer  
Strategy and Corporate Services

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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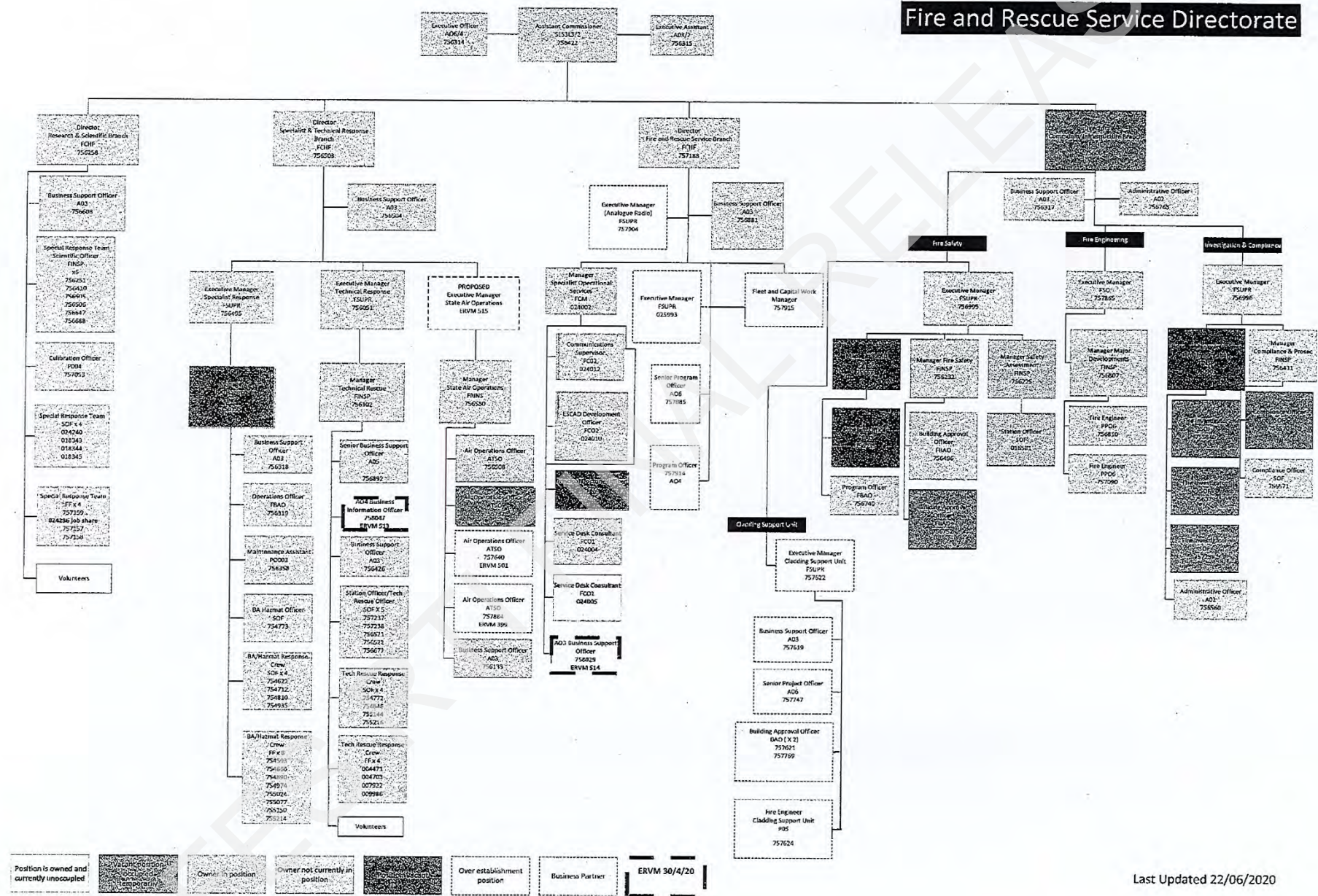
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



Last Updated 22/06/2020

## Wanda Kropp

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant (QFES); Jasmine Siggs (QFES)  
**Cc:** QFES Human Resource (PSBA); Sam Anstee (QFES); Louise Snowdon (QFES); Abby Blair (QFES)  
**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Categories:** Boya

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

## Wanda Kropp

---

**From:** Workforce Analytics  
**Sent:** Monday, 28 February 2022 4:20 PM  
**To:** establishment.management@chde.qld.gov.au  
**Cc:** Workforce Analytics; Karen Caughey; Emma Andersen; QFES Human Resource; Budget & Performance Reporting; Service Alignment; Role Descriptions  
**Subject:** QFES Capability & State Services Restructure  
**Attachments:** Capability and State Services -QSS Template for Bulk Estab Changes v0.4.xlsx  
  
**Categories:** Julia

1/3/22 (BY) noted.  
01/03/22 NA Noted  
\*\*\*

Good afternoon,

Please find attached restructure changes relating to the new QFES directorate Capability & State Services effective 28-Feb-22 approved by the Commissioner QFES.

To retain the history of changes, we are seeking the existing org units to be copied, created as new and the former org structure inactivated. Please create new RESTRU – Position Restructure placements using date effective 28-Feb-22 for all occupants.

For your progression please.

Thanks,

**Lauren Hill**

Senior Workforce Analyst

Workforce Strategy and Analytics | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

P 07 3635 3816 | E [WorkforceAnalytics@qfes.qld.gov.au](mailto:WorkforceAnalytics@qfes.qld.gov.au) | M GPO Box 1425, Brisbane 4001



Instructions:  
1. Input the

Action Required	Current Org Unit Number	Org Unit Name	Superior Org Unit Number	Superior Org Unit Name	Optional Address / Location Code	Comments (Optional)	Org Unit Name (Brief)	Column Header	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5	Org Level 6	Org Level 7	Org Level 8
	T106F055_ORGANISATION_UNIT_N	T106F055_ORGANISATION_DESC	T106F055_SUPERIOR_ORG_UNIT_NO		T106F055_LOCATION_CODE		T106F055_ORGANISATION_UNIT	T106F055_COLUMN_HEADER	T106F055_ORG_UNIT_LEVEL_01	T106F055_ORG_UNIT_LEVEL_02	T106F055_ORG_UNIT_LEVEL_03	T106F055_ORG_UNIT_LEVEL_04	T106F055_ORG_UNIT_LEVEL_05	T106F055_ORG_UNIT_LEVEL_06	T106F105_ORG_UNIT_LEVEL_07	T106F105_ORG_UNIT_LEVEL_08
Abolish	9931	State Air Operations	9849	Specialist & Technical Response			State Air Operations	SAOU	QLD State Government	QFES	Readiness & Response Serv	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations		

s.73 - Irrelevant information

s.73 - Irrelevant information

Create	NEW56	State Air Operations	NEW50	Specialist & Technical Response	01547		State Air Operations	SAOU	QLD State Government	QFES	Capability & State Servs	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations		
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s.73 - Irrelevant information

Action Required	Current Org Unit Number	Org Unit Name	Superior Org Unit Number	Superior Org Unit Name	Optional Address / Location Code	Comments (Optional)	Org Unit Name (Brief)	Column Header	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5	Org Level 6	Org Level 7	Org Level 8
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s.73 - Irrelevant information

QFES RTI FINAL RELEASES



Bulk Establishment Changes Template

CURRENT ESTABLISHMENT DETAILS																									Date Effective	New Org Unit Number	New Org Unit Name	New Position Title	New Reports to PN	Functional Reports to PN	New Authority Level	New Classification	New Position Hours per Week	New Position Type	New Position End Date (if applicable)	New Address Location Code	New ANZSCO Code	New Corporate Services / MOHR Code	Funding Amount	Funding FTE	Funding Status	Current Costing			When updating costing BA/PF & Company codes are mandatory. If the cost centre or Internal Order is to be updated, please add the "combination of these to codes as used by your department."	Comments / Change
Org Unit No	Org Unit Title	Position Number	Employee Number	Substantive Holder	Employee Number	Current Holder	Position Title	Reports to PN	Functional Reports to PN	Authority Level	Classification	Position Hours per Week	Position Type	Position End Date (if applicable)	Address / Location Code	ANZSCO Code	Corporate Services / MOHR Code	Funding Amount	Funding FTE	Funding Status	%	Cost Centre	Company Code																							

s.73 - Irrelevant information

OFFES RTI FINAL RELEASE

CURRENT ESTABLISHMENT DETAILS																				Date Effective	New Org Unit Number	New Org Unit Name	New Position Title	New Reports to PN	Functional Reports to PN	New Authority Level	New Classification	New Position Hours per Week	New Position Type	New Position End Date (if applicable)	New Address / Location Code	New ANZSCO Code	New Corporate Services / MOHR Code	Funding Amount	Funding FTE	Funding Status	When updating costing BA/PF & Company codes are mandatory. If the cost centre or Internal Order is to be updated, please add the "combination of these to codes as used by your department.			Comments / Change
Org Unit No	Org Unit Title	Position Number	Employee Number	Substantive Holder	Employee Number	Current Holder	Position Title	Reports to PN	Functional Reports to PN	Authority Level	Classification	Position Hours per Week	Position Type	Position End Date (if applicable)	Address / Location Code	ANZSCO Code	Corporate Services / MOHR Code	Funding Amount	Funding FTE																		Funding Status	Funded / Limited / Unfunded	Business Area / Profit Centre Mandatory	

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CURRENT ESTABLISHMENT DETAILS																				Date Effective	New Org Unit Number	New Org Unit Name	New Position Title	New Reports to PN	Functional Reports to PN	New Authority Level	New Classification	New Position Hours per Week	New Position Type	New Position End Date (if applicable)	New Address / Location Grid	New ANZSCO Code	New Corporate Services / MOHS Code	Funding Amount	Funding FTE	Funding Status	When updating costing BA/PF & Company codes are mandatory. If the cost centre or Internal Order is to be updated, please add the "combination of these to codes as used by your department.				Comments / Change
Org Unit No	Org Unit Title	Position Number	Employee Number	Substantive Holder	Employee Number	Current Holder	Position Title	Reports to PN	Functional Reports to PN	Authority Level	Classification	Position Hours per Week	Position Type	Position End Date (if applicable)	Address / Location Code	ANZSCO Code	Corporate Services / MOHS Code	Funding Amount	Funding FTE																		Funding Status	Funded / Limited / Unfunded %	Business Area / Profit Centre Mandatory	Either enter a Cost Centre **	

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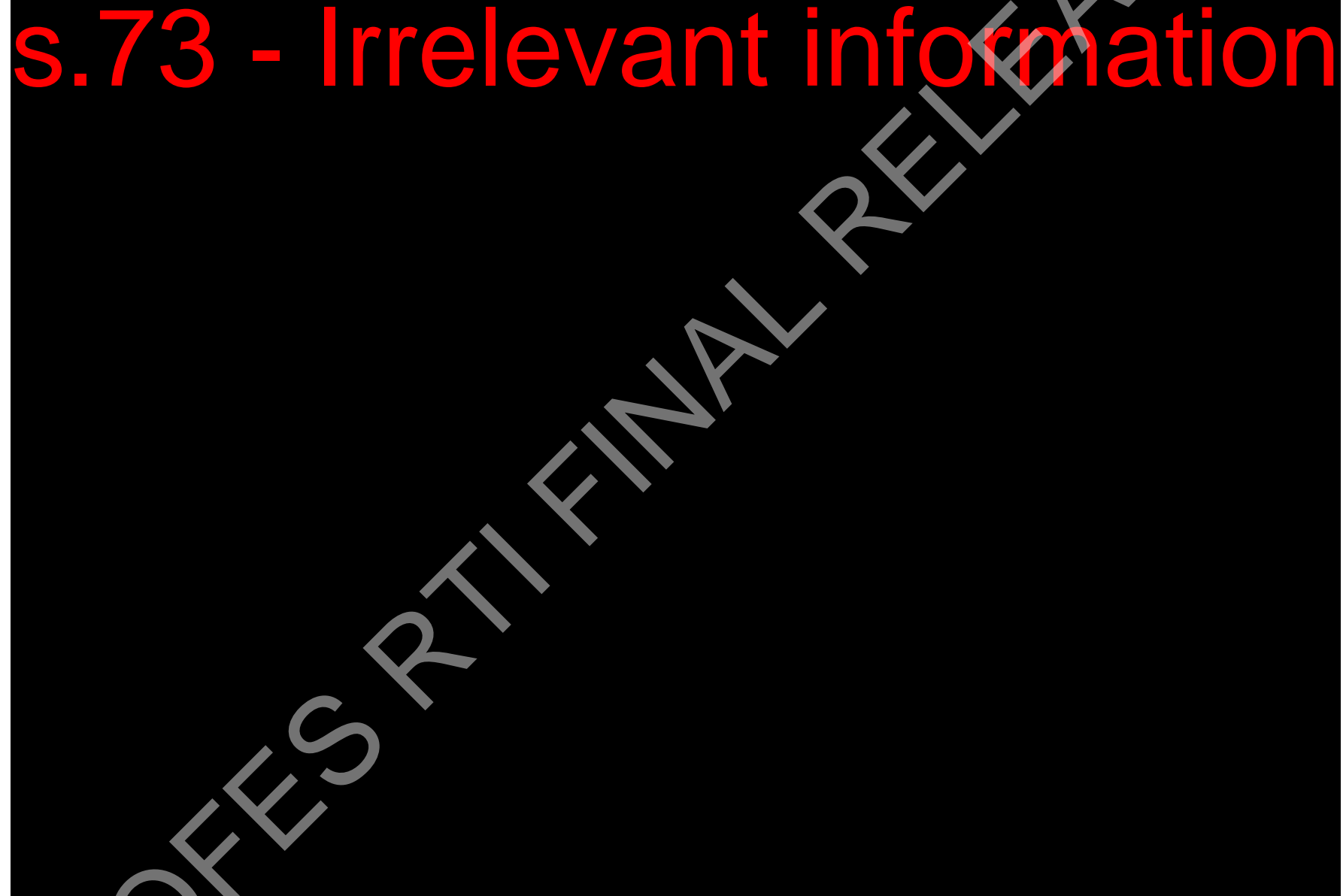
CURRENT ESTABLISHMENT DETAILS																							Date Effective	New Org Unit Number	New Org Unit Name	New Position Title	New Reports to PN	Functional Reports to PN	New Authority Level	New Classification	New Position Hours per Week	New Position Type	New Position End Date (if applicable)	New Address / Location Code	New ANZSCO Code	New Corporate Services / MGRS Code	Funding Amount	Funding FTE	Funding Status	When updating costing BA/PF & Company codes are mandatory. If the cost centre or Internal Order is to be updated, please add the combination of these to codes as used by your department.				Comments / Change
Org Unit No	Org Unit Title	Position Number	Employee Number	Substantive Holder	Employee Number	Current Holder	Position Title	Reports to PN	Functional Reports to PN	Authority Level	Classification	Position Hours per Week	Position Type	Position End Date (if applicable)	Address / Location Code	ANZSCO Code	Corporate Services / MGRS Code	Funding Amount	Funding FTE	Funding Status	Funded / Limited / Unfunded %	Business Area / Profit Centre Mandatory																		Either enter a Cost Centre **	Or enter a Internal Order **	Company Code Mandatory		

s.73 - Irrelevant information

QFES RTI FINAL RELEASE

Current org unit number	Org Unit Description	New org unit reference	New org unit description
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**s.73 - Irrelevant information**



QFES RTI FINAL RELEASE

Current org unit number	Org Unit Description	New org unit reference	New org unit description
<b>s.73 - Irrelevant information</b>			
9931	State Air Operations	NEW56	State Air Operations

**s.73 - Irrelevant information**

OU Mapping old to new

Current org unit number	Org Unit Description	New org unit reference	New org unit description
s.73 - Irrelevant information			

QFES RTI FINAL RELEASE



## Wanda Kropp

---

**From:** HR Planning and Analysis (PSBA)  
**Sent:** Friday, 28 August 2020 12:47 PM  
**To:** QFES Human Resource (PSBA); HR Planning and Analysis (PSBA)  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 758159 NEW.PNG; 758161.PNG; 758160.PNG

**Categories:** Boya

Hi Boya,

Positions created:

Pos Title	Position	Type	Movement
Executive Manager	758159	Create	Pos created in lieu of 757161
Air Ops Officer	758160	Create	Pos created in lieu of 757640 & 756421
Air Ops Officer	758161	Create	Pos created in lieu of 757884 & 756547

Please send abolishment and vacate positions:

Position	Movement
757161	Abolish in Lieu of 758159
756547	Abolish in Lieu of 758161
757884	Abolish in Lieu of 758161
756421	Abolish in Lieu of 758160
757640	Abolish in Lieu of 758160

Kind regards,



**Felipe Brito**

Workforce Analyst

Planning and Analysis | Workforce Strategy | Human Resources

Public Safety Business Agency

P: 07 3015 3301 | Ext: 73301

E: [felipe.brito@psba.qld.gov.au](mailto:felipe.brito@psba.qld.gov.au)

Level 1 | Makerston House | 30 Makerston Street | Brisbane

GPO Box 2336 | Brisbane QLD 4001

Classified as OFFICIAL

---

**From:** QFES Human Resource (PSBA) <QFESHumanResource@psba.qld.gov.au>  
**Sent:** Wednesday, 26 August 2020 14:18  
**To:** HR Planning and Analysis (PSBA) <HRPlanningandAnalysis@psba.qld.gov.au>  
**Cc:** Felipe Brito (PSBAHR) <Felipe.BritoPradenas@psba.qld.gov.au>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

I have received the position numbers from Sam today (as attached) I'll resubmit the Pos create form for the Supt role and the 2 ATSO's

The position numbers to be abolished are as below

757161  
756421  
756547

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 24 August 2020 7:04 PM  
**To:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

Are you expecting Sam to get back to you this week with the TEM positions being given up lieu to create these ones? If I create the roles before EOM then they will show up as funded FTE increases which we will have to explain – just depends on how urgently you need the positions?

I noticed the Exec Manager role sent through via workflow doesn't have an FTE – was that a typo? When you log the jobs to abolish the TEM roles you will need to log another job to adjust the comments in the perm roles (and fix up the FTE field) so that the position IDs are linked in all records – otherwise down the track we will get asked which position was given in lieu of the other and if we can identify that based on the Aurion comments we won't be able to report on it as we not longer keep a spreadsheet to track the estab changes. Sorry I know its painful but we are trying to get Aurion up to date with all of the estab tracking.

For the temp to perm conversions, if you can please log these as new creations and then abolish the temp ones (adding comments to link all of the positions numbers please). It is much easier to identify new perm roles if they are newly created rather than reusing old numbers.

Thanks



**Lauren Hill**  
Senior Workforce Analyst  
Planning and Analysis | Workforce Strategy | Human Resources  
Public Safety Business Agency

---

P: 07 3015 3466 | Ext: 73466  
E: [Lauren.hill@psba.qld.gov.au](mailto:Lauren.hill@psba.qld.gov.au)  
Level 1 | Makerston House | 30 Makerston Street | Brisbane

---

**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Monday, 24 August 2020 11:41 AM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

Danni and I had agreed to proceed to create the positions pending identification of positions to be abolished in lieu. I've sent another email to Sam to confirm the positions to be abolished and will update Aurion once we have the position numbers.

Position creation form has been submitted for the Supt position - for checking and progressing please.

I'll send through the forms for 2x ATSO positions soon. Those are existing temp positions conversion to perm, do I create new perm positions and abolish the temp positions? Or do I simply modify existing positions?

Thank you.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 24 August 2020 8:25 AM  
**To:** Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

For the below perm FTE creations and to ensure we have the comments in the Aurion for history reporting, can you please ensure the 3 new perm FTE positions include the following:  
ERVM ### Pos created in lieu of posID ##### |

For the QFES Resourcing (formerly TEM) positions that I assume will be abolished in lieu of the new ones can you please add:  
Abolished in lieu of xxxxxx

That way I can cross reference where the TEM FTE were allocated.

Was the aim to create them this week? I'm just mindful that EOM is next week so it would be good to have them all created in either August or September.

Thanks  
Lauren

---

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---

**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Friday, 21 August 2020 2:20 PM

**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

I was waiting for SABC approval and finally have it (as attached).

I'll send through the Pos creation requests soon.

Thanks

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 17 August 2020 10:31 AM  
**To:** Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>; HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

I'm way behind on emails sorry and I was just looking at the below org changes. I noticed that Sam identified perm FTE position 756546 (Station Officer) is the one that can be abolished in lieu of the State Air Operations Executive Manager (Superintendent) – has that been created as yet?

Have the other Air Ops positions mentioned below been created?

With the org changes mentioned below, I can rename 9962 - TECHNICAL & AIR RESPONSE to TECHNICAL RESPONSE but is the plan to keep the 3 Executive Manager positions (Spec Resp, Tech Resp, State Air Ops) in level 6 org units and then the rest of the positions sit under the sub org units in level 7 (BA Hazmat, Tech Resc, State Air Ops)? If that is the case then it would look like State Air Ops in level 6 and then another State Air Ops sub unit (same name?) in level 7 to separate out the Executive Manager from the other positions. Are the sub org units sitting at level 7 needed – can the positions sit in the same org unit as the Exec Manager at level 6?

Sorry again to hold this up.

Regards



**Lauren Hill**  
Senior Workforce Analyst  
Planning and Analysis | Workforce Strategy | Human Resources  
**Public Safety Business Agency**  

---

**P:** 07 3015 3466 | **Ext:** 73466  
**E:** [Lauren.hill@psba.qld.gov.au](mailto:Lauren.hill@psba.qld.gov.au)  
Level 1 | Makerston House | 30 Makerston Street | Brisbane

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Monday, 20 July 2020 11:52 AM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Panda

I've submitted the Pos Create form for the Exec Manager role. Once we have a position number the org units and reporting line for 756580 Manager State Air ops will need to be updated as well

Awaiting confirmation from Service Alignment re position identified to be abolished. Once confirmation received I'll log another workflow to amend Comments field.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** QFES Human Resource (PSBA)  
**Sent:** Thursday, 16 July 2020 2:38 PM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Panda team

The attached ERVM submissions have been approved for three new perm position to be created pending available positions being identified. I am waiting on information from Service Alignment so yet to submit pos create requests.

There will be org unit changes as well as a result of the creation of a new Executive Manager role for State Air Ops:

- Org unit 9962 TECHNICAL & AIR RESPONSE rename to 'Technical Response'
- Org unit 9931 STATE AIR OPERATIONS: Currently Oulvl7 unit upgrade to Oulvl6?

Can I please have your advice re how to progress the org unit changes?

Thanks.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant (QFES) <[Neil.Gallant@qfes.qld.gov.au](mailto:Neil.Gallant@qfes.qld.gov.au)>; Jasmine Siggs (QFES) <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>; Sam Anstee (QFES) <[Sam.Anstee@qfes.qld.gov.au](mailto:Sam.Anstee@qfes.qld.gov.au)>; Louise Snowdon (QFES) <[Louise.Snowdon@qfes.qld.gov.au](mailto:Louise.Snowdon@qfes.qld.gov.au)>; Abby Blair (QFES) <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M [REDACTED]

 Please consider the environment before printing this email.

Position Title Exec Mngr Number 758159

Full Title Executive Manager

Reports to Position 756503 Drctr

Functional Reports to Position 756503 Drctr

Authority Level 8-Specialist 3 (SO)

Organisation Unit 9931 State Air Operations

Classification FSUPIN Superintendent

Classification Minimum FSUPIN Superintendent

Hours Per Week 38:00:00 Record Status Active

Phone Number Fax Number

Job Share

Effective From Effective To

Date Approved 01-JUL-2020 Reference

Date Next Review Date Abolished

Position Type PERM Permanent

Staffing Restriction

Location 01547 Emergency Services Comple

Attendance Type FULL Full-time

ANZSCO Code 441212 Fire Fighter

Job Type OPER Operational

Comments ERVM 573 Pos created in lieu of 757161|

Corporate Service Stream Z01

Funding Amount

Funding FTE 1.00000

Funding Status FUND Funded

Created 28-AUG-2020 11:17:24 By 400578

Last Updated 28-AUG-2020 11:17:24 By 400578

<b>Position Title</b>	Air Ops Ofcr	<b>Number</b>	758160
<b>Full Title</b>	Air Operations Officer		
<b>Reports to Position</b>	756580	Mngr	
<b>Functional Reports to Position</b>	756580	Mngr	
<b>Authority Level</b>	5-Director (SO)		
<b>Organisation Unit</b>	9931	State Air Operations	
<b>Classification</b>	FTSOA	Area T&S Officer	
<b>Classification Minimum</b>	FTSOA	Area T&S Officer	
<b>Hours Per Week</b>	38:00:00	<b>Record Status</b>	Active
<b>Phone Number</b>		<b>Fax Number</b>	
<b>Job Share</b>	<input checked="" type="checkbox"/>		
<b>Effective From</b>		<b>Effective To</b>	
<b>Date Approved</b>	01-SEP-2020	<b>Reference</b>	
<b>Date Next Review</b>		<b>Date Abolished</b>	
<b>Position Type</b>	PERM	Permanent	
<b>Staffing Restriction</b>			
<b>Location</b>	01547	Emergency Services Comple	
<b>Attendance Type</b>	FULL	Full-time	
<b>ANZSCO Code</b>	441212	Fire Fighter	
<b>Job Type</b>	OPER	Operational	
<b>Comments</b>	ERVM 571 Temp to perm conversion. Pos created in lieu of 757640 & 756421. RFS.ATSO / FRS SO dual class		
<b>Corporate Service Stream</b>	Z01		
<b>Funding Amount</b>			
<b>Funding FTE</b>	1.00000		
<b>Funding Status</b>	FUND	Funded	
<b>Created</b>	28-AUG-2020 12:05:04	<b>By</b>	400578
<b>Last Updated</b>	28-AUG-2020 12:05:04	<b>By</b>	400578



<b>Position Title</b>	Air Ops Offcr	<b>Number</b>	758161
<b>Full Title</b>	Air Operations Officer		
<b>Reports to Position</b>	756580	Mngr	
<b>Functional Reports to Position</b>	756580	Mngr	
<b>Authority Level</b>	5-Director (SO)		
<b>Organisation Unit</b>	9931	State Air Operations	
<b>Classification</b>	FTSOA	Area T&S Officer	
<b>Classification Minimum</b>	FTSOA	Area T&S Officer	
<b>Hours Per Week</b>	38:00:00	<b>Record Status</b>	Active
<b>Phone Number</b>		<b>Fax Number</b>	
<b>Job Share</b>	<input checked="" type="checkbox"/>		
<b>Effective From</b>		<b>Effective To</b>	
<b>Date Approved</b>	01-OCT-2020	<b>Reference</b>	
<b>Date Next Review</b>		<b>Date Abolished</b>	
<b>Position Type</b>	PERM	Permanent	
<b>Staffing Restriction</b>			
<b>Location</b>	01547	Emergency Services Comple	
<b>Attendance Type</b>	FULL	Full-time	
<b>ANZSCO Code</b>	441212	Fire Fighter	
<b>Job Type</b>	OPER	Operational	
<b>Comments</b>	ERVM 572 Temp to perm conversion. Pos created in lieu of 757884 & 756547. RFS ATSO / RFS SO dual class]		
<b>Corporate Service Stream</b>	Z01		
<b>Funding Amount</b>			
<b>Funding FTE</b>	1.00000		
<b>Funding Status</b>	FUND	Funded	
<b>Created</b>	28-AUG-2020 12:15:43	<b>By</b>	400578
<b>Last Updated</b>	28-AUG-2020 12:15:43	<b>By</b>	400578

## Wanda Kropp

---

**From:** Sam Anstee <Sam.Anstee@qfes.qld.gov.au>  
**Sent:** Monday, 20 July 2020 8:28 AM  
**To:** QFES Human Resource (PSBA)  
**Subject:** RE: Update  
**Attachments:** 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Categories:** Boya

Good morning Boya,

In terms of creating the new position, please go ahead in accordance with the attached approved ERVM submission. The TEM position which has been identified to be abolished is 756546 which will require AC Smith's approval.

Apologies for the day.

Sam

### Sam Anstee

Principal Advisor



QFES Service Alignment Unit and  
Safe Crewing Task Force  
Queensland Fire and Emergency Services  
P (07) 3635 1709  
M [REDACTED]  
E [sam.anstee@qfes.qld.gov.au](mailto:sam.anstee@qfes.qld.gov.au)  
W [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

---

**From:** QFES Human Resource (PSBA) <QFESHumanResource@psba.qld.gov.au>  
**Sent:** Thursday, 16 July 2020 10:27 AM  
**To:** Sam Anstee <Sam.Anstee@qfes.qld.gov.au>  
**Subject:** RE: Update

Hi Sam

Any updates in relation to the position number being identified for the creation of Executive Manager State Air Ops?

The EOI selection process has been finalised/approved and they are ready to offer the temp relieving starting next Monday

Thanks

Regards

### Boya Yeh

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

Classified as OFFICIAL

---

**From:** Sam Anstee <[Sam.Anstee@qfes.qld.gov.au](mailto:Sam.Anstee@qfes.qld.gov.au)>  
**Sent:** Friday, 10 July 2020 2:16 PM

To: Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>

Subject: Update

Not sure I'll be back to you today regarding the position number.

Conversations are still ongoing regarding the use of TEM FTE. As soon as a decision is made, you'll be the first to know.

Cheers,

Sam

**Sam Anstee**

Principal Advisor



QFES Service Alignment Unit and  
Safe Crewing Task Force  
Queensland Fire and Emergency Services

P (07) 3635 1709

M Contrary to the public interest

E [sam.anstee@qfes.qld.gov.au](mailto:sam.anstee@qfes.qld.gov.au)

W [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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Page 3 of 4



# Form

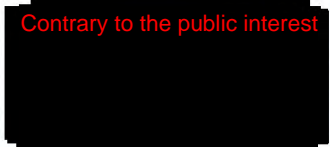
Effective Date: 19/05/2020

Registration No.:

573

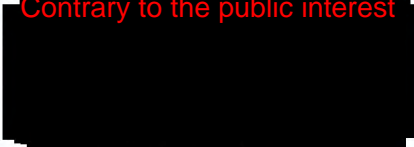
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



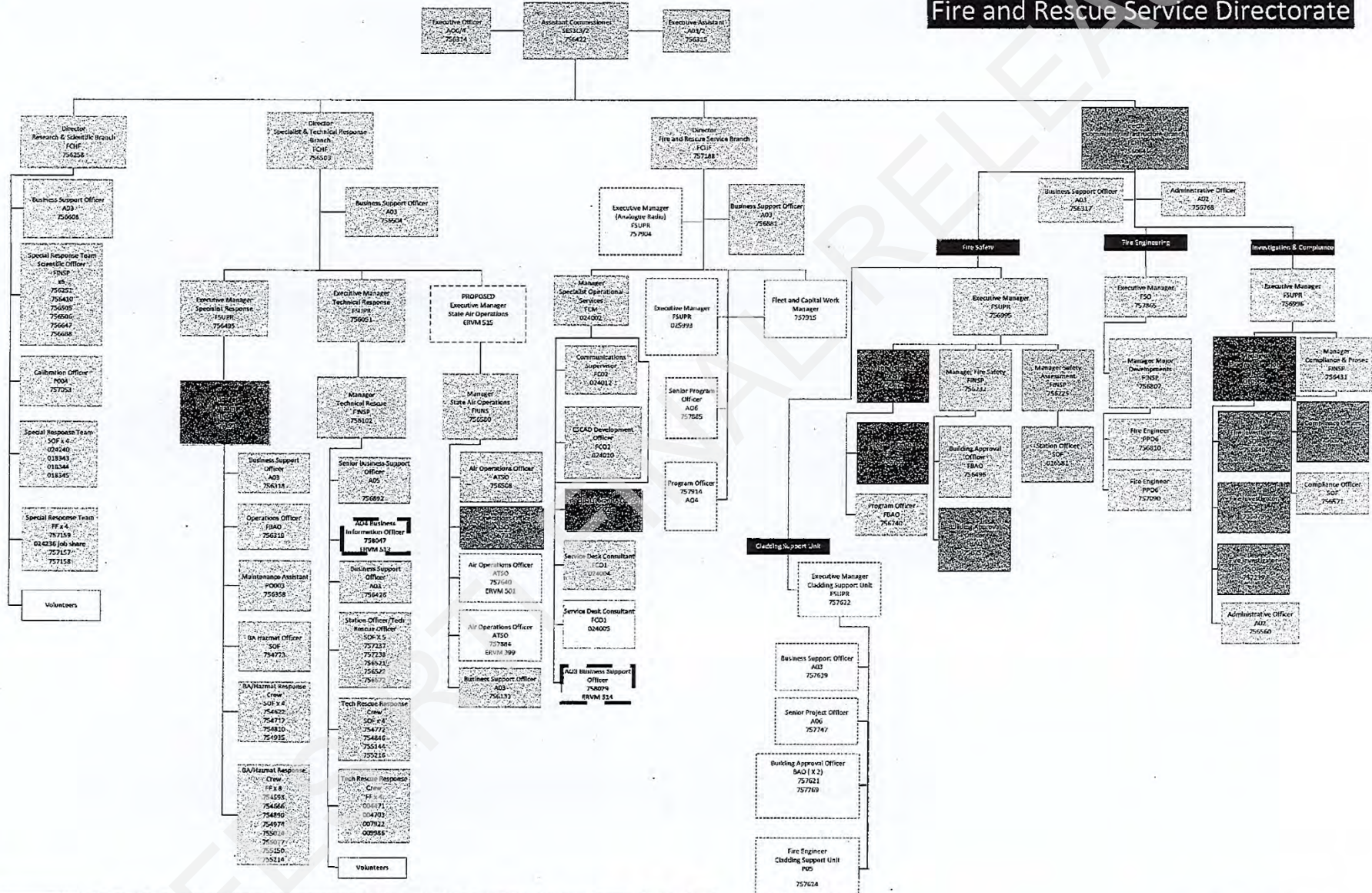
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Page 4 of 4



# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
--	------------------------------	-------------------	---------------------------------	-----------------------------	------------------	--------------

Last Updated 22/06/2020



## Wanda Kropp

---

**From:** Jasmine Siggs (QFES)  
**Sent:** Thursday, 20 August 2020 2:27 PM  
**To:** QFES Human Resource (PSBA)  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** a 2020-06 ERVMs for SABC Consideration - ADC SCS Comments.pdf; b 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; c 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; d 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; e FRS Directorate Version 19.pdf

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hello Boya

FYI

Jasmine

### [Jasmine Siggs](#)

Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or 

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Thursday, 20 August 2020 2:21 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

---

**From:** Carolyn Coletti

**Sent:** Wednesday, 12 August 2020 11:55 AM

**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>

**Cc:** Andrew Alcock (PSBA) <Andrew.Alcock@psba.qld.gov.au>; Anna Nguyen (PSBA) <Anna.Nguyen@psba.qld.gov.au>; Melissa Biddle (PSBA) <Melissa.Biddle@psba.qld.gov.au>

**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions

**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer  
Executive, Ministerial and Corporate Services Directorate  
Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130  
GPO Box 1425, Brisbane, QLD 4001

## Establishment, Resourcing and Vacancy Management submissions for Strategy and Budget Committee Review

The following Establishment, Resourcing and Vacancy Management (ERVM) submissions were reviewed and approved by the ERVM Committee on 25 June 2020. Submitted for consideration and potential allocation of budget by the Strategy and Budget Committee.

ID #	Position Title	Region/Directorate	ERVM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit, Fire and Rescue Branch <span style="color: red;">Contrary to the public interest</span>	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available.  Note: FTE will be allocated from TEM FTE when available - nil funding to come with FTE from TEM.  Cost: FRS Superintendent - \$190,736 pa.

*Approve positions but need to fill from within if positions aren't exempt from PC rules. ie no external advertising.*



**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number		Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: **Contrary to the public interest**

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

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Registration No.:

571

## 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate  
22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

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

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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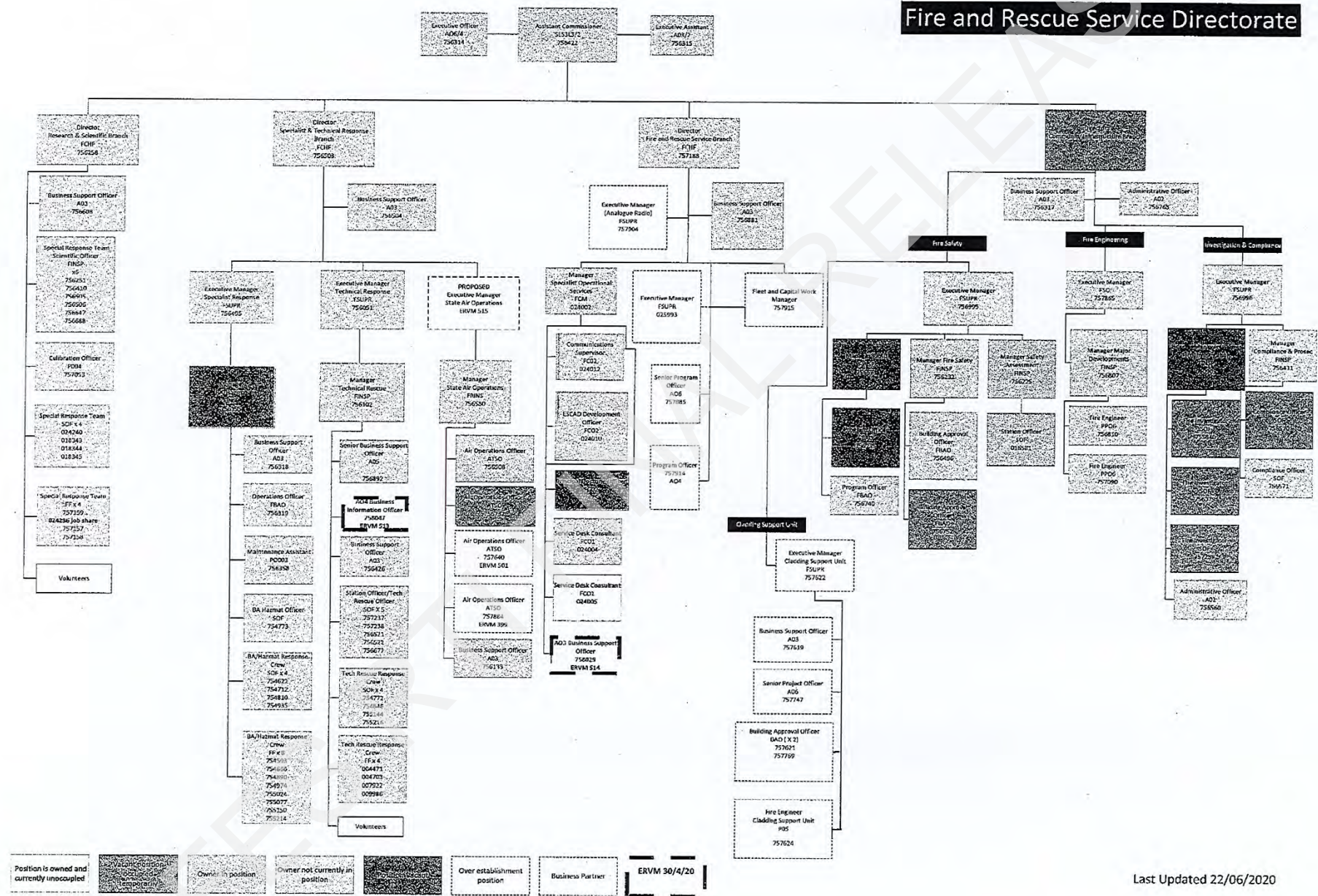
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



Last Updated 22/06/2020



# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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**Form**

Effective Date: 19/05/2020

Registration No.:

572

**Employee Details**

Name	[Redacted]		
Employee Number	[Redacted]	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

**Contact Officer:** Martin Gibson  
(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** [Redacted]

**Reason for Request/Impact if not approved**

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

**Currently, the activities of the RPAS integration Officer are:**

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

**Future role requirements are fulfilled in Two categories:**

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

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572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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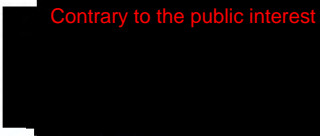
Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

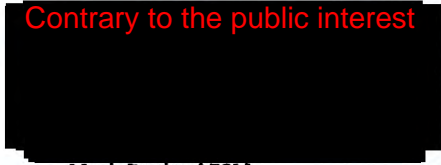
572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



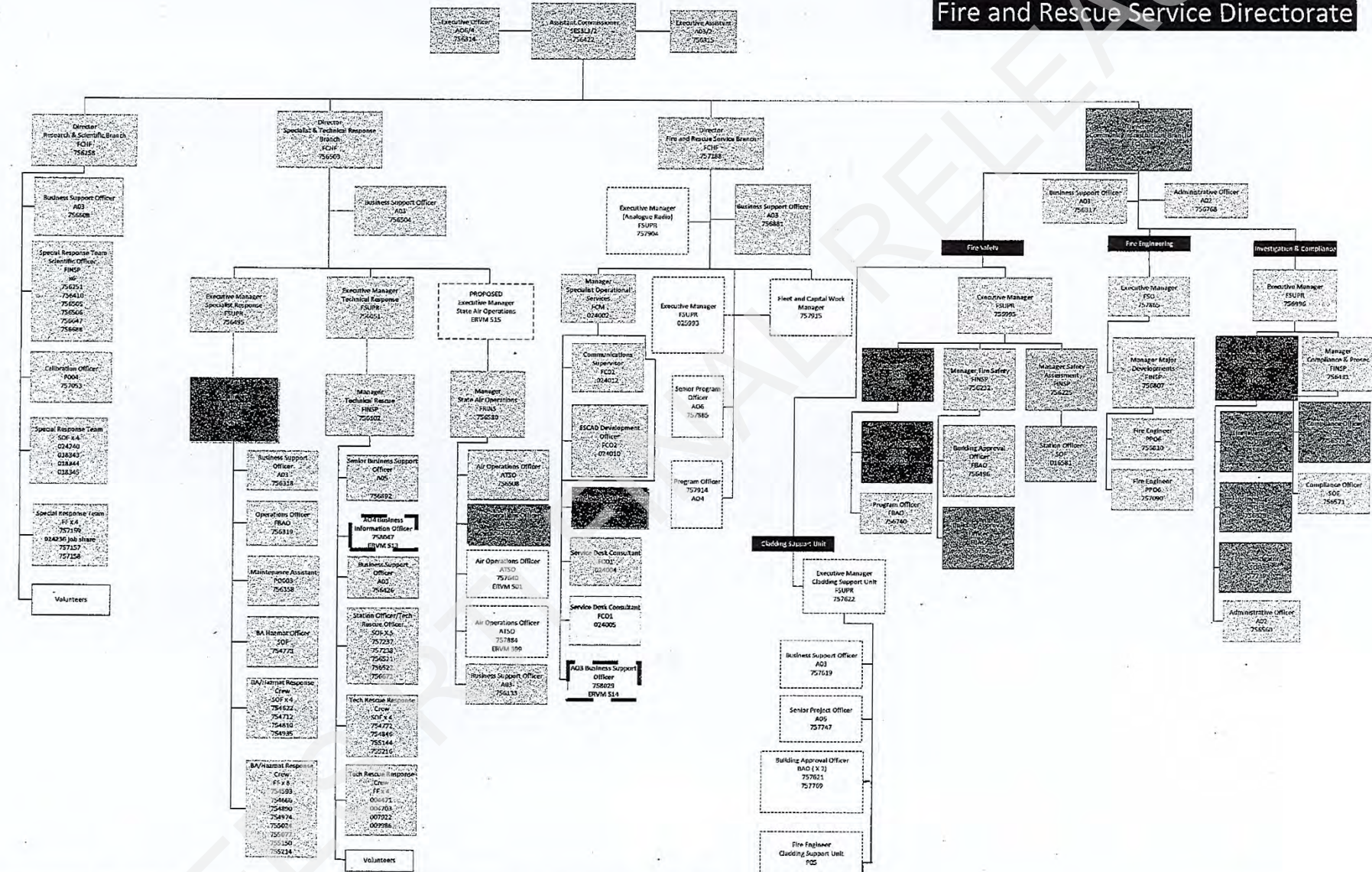
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# Fire and Rescue Service Directorate



Last Updated 22/06/2020

**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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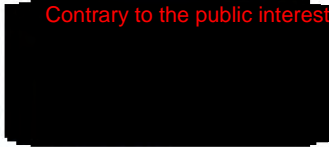
Effective Date: 19/05/2020

Registration No.:

573

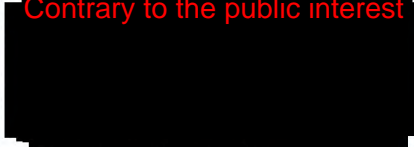
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



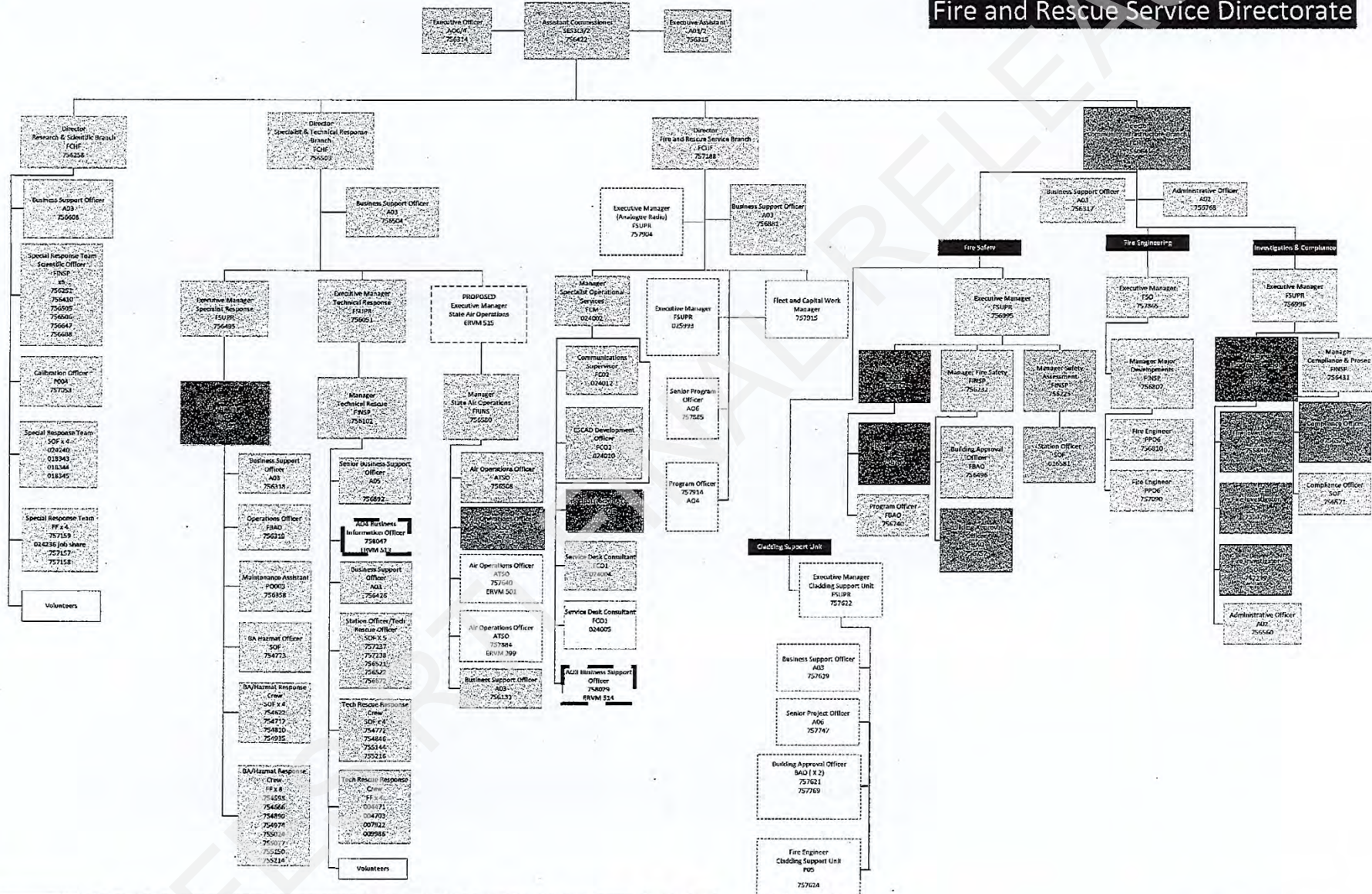
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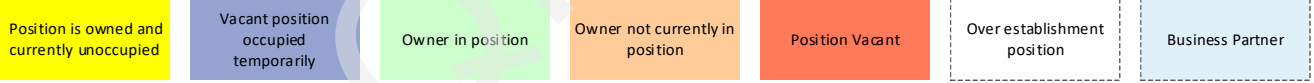
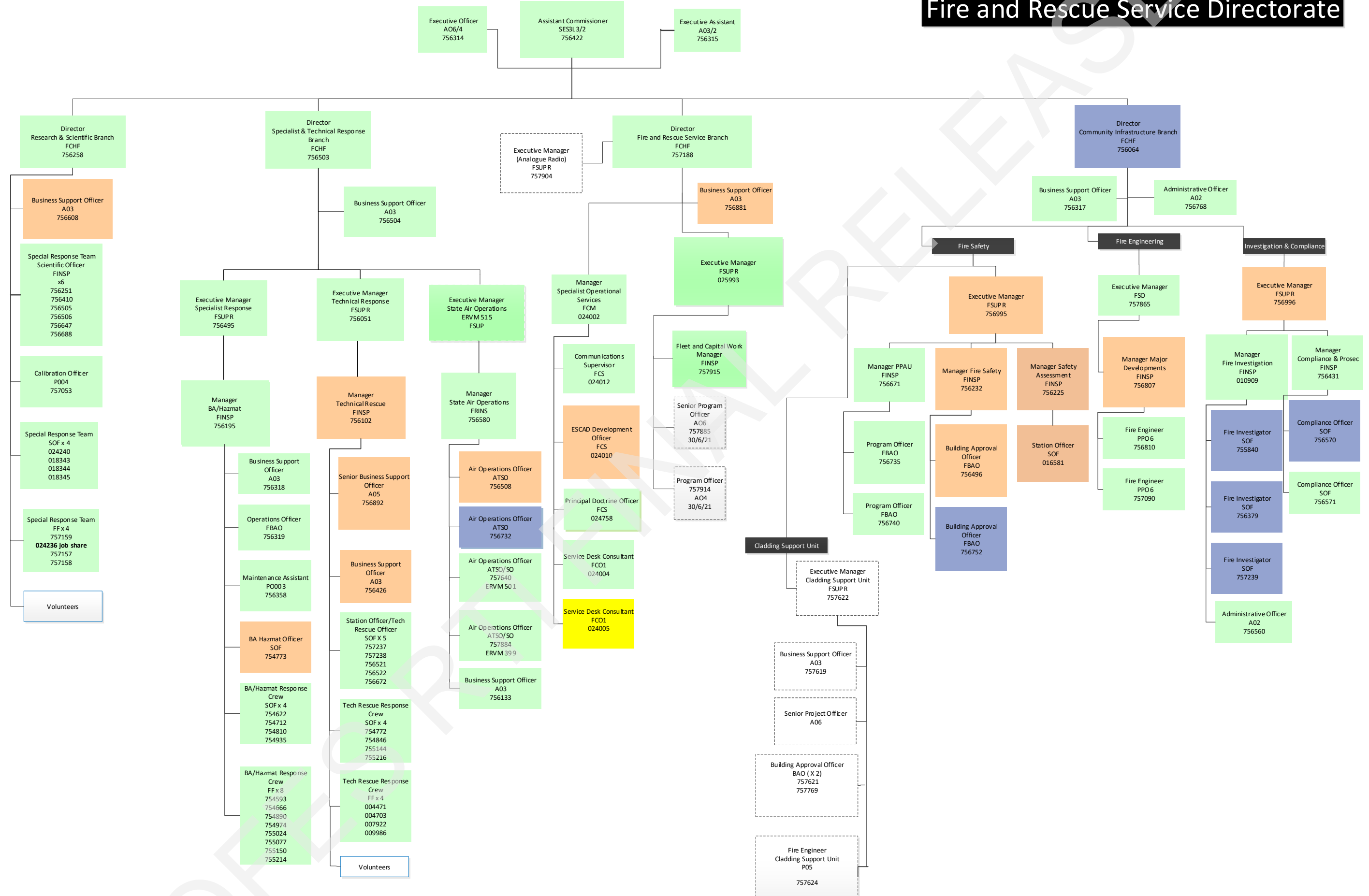
# Fire and Rescue Service Directorate



Position owned and currently unoccupied
Owner in position
Owner not currently in position
Over establishment position
Business Partner
ERMV 30/4/20

Last Updated 22/06/2020

# Fire and Rescue Service Directorate



Last Updated 14/07/2020

## Wanda Kropp

---

**From:** donotreply.aurion@dsiti.qld.gov.au  
**Sent:** Friday, 28 August 2020 11:18 AM  
**To:** Boya Yeh (PSBA)  
**Subject:** \*Do Not Reply\* Position Created: 758159 - Exec Mngr

**Categories:** Boya

Dear HR Consultancy

The following position has been created:

Position Number: 758159  
Position Title: Exec Mngr

Reason: 'No Reason Provided'

Regards,

CR-QSS-Establishment

**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

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Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.:

573

*Approved pending position*

Contrary to the public interest  
[Redacted]

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

Contrary to the public interest  
[Redacted]

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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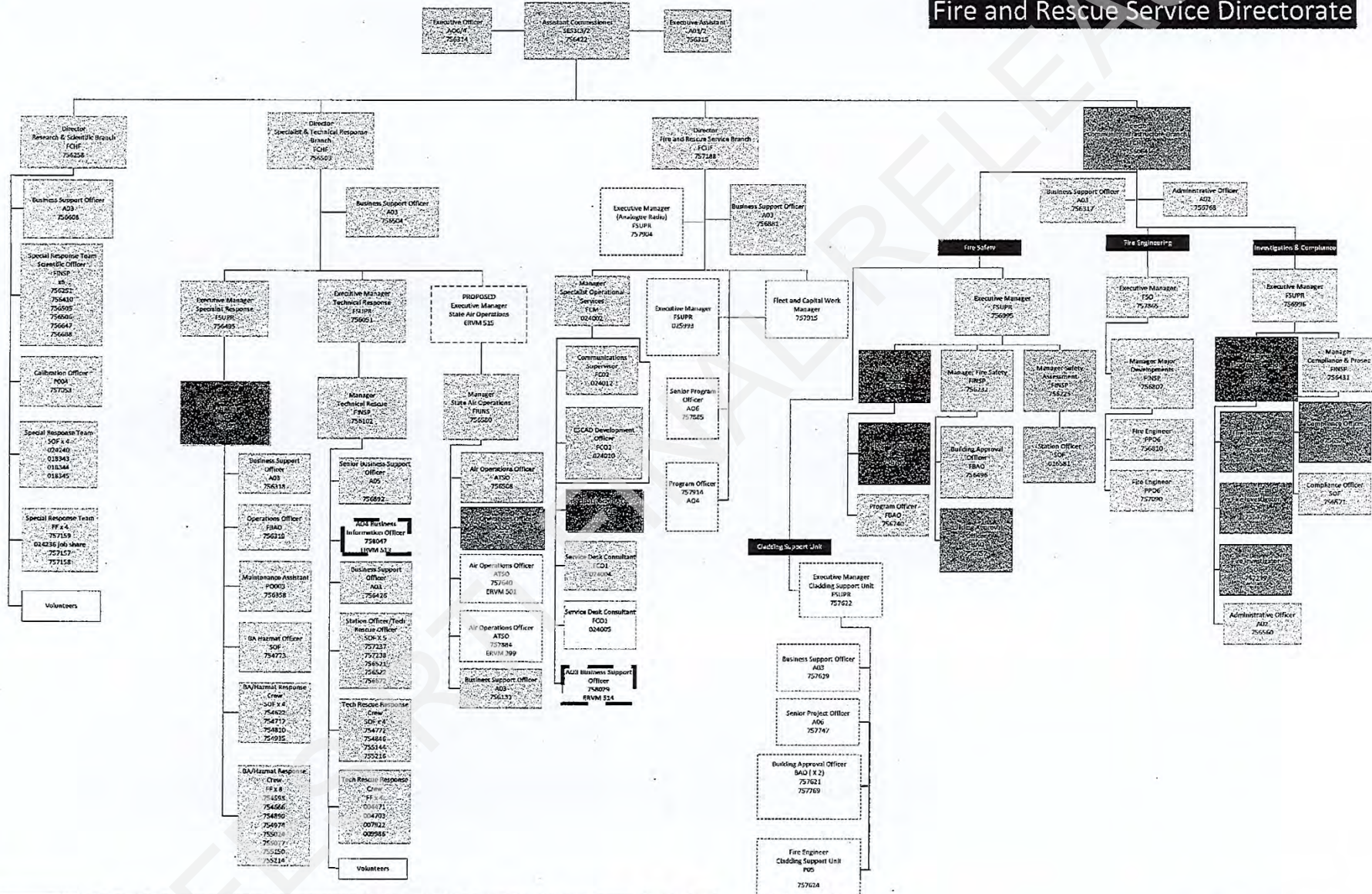
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied

Position is currently vacant

Owner in position

Owner not currently in position

Over establishment position

Business Partner

ERVM 30/4/20

Last Updated 22/06/2020

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- X 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- x Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	Multiple		
Position No.	Various	Classification	Various (see below)
Have multiple classifications been considered?	Yes / No	No	
Date effective	1 July 2021	End Date (temporary positions only)	
Branch/ Unit	SOCB	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	EMCC	Location	Kedron
Functional Reports to	Various	Reports To	Various
Cost Centre	Various	Funding Source *	SABC and BAU salaries

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



**Form**

Effective Date: 19/05/2020

**941**

Registration No.:

**Employee Details**

<b>Name</b>	Multiple		
<b>Employee Number</b>	Various	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	01/07/2021	<b>Proposed End Date (if Applicable)</b>	N/A

**Contact Officer: Rob Boniwell****Contact Phone: 0427 516 172***(This must be a Manager, Supervisor or HR Representative)***Reason for Request/Impact if not approved****Background**

In August 2020 the ERVMC approved and supported a staffing model to place in-establishment (INES) positions from TEM and QFES People (formally HCM) within the State Operational Coordination Branch (SOCB). Additionally, several over-establishment positions (OVER) were also approved on the understanding that once full-time equivalent (FTE) positions become available they would become INES within SOCB.

The funding model to support this initiative was approved by the Strategy and Budget Committee (SABC) in January 2021 on the understanding this funding would be ongoing and recurring.

A temporary extended roster arrangement was approved by the Commissioner in January 2021 to facilitate state operational control and coordination throughout the severe weather season.

This submission now seeks approval from the ERVMC to continue the extended roster (on day work), as an operational imperative for the upcoming bushfire season, through the placement of remaining and previously approved and vacant INES staff from the Service Alignment Unit (SAU) to SOCB from 1 July onward. This ongoing extended roster will commence as of 1 July 2021 indefinitely until such time as the outcomes of the QFES Review determine any future changes and ensure SOC stabilisation and incident capability development.

The positions will be placed in two teams with distinct functions and service reporting lines maintained. The roster for low tempo operations will be filled from these two teams and supplemented from across organisation as operational risk and tempo increases.

The previously approved permanent in establishment positions are as follows:

Position	From	To
Superintendent Fire and Rescue	QFES People	Deputy State Coordinator ( <b>already transferred and placed – BEL</b> )
Superintendent Rural Fire	TEM Redeployed	Deputy State Coordinator (to be recruited)
SES AO8 – Executive Manager	TEM Redeployed	Strategic Operational Planning (advertised)
SES AO6 – SOCO	TEM Redeployed	IM Capability Development (to be recruited)
RFS – ATSO (RO2)	TEM Redeployed	IM Capability Development (to be recruited)

The previously approved temporary OVER staff are as follows:

Position	From	To
AO6 Senior Program Officer	OVER	Strategic Operational Planning (IM and DM)
AO5 Program Officer x 2	OVER	IM Capability Development and Future C2i – C6i
AO5 Program Officer	OVER	External Review – Analysis and Assessment
AO5 Program Officer	OVER	External Review – Implementation
SES AO5 – OCO	OVER	IM Readiness (to be recruited)
RFS – BTSO (RO1)	OVER	IM Readiness (to be recruited)

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The approval of the ongoing extended roster will enable investment into the following three (3) key areas of work:

### **C3 IM Strategy**

Developing the future Concept of Operations, standards and doctrine artefacts and introduction of prescribed, relevant and robust development frameworks incorporating training, mentoring, exercising and competency maintenance.

### **IM Capability Development**

Establishing a robust and purposeful system of action that supports QFES to have the right people, with the right training and resources, in the right place at the right time. This involves assessment and analysis of the existing IM capability elements juxtaposed the intended future state and applying the necessary investment model to support that intent.

### **IM Stabilisation and Readiness**

A clear focus on the 2021 bushfire and severe weather preparedness activities such as capability and capacity building in the SOC operating environment, building SOC – ROC relationships, IM functional training, exercising, testing operational plans and IM systems, such as OCS and COP.

### **SOC Roster**

A SOC staffing escalation model has been developed that affords minimum crewing levels for Tier One (1) situations, with provision for additional staff to be rostered according to the level of operational risk and tempo. Tier 1 staffing will be sourced from SOCB staff working on a predetermined day work shift pattern as has been the case since February 2021. The model ensures all IM functions are monitored and managed, 24 hours a day, 7 days per week.

### **Reporting Lines**

To facilitate these placements, minor changes to reporting lines will be instigated. In doing so, it is recognised that no Fire and Rescue reporting line alterations are likely to cause any industrial body concerns or lodgement of dispute. The only change of note is the alteration of FRS Inspector (SOC Manager) from reporting to FRS Superintendent State Operational Coordination to FRS Superintendent Deputy State Coordinator, and the alteration of FRS Inspector (PRU) from FRS Chief Superintendent to FRS Superintendent Deputy State Coordinator. *Attachment B* illustrates these changes and represents this submission's preferred model. An alternative model is offered in *Attachment C* with no reporting line changes, other than those represented by the additionally placed positions. This is not the preferred option.

In addition, to support the effectiveness of SOCB and provide essential support to other EMCC branches, it is necessary to alter the following public servant reporting lines as follows:

- Manager Exercise Coordination (AO7) and 2 x senior program officers (AO6) to change direct report from Director SOCB (FRS Chief Superintendent) to Executive Manager State Operational Coordination (FRS Superintendent).
- Administrative Officer (AO2) to change direct report from SOC Manager (FINSP) to Director SOCB (FRS Chief Superintendent).
- Administrative Officer (AO2) to change from Director SOCB (FRS Chief Superintendent) to Director Community Resilience and Risk Mitigation (CRRM).
- Administrative Officer (AO2) to change from Executive Manager State Operational Coordination (FRS Superintendent) to Director Community Capability and Volunteerism (CCV).

All these proposed changes have been discussed with the impacted owners/occupiers of the positions as part of best practice organisational change management, engagement and consultation processes. Additionally, the public service representative body, Together Queensland, has also been consulted regarding the reporting line changes.



# Form

Effective Date: 19/05/2020

941

Registration No.:

## Intelligence Services Unit

This submission also seeks approval to amend the establishment of the Intelligence Services Unit reporting lines that were previously approved by this committee. Due to ongoing consultation with Unions over the Predictive Services positions, the decision to amend the establishment will provide the opportunity to finalise, create and advertise two of the four roles previously established within the unit. The roles have as previously provided CBRC approved funding and Public Service Commission approval to recruit.

In the proposed structure options, the Intelligence Services unit is to be established within the State Operational Coordination Branch (SOCB) as a separate unit. This unit would now only consist of just these two roles, being the AO8 Executive Manage Intelligence Services position 758337, which will report to the Director SOCB (757240) and the AO6 Senior Advisor – Intelligence Services, position 758338, who will report to the AO8 Executive Manager within the established Intelligence Service unit.

As a result, it would leave the other two existing CBRC funded positions (758339 and 758340) remaining as previously approved, within the Predictive Services Unit, which will now return reporting directly to the Director CRRM (757591).

### Recommendation:

That ERVMC support the minor reporting line alterations, structure to enable such alterations, establishment of the Intelligence Services Unit within SOCB and the continuation of the previously approved FTE allocation to SOCB, noting SABC funding has also been previously approved.

## HR comments

ERVM#595 approved 4 TEM + 1 HCM FTE be redeployed to SOC establishment – 2 completed (FRS Supt EM SOC PN757187 and SES AO8 EM Strategic Operational Planning PN758328), 3 yet to be re-allocated (1x RFS Supt, 1xSSS SOCO, 1xRFS ATSO).

ERVM#595 also approved 8 new temp roles to be created (1xAO6, 4xAO5, 1xBTSO, 1xOCO, 1xAO3). None has been created.

SOC Extended Roster - 7 temporary positions (1x RFS Supt, 3xAO7, 3xAO5) have been created 1 February 2021 and extended to 30 June 2021. These will cease as of 30/06/2021.

**HR Business Partner** Boya Yeh 18/06/2021

## Finance Comments

### For position and establishment requests only

Funding availability confirmed Yes / ~~No~~

Request requires Strategy and Budget Committee funding approval ~~Yes~~ / No

Comments:

The funding sources for the requested positions as part of the SOC Staffing Model and overall SOCB organisational realignment is as follows:

Position	From
Superintendent Fire and Rescue	QFES People – funding confirmed
Superintendent Rural Fire	Funded through SABC approved SOC Staffing Model
SES AO8 – Executive Manager	TEM Redeployed – funding confirmed
SES AO6 – SOCO	TEM Redeployed – funding confirmed
RFS – ATSO (RO2)	TEM Redeployed – funding confirmed



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Position	From
AO6 Senior Program Officer	Funded through SABC approved SOC Staffing Model
AO5 Program Officer x 2	Funded through SABC approved SOC Staffing Model
AO5 Program Officer	Funded through SABC approved SOC Staffing Model
AO5 Program Officer	Funded through SABC approved SOC Staffing Model
SES AO5 – OCO	Funded through SABC approved SOC Staffing Model
RFS – BTSO (RO1)	Funded through SABC approved SOC Staffing Model

Position	From
AO8 Executive Manager Intelligence Services	Funded through CBRC ATM 81481
AO6 Senior Advisor	Funded through CBRC ATM 81481

- The SOC staffing model has approved funding for \$1.004M for 2021/22FY – noting that the positions have not yet been created so funding to be allocated once position numbers are provided.
- The Intelligence positions (as per CBRC ATM 81481) are in-established, ongoing positions within the QFES establishment – noting position numbers have not yet been created so funding to be allocated once position numbers are provided.
- The TEM redeployed positions are funded within the QFES establishment – noting that the positions have not yet been created so funding to be allocated once position numbers are provided.

Funding is confirmed for 01/07/2021 to 31/12/2021.

A/Senior Finance Officer: Shane Rowland McInnes

09/06/2021

**Endorsed / Not Endorsed**

Joanne Greenfield  
Assistant Commissioner  
EMCC Directorate

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# Form

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Registration No.:

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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

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**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?



YES



No



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## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- X 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
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- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	Multiple		
Position No.	Various	Classification	Various (see below)
Have multiple classifications been considered?	Yes / No	No	
Date effective	1 July 2021	End Date (temporary positions only)	
Branch/ Unit	SOCB	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	EMCC	Location	Kedron
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Cost Centre	Various	Funding Source *	SABC and BAU salaries

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# Form

Effective Date: 19/05/2020

941

Registration No.:

## Employee Details

<b>Name</b>	Multiple		
<b>Employee Number</b>	Various	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	01/07/2021	<b>Proposed End Date (if Applicable)</b>	N/A

**Contact Officer: Rob Boniwell**  
 (This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** Contrary to the public interest

### Reason for Request/Impact if not approved

#### Background

In August 2020 the ERVMC approved and supported a staffing model to place in-establishment (INES) positions from TEM and QFES People (formally HCM) within the State Operational Coordination Branch (SOCB). Additionally, several over-establishment positions (OVER) were also approved on the understanding that once full-time equivalent (FTE) positions become available they would become INES within SOCB.

The funding model to support this initiative was approved by the Strategy and Budget Committee (SABC) in January 2021 on the understanding this funding would be ongoing and recurring.

A temporary extended roster arrangement was approved by the Commissioner in January 2021 to facilitate state operational control and coordination throughout the severe weather season.

This submission now seeks approval from the ERVMC to continue the extended roster (on day work), as an operational imperative for the upcoming bushfire season, through the placement of remaining and previously approved and vacant INES staff from the Service Alignment Unit (SAU) to SOCB from 1 July onward. This ongoing extended roster will commence as of 1 July 2021 indefinitely until such time as the outcomes of the QFES Review determine any future changes and ensure SOC stabilisation and incident capability development.

The positions will be placed in two teams with distinct functions and service reporting lines maintained. The roster for low tempo operations will be filled from these two teams and supplemented from across organisation as operational risk and tempo increases.

The previously approved permanent in establishment positions are as follows:

Position	From	To
Superintendent Fire and Rescue	QFES People	Deputy State Coordinator (already transferred and placed – BEL)
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The previously approved temporary OVER staff are as follows:

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AO5 Program Officer x 2	OVER	IM Capability Development and Future C2i – C6i
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The approval of the ongoing extended roster will enable investment into the following three (3) key areas of work:

### **C3 IM Strategy**

Developing the future Concept of Operations, standards and doctrine artefacts and introduction of prescribed, relevant and robust development frameworks incorporating training, mentoring, exercising and competency maintenance.

### **IM Capability Development**

Establishing a robust and purposeful system of action that supports QFES to have the right people, with the right training and resources, in the right place at the right time. This involves assessment and analysis of the existing IM capability elements juxtaposed the intended future state and applying the necessary investment model to support that intent.

### **IM Stabilisation and Readiness**

A clear focus on the 2021 bushfire and severe weather preparedness activities such as capability and capacity building in the SOC operating environment, building SOC – ROC relationships, IM functional training, exercising, testing operational plans and IM systems, such as OCS and COP.

### **SOC Roster**

A SOC staffing escalation model has been developed that affords minimum crewing levels for Tier One (1) situations, with provision for additional staff to be rostered according to the level of operational risk and tempo. Tier 1 staffing will be sourced from SOCB staff working on a predetermined day work shift pattern as has been the case since February 2021. The model ensures all IM functions are monitored and managed, 24 hours a day, 7 days per week.

### **Reporting Lines**

To facilitate these placements, minor changes to reporting lines will be instigated. In doing so, it is recognised that no Fire and Rescue reporting line alterations are likely to cause any industrial body concerns or lodgement of dispute. The only change of note is the alteration of FRS Inspector (SOC Manager) from reporting to FRS Superintendent State Operational Coordination to FRS Superintendent Deputy State Coordinator, and the alteration of FRS Inspector (PRU) from FRS Chief Superintendent to FRS Superintendent Deputy State Coordinator. *Attachment B* illustrates these changes and represents this submission's preferred model. An alternative model is offered in *Attachment C* with no reporting line changes, other than those represented by the additionally placed positions. This is not the preferred option.

In addition, to support the effectiveness of SOCB and provide essential support to other EMCC branches, it is necessary to alter the following public servant reporting lines as follows:

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- Administrative Officer (AO2) to change from Executive Manager State Operational Coordination (FRS Superintendent) to Director Community Capability and Volunteerism (CCV).

All these proposed changes have been discussed with the impacted owners/occupiers of the positions as part of best practice organisational change management, engagement and consultation processes.

Additionally, the public service representative body, Together Queensland, has also been consulted regarding the reporting line changes.



# Form

Effective Date: 19/05/2020

941

Registration No.:

### Intelligence Services Unit

This submission also seeks approval to amend the establishment of the Intelligence Services Unit reporting lines that were previously approved by this committee. Due to ongoing consultation with Unions over the Predictive Services positions, the decision to amend the establishment will provide the opportunity to finalise, create and advertise two of the four roles previously established within the unit. The roles have as previously provided CBRC approved funding and Public Service Commission approval to recruit.

In the proposed structure options, the Intelligence Services unit is to be established within the State Operational Coordination Branch (SOCB) as a separate unit. This unit would now only consist of just these two roles, being the AO8 Executive Manage Intelligence Services position 758337, which will report to the Director SOCB (757240) and the AO6 Senior Advisor – Intelligence Services, position 758338, who will report to the AO8 Executive Manager within the established Intelligence Service unit.

As a result, it would leave the other two existing CBRC funded positions (758339 and 758340) remaining as previously approved, within the Predictive Services Unit, which will now return reporting directly to the Director CRRM (757591).

### Recommendation:

That ERVMC support the minor reporting line alterations, structure to enable such alterations, establishment of the Intelligence Services Unit within SOCB and the continuation of the previously approved FTE allocation to SOCB, noting SABC funding has also been previously approved.

### HR comments

ERVM#595 approved 4 TEM + 1 HCM FTE be redeployed to SOC establishment – 2 completed (FRS Supt EM SOC PN757187 and SES AO8 EM Strategic Operational Planning PN758328), 3 yet to be re-allocated (1x RFS Supt, 1xSSS SOCO, 1xRFS ATSO).

ERVM#595 also approved 8 new temp roles to be created (1xAO6, 4xAO5, 1xBTSSO, 1xOCO, 1xAO3). None has been created.

SOC Extended Roster - 7 temporary positions (1x RFS Supt, 3xAO7, 3xAO5) have been created 1 February 2021 and extended to 30 June 2021. These will cease as of 30/06/2021.

**HR Business Partner** Boya Yeh 18/06/2021

### Finance Comments

#### For position and establishment requests only

Funding availability confirmed Yes / No

Request requires Strategy and Budget Committee funding approval Yes / No

Comments:

The funding sources for the requested positions as part of the SOC Staffing Model and overall SOCB organisational realignment is as follows:

Position	From
Superintendent Fire and Rescue	QFES People – funding confirmed
Superintendent Rural Fire	Funded through SABC approved SOC Staffing Model
SES AO8 – Executive Manager	TEM Redeployed – funding confirmed
SES AO6 – SOCO	TEM Redeployed – funding confirmed
RFS – ATSO (RO2)	TEM Redeployed – funding confirmed



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Page 4 of 6

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# Form

Effective Date: 19/05/2020

941

Registration No.:

Position	From
AO6 Senior Program Officer	Funded through SABC approved SOC Staffing Model
AO5 Program Officer x 2	Funded through SABC approved SOC Staffing Model
AO5 Program Officer	Funded through SABC approved SOC Staffing Model
AO5 Program Officer	Funded through SABC approved SOC Staffing Model
SES AO5 – OCO	Funded through SABC approved SOC Staffing Model
RFS – BTSO (RO1)	Funded through SABC approved SOC Staffing Model

Position	From
AO8 Executive Manager Intelligence Services	Funded through CBRC ATM 81481
AO6 Senior Advisor	Funded through CBRC ATM 81481

- The SOC staffing model has approved funding for \$1.004M for 2021/22FY – nothing that the positions have not yet been created so funding to be allocated once position numbers are provided.
- The Intelligence positions (as per CBRC ATM 81481) are in-established, ongoing positions within the QFES establishment – noting position numbers have not yet been created so funding to be allocated once position numbers are provided.
- The TEM redeployed positions are funded within the QFES establishment – noting that the positions have not yet been created so funding to be allocated once position numbers are provided.

Funding is confirmed for 01/07/2021 to 31/12/2021.

A/Senior Finance Officer: Shane Rowland McInnes

09/06/2021

**Endorsed / Not Endorsed**

Joanne Greenfield  
 Assistant Commissioner  
 EMCC Directorate  
 \_\_\_/\_\_\_/\_\_\_



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Page 5 of 6

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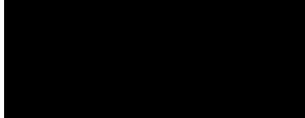
# Form

941

Effective Date: 19/05/2020

Registration No.:

Contrary to the public interest

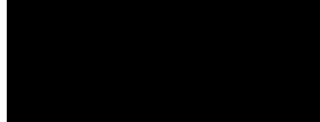


**Adam Stevenson**  
Acting Deputy Commissioner  
Chief Strategy Officer  
Strategy and Corporate Services

Approved / Not Approved

20/6/21

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

Approved / Not Approved

24/6/21

Contrary to the public interest



**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

24/6/2021

**Comments from ERVM:**

\* APPROVED ONLY UNTIL 26 NOVEMBER.

**ERVM Secretariat/PHRBP**

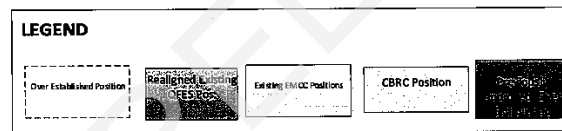
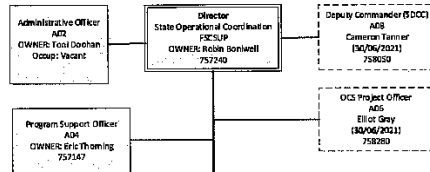
Does this decision enact a HCOM change?

YES  No

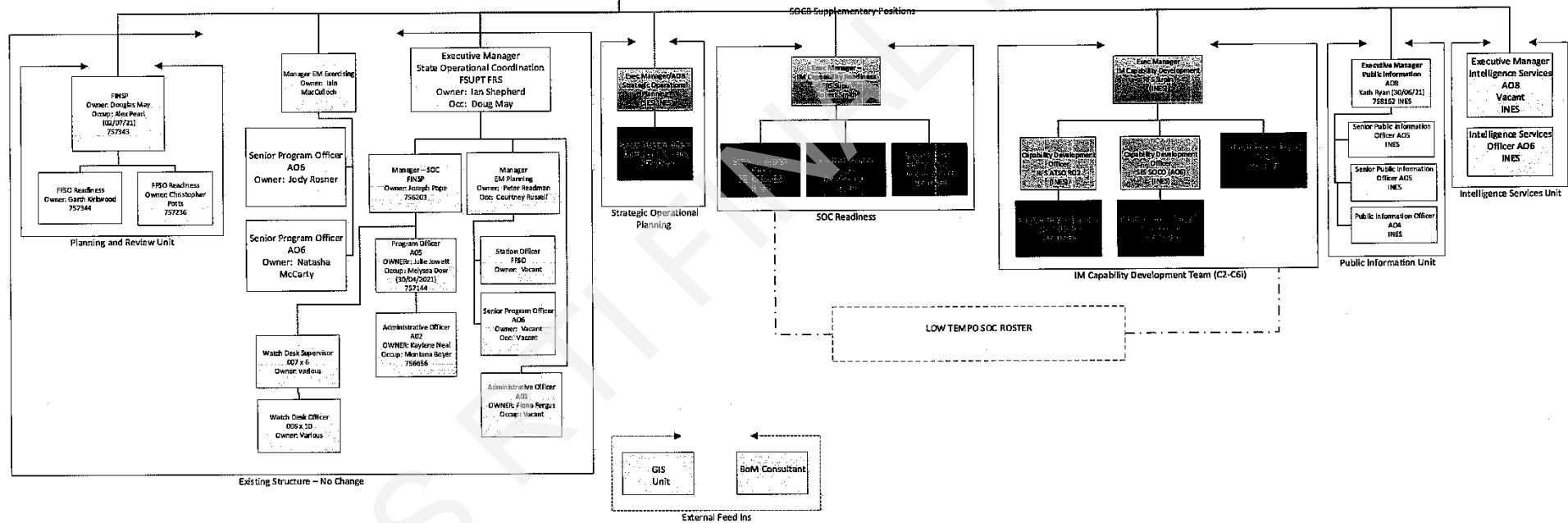




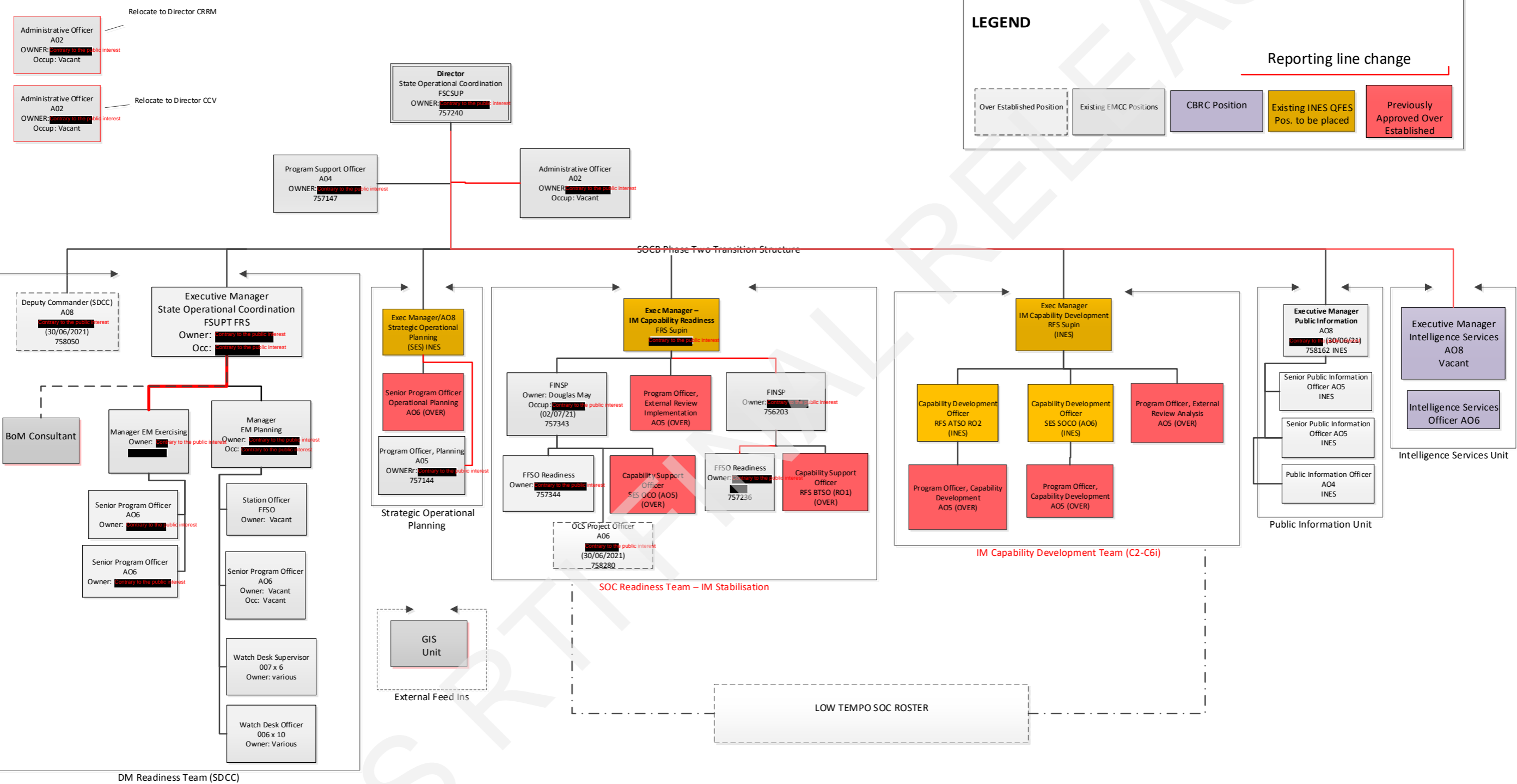
**Appendix B (Not preferred)**  
**State Operational Coordination Branch**



941

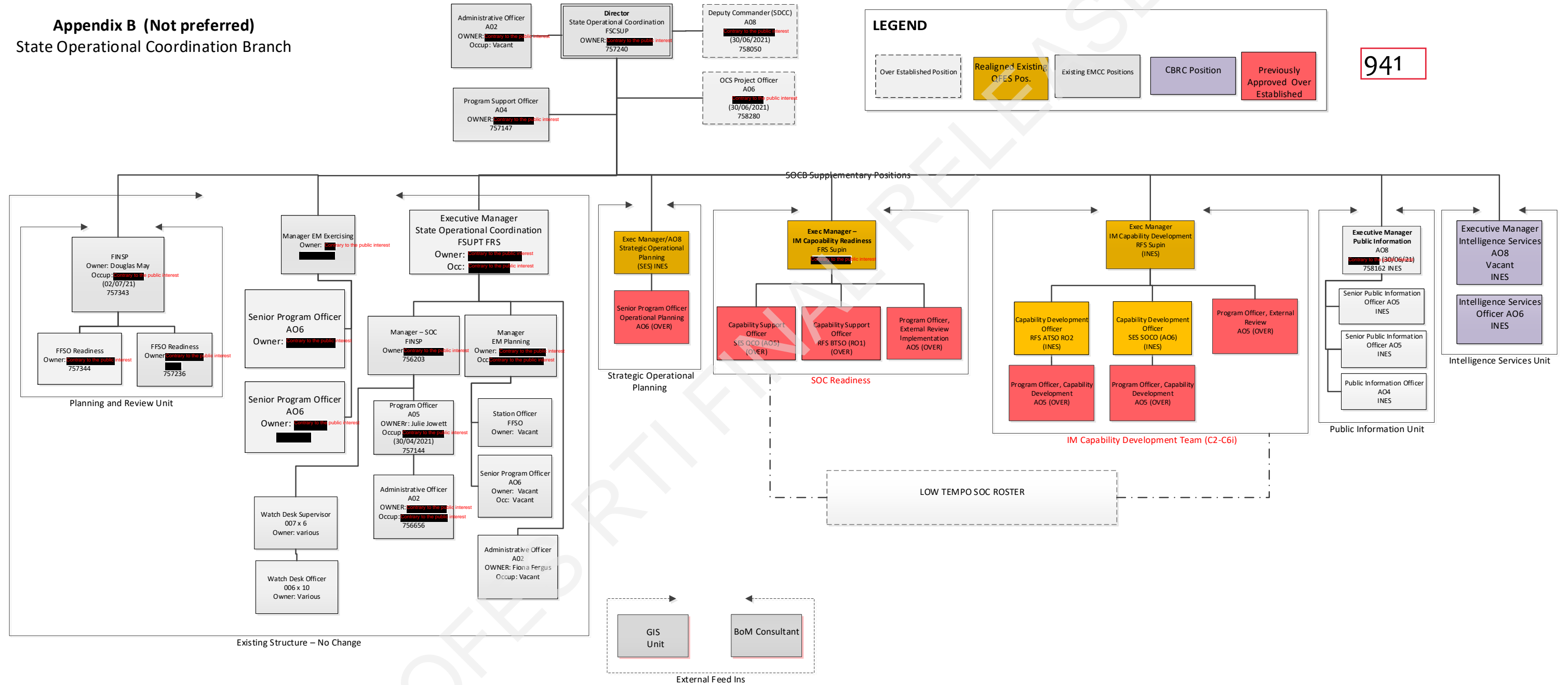


# Appendix A (preferred) State Operational Coordination Branch





**Appendix B (Not preferred)**  
**State Operational Coordination Branch**



## Attachment 1

# Amended Training and Emergency Management FTE Allocation

PRIORITY	FTE PLACEMENT		COMMENT
1	1 x SOF	<b>SFEST COMMERCIAL COORDINATION AND MOBILE PROPS</b> Cost Neutral – Revenue FTE Neutral	Position already redesignated
2	1 x PO6 1 X PO4	<b>HCM – FESSN</b> Cost Increase (\$286,863 recurring) FTE Neutral	Practice Manager & Psychologist Manage current and future risk
3	1 x SUPT 2 x ATSO	<b>AIR OPERATIONS</b> Cost Neutral (\$443,547 recurring) FTE Neutral	Increased capability to manage current and future risk
4	1 x AO8 1 x AO5	<b>HCM Systems</b> Cost Neutral (\$272,375 recurring) FTE Saving	Support all HCM Systems for QFES workforce – Nexus, Aurion, Time in Attendance etc <b>Will be funded through existing budget</b>
5	1 x AO7	<b>HCM WORKFORCE DEVELOPMENT</b> Cost Neutral (\$145,412 recurring) FTE Saving	Leadership/Coaching program management <b>Will be funded through existing budget</b>
6	3 x FF	<b>FRS REGION (NCR x 1)</b> <b>SAFETY EQUIPMENT</b> Cost Saving in OT backfill FTE Saving	Safety Equipment maintenance, compliance and risk
		<b>FRS REGIONS (SWR x 1, CR x 1)</b> <b>SAFETY EQUIPMENT</b> Cost Increase (\$219,644 recurring) FTE Neutral	Attrition based positions used for workforce planning. <b>Will be funded through existing Regional budget.</b>
7	*1 x INSP *1 x AO2	<b>RFS - SOUTH WESTERN REGION (Dalby Area Office)</b> Cost Increase (\$247,125 recurring)	New RFS Dalby Area office
8	2 x SUPT	<b>FRS – ZONE COMMANDERS (NR &amp; SWR)</b> Cost Increase – (\$374,738 recurring) FTE Neutral	State anomaly Will be funded through existing Regional budget.
9	1 X AO8 (SES) 1 x SOCO (AO6) *1 x SUPT (RFS) 1 x ATSO	<b>EMCC - SOC</b> Cost Increase FTE Neutral	Increased SOC capability. SOC review currently underway, however these ranks are what has been proposed. * FTE classifications have not yet been finalised and therefore a <b>separate business case will be submitted by EMCC regarding budget allocation.</b>
10	1 x SUPT 1 X INSP	<b>FRS Directorate, FRS Branch</b> Cost Neutral (\$360,325 recurring) FTE Saving	
11	*3 x FF	<b>*FRS South Western Region, Warwick</b>	QFES Commitment

Total FTE = 25 Total Cost: **\$579,969**



- \* Create as new positions to maintain the number of FRS FTE prior to the TEM Unit's closure.
- \* These three (3) positions to be created as temporary in the first instance. Once the total additional positions for Warwick have been provided to QFES, the three temporary positions should be converted to permanent.

QFES RTI FINAL RELEASE





# Executive Briefing Note



Requested by: Stephen Smith, Assistant Commissioner QFES People Directorate, SCS

Critical  Urgent  General

Briefing note for approval  Briefing note for information

MinCor #: 03623-2020

File #: QFS/15770

To: Greg Leach, Commissioner QFES

Subject: Allocation of Training and Emergency Management FTE

Date: 21/08/2020

## 1. Background

- On 29 June 2020, a number of recommendations were approved in relation to the HCM realignment (MECS Ref. 3656-2020).
- One of those recommendations related to the proposed allocation of Training and Emergency Management (TEM) FTE following the closure of the Unit earlier this year.
- These allocations had been carefully considered by the Establishment, Resource, and Vacancy Management Committee (ERVMC) to ensure key priority areas were addressed across Regions and State Directorates (Refer to **Attachment 2** – Original TEM FTE Allocation).

## 2. Issues

- Since the approval of the TEM FTE allocations, several issues have been identified which requires a shift to the allocation and subsequent Commissioner approval prior to proceeding. These issues include:
  - the limitation of Fire and Rescue Service (FRS) FTE only being reallocated to FRS priority areas (i.e. TEM had 11 FRS positions prior to closure and eight were estimated being reallocated to FRS priorities); and
  - one considered public service position was in fact temporary, not permanent and therefore is unable to be reallocated.
- To mitigate any industrial impacts, the allocation strategy has been adjusted to ensure there is no reduction to the total number of FRS FTE, and yet continue to place resources in priority areas.
- It is proposed to allocate the three remaining FRS positions to the Warwick FRS Station to fulfil in-part, the QFES commitment to transition the staffing model to a 24 hours station with auxiliary support from a seven-day daywork station.
- It should be noted, that QFES is currently seeking additional FTE through other avenues to enhance FRS Stations, which Warwick FRS Station is included.
- It would be accepted that when an outcome is known from the other avenue, three of the FTE originally intended for Warwick, would be immediately redistributed to the priority areas highlighted in **Attachment 1**, to enable the non-FRS positions to be realised.
- This means that in the interim, three positions in non-FRS priority areas would be created as temporary and be approved to fill (in accordance with whole-of-government recruitment freeze requirements) with the intent of being converted to permanent when FTE positions are secured for Warwick.

- The updated list provides solutions for the following areas:
  - **Fire and Emergency Services Support Network (FESSN)** to manage the organisational risk associated with the current workload and the lack of capacity to focus on the development of proactive training around mental health;
  - **Human Capital Management (HCM) Systems** to embed a significant high-risk payroll solution;
  - **State Operations Centre (SOC)** to increase capability to support a permanent roster model;
  - **QFES Leadership** to build consistent and sustainable support arrangements for the QFES Leadership Framework in accordance with the *QFES Strategic Plan 2019-2023*;
  - **FRS Directorate** to embed permanent FRS Branch resources into a state strategy approach consistent with that of Rural Fire Services (RFS) and State Emergency Services (SES);
  - **FRS Safety Equipment and maintenance** to manage regional compliance and risk in North Coast Region, South Western Region (SWR) and Central Region;
  - **Consistent FRS Zones (SWR and Northern Region)** to allow a consistent zone methodology across the state supporting a place-based approach; and
  - **RFS Area Office at Dalby, SWR** to commence the establishment of a new Area Office.

### 3. Consultation

- Consultation has occurred with Mike Wassing, Deputy Commissioner, Emergency Management, Volunteerism and Community Resilience on 24 August 2020; and Mark Roche, Deputy Commissioner, Readiness and Response Services on 21 August 2020 who concur with the contents of this brief and its attachment/s.
- Consultation has also occurred with the ERVMC of which all three Deputy Commissioners are members who concur with the contents of this brief and its attachment/s.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019* been considered?

- N/A

### 8. Funding

- The permanent TEM FTE are unfunded positions, as they were traditionally self-funded by revenue, which is no longer the case.
- \$579,969 p.a. in recurrent funding is required for some new positions individually identified in Attachment 1.
- It should be noted that several of these positions have been long-term temporary positions and funding will be absorbed through business as usual budgets and offsets.
- Additionally, the placement of an FTE in North Coast Region for Safety Equipment will create an overtime saving of approximately \$136,992 p.a.
- Furthermore, the Emergency Management and Community Capability (EMCC) Directorate – State Operations Centre model FTE classifications have not yet been finalised and therefore a separate business case will be submitted by EMCC regarding budget allocation.

**9. Recommendation**

That you approve the revised allocation of TEM FTE to priority areas across QFES as outlined in **Attachment 1** and associated recurring budget.



Signed

Adam Stevenson

**A/DEPUTY COMMISSIONER  
STRATEGY AND CORPORATE SERVICES DIVISION**

Greg Leach

**COMMISSIONER**

**21 / 08 / 2020**

**2 / 09 / 2020**

Noted / **Approved** / Not Approved

Comments:

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QFES RTI FINAL RELEASE



30/10/17

## Executive Briefing Note

**Requested by:** Andrew Short, Assistant Commissioner, Human Capital Management (HCM)

**Critical**

**Urgent**

**General**

Ref: 03679-2017

**Briefing note for approval**

**Briefing note for information**

**To:** Commissioner, Queensland Fire and Emergency Services (QFES)

**Subject:** Approval of new permanent positions for QFES as a result of capability realignment **Date:** 29/05/2017

### 1. Background

- QFES was created as a Department on 1 November 2013, bringing together a range of service delivery entities previously managed within the former Department of Community Safety.
- In 2015, an independent review of the Public Service Business Agency (PSBA) was undertaken by the Public Service Commission. This resulted in a number of functions being transitioned from the PSBA to QFES.
- In addition, a review of the fiscal sustainability of QFES was commissioned to ensure that its capability was being delivered in a most efficient and effective manner.
- As a result of these reviews, changes were required by QFES to re-align its structure with the capability it must deliver to the Queensland community.

### 2. Issues

- Under the theme of 'Building on our Past – Creating our Future', QFES has identified four capability groupings:
  1. Service delivery under the mandated elements of prevention, preparedness, response and recovery delivered through the frontline entities of the Fire and Rescue Service, the State Emergency Service and the Rural Fire Service supported by an overarching philosophy of emergency management;
  2. Strategic support;
  3. Operational support to service delivery; and
  4. Business support to service delivery.
- With a range of functions reallocated from PSBA, QFES has established directorates for Human Capital Management; Strategy, Systems, Standards and Performance; and Executive, Ministerial and Corporate Services. For the most part, the resources necessary for these new but critical support directorates have come from those previously allocated to PSBA or elsewhere in QFES.
- However, as part of the capability realignment process, a number of new capability requirements have been identified resulting in increased demand over and above current capacity. These new resourcing requirements have been agreed by the Executive Leadership Team (ELT), in principle at the meeting held on Sunday 30 October 2016 and through progressive refinements of the overall structure. **Attachment 1** provides full details of these positions and relevant Division they will be against.

Action Officer: Anita Sandeman

Area: Capability  
Realignment Project

Telephone: 0736351574

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- Further to this, following a reconciliation of QFES fulltime equivalent (FTE) positions in May 2017, a further submission was made to, and endorsed by, the Establishment Management Committee regarding eight additional new positions for the Human Capital Management Directorate to meet the demand and capability requirements of this new directorate.
- In total there are 20 new positions that were not previously part of QFES or PSBA organisational structures, have been identified for creation:

Director, Community Resilience and Risk Mitigation (SO)	Executive Manager Talent Development (AO8)
Principal Advisor Strategic Portfolio Management (AO7)	Coordinator Talent Development (AO4)
Executive Manager QFES System Information Management (AO8)	Executive Manager Human Capital Operations (AO8)
Principal Officer Capability Development (AO7/Inspector)	HCM Strategist (AO8)
Capability Development Manager (AO7/Inspector)	Principal Research Officer (AO7/Inspector)
QFES Grants Officer (AO6)	Coordinator Safety and Wellbeing (AO6/PO4)
Business Support Officer (AO3)	Senior Advisor Human Capital Operations (AO6)
Executive Manager Talent Acquisition (AO8)	Engagement Officer (AO5)
Senior Consultant, Talent Acquisition (AO6)	Advisor Human Capital Operations(AO5)
Injury Management Advisor (AO5)	Business Support Officer (AO3)

- The following over establishment (temporary) positions (Attachment 2 provides full details of these positions) have been identified and recommended by the ELT to become in establishment (permanent) positions, in recognition of the ongoing requirement for the capabilities and/or capacity these positions provide:

	No		No
Executive Manager (AO8)		Operational Support Officer (FRINS)	
Senior Strategy Officer (AO6)	2	Area Controller (AO6)	2
Business Support Officer (AO3)		Manager (FINSP)	
Manager Predictive Services (FINSP)		Director (FChief)	
Fire Behaviour Analyst (FRINS)		Operational Liaison Officer (AO6)	
Station Officer (SOF)	3	Consultant – Talent Acquisition (AO5)	
Volunteer Portal Business Analyst (AO6)		Coordinator – Talent Acquisition (AO4)	
QFES Sponsorship Relationship Officer (AO6)		Talent Acquisition Officer (AO3)	
Rural Fire Support Officer (FRM01)	7	Principal Advisor – Talent Development (AO7)	
Bushfire Safety Officer (FRM02)		Operational Portfolio Officer (AO7)	
Business Support Officer (AO3)	3	Senior Program Officer (AO6)	3
Regional Support and Governance (AO6)		Principal Program Officer (AO7)	
Director (SO) (advertised)		Chief of Staff (AO8)	
Senior Project Officer Noggin (AO6)		Staff Officer (FINS)	



	No		No
Manager QFES Systems Information Management (AO7)		Executive Manager (A08) (to be created and offset by a current vacancy pending the owner remaining in higher duties)	
Principal Analyst (AO7)		Director (SO) (advertised)	2

- A full FTE reconciliation has been undertaken by the Capability Realignment Project Team in partnership with Human Capital Management and PSBA Workforce Strategy. This reconciliation has identified sufficient space under the Treasury Budget FTE to create these positions.
- QFES high-level organisational structure (**Attachment 3**) approved and released by the Commissioner in March 2017 has been cascaded into final division, branch and business unit structures that will be approved by the relevant Deputy Commissioner as per item 2.2 of the HR Delegations by early June 2017.

### 3. Consultation

- Consultation has occurred with the ELT; QFES Establishment Management Committee; Mr Shane Donovan, Acting General Manager, PSBA; Ms Josephine Maguire, Manager, PSBA Workforce Strategy; and Ms Donna Lawrence, PSBA Human Resources Consultancy who concur with the content of this brief and its attachments.
- Feedback from the General Manager PSBA HR is: Noting the growth in HCM, QFES and PSBA will work together, through the Workforce Subcommittee, to ensure the operating model and service delivery framework in place, managed through the Service Level Agreement, is not compromised.
- During consultation, issues regarding direct appointment of temporary employees were raised. The Deputy Commissioners agreed to minimise the use of direct appointments and that the application of the Public Service Directives for Temporary Employment (Directive no. 20/10) and Recruitment and Selection (Directive no. 15/13) will ensure a transparent and equitable processes across the department.

### 4. Funding

- Funding for these positions is included in the Treasury Budget FTE of 3253 as at 30 June 2017.
- Item 2.1 of the HR Delegations provides that only the Commissioner has delegated authority to approve changes to permanent establishment for all levels; item 2.2 of the HR Delegations provides that Level 1 (Chief Strategy Officer and Deputy Commissioners) have the delegated authority to approve organisational and staffing structures (including restructures).

### 5. If this brief includes a new policy; publication; report; initiative or is a change in a policy or publication; is this information suitable for release on the Right to Information Publication Scheme web pages?

- Not applicable.

**6. Recommendation**

- That you:
  - approve the creation of the 20 new permanent fulltime positions as per Attachment 1;
  - approve the creation of 47 permanent positions to replace the 47 over establishment (temporary) positions as per Attachment 2;
  - note that the requirements of Public Services Directives will apply to all vacant permanent QFES positions and that any direct appointments will be considered as an exception and on a case-by-case basis; and
  - note the high-level realigned QFES organisational structure as per Attachment 3.


Contrary to the public interest

Doug Smith  
DEPUTY COMMISSIONER  
CHIEF STRATEGY OFFICER  
STRATEGY AND CORPORATE SERVICES DIVISION

29 / 06 / 2017

Noted Endorsed / Not-Endorsed

Katarina Carroll APM  
COMMISSIONER

3 17 17 

Noted / Approved / Not Approved

Comments:

*Do not delete any headings. If a section is not required, please put N/A. Where additional information is required, supporting schedules / attachments should be used.*

Positions converting from Over Establishment (Temporary) to In Establishment (Permanent)

NEW Division	CURRENT Directorate	NEW Directorate	Branch	Unit	PClasm	Position Title	Location
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s.73 - Irrelevant information

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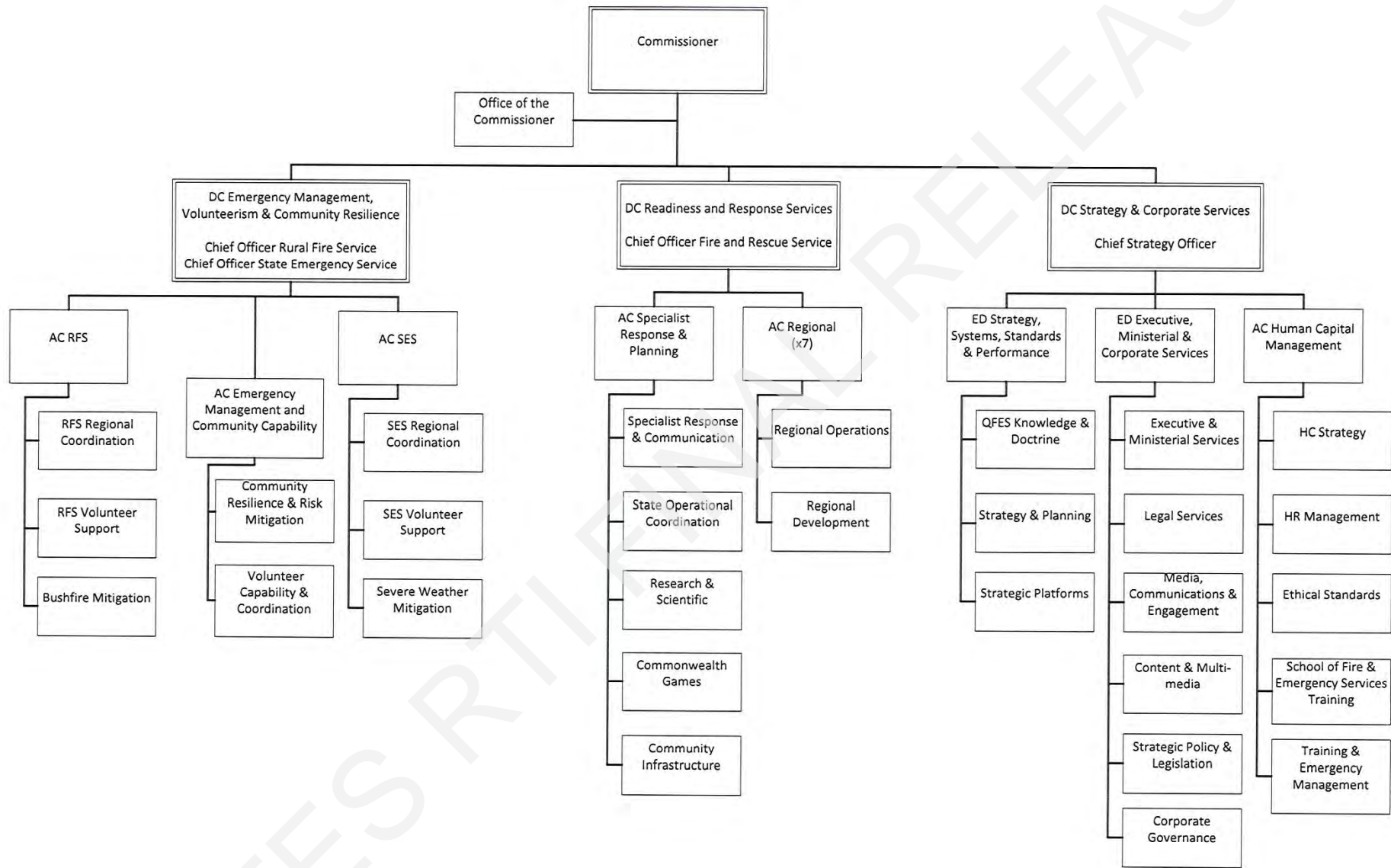
# s.73 - Irrelevant information

QFES RTI FINAL RELEASE

New Permanent Full Time Positions (previously did not exist)

NEW Division	CURRENT Directorate	NEW Directorate	Branch	PosID	Cat	Position Title	Location	PClass
<b>s.73 - Irrelevant information</b>								

QFES RTI FINAL RELEASE



**Note:** This structure may be subject to change during the implementation phase and as a result of ongoing capability assessment.

### Position Detail

[Details](#) | [Costing](#) | [Allowances](#) | [Variation History](#) | [Placement History](#)

[Save](#) | [Cancel](#)

**Position Title** Exec Mngr **Number** 758687

**Full Title** Executive Manager

**Reports to Position** 757240 Drctr  
**Functional Reports to Position** 757240 Drctr

**Authority Level** 8-Specialist 3 (SO)

**Organisation Unit** 10757 IM Capability Development  
**Classification** FSPRI Superintendent  
**Classification Minimum** FSPRI Superintendent

**Hours Per Week** 38:00:00 **Record Status** Active

**Phone Number**  **Fax Number**

**Job Share**

**Effective From**  **Effective To**   
**Date Approved** 01-JUL-2021 **Reference**   
**Date Next Review**  **Date Abolished**

**Position Type** PERM Permanent

**Staffing Restriction**

**Location** 01547 Emergency Services Comple  
**Attendance Type** FULL Full-time  
**ANZSCO Code** 139112 Cmmssnd Fire Officer  
**Job Type** OPER Operational

**Comments** ERVM 941 Pos created in lieu of 756546 TEM FTE reallocation EBN 3623-2020

**Corporate Service Stream** Z01

#### Position Audit List

[Details](#) | [Costing](#) | [Allowances](#) | [Variation History](#) | [Placement History](#)

Date Stamp	Transaction Type	Entity Name	Authority Date	Authority	Variation	Description
07-MAR-2022 10:19:47	INSERT	T101_POSITION	03-MAR-2022	HR5445510	ASCO	Entry of #2501099
16-MAR-2022 16:23:09	MODIFY	T101_POSITION	25-FEB-2022	HR5526567	RESTRU	Restructure
03-MAR-2022 11:48:45	MODIFY	T101_POSITION	24-FEB-2022	HR5544710	RECLAS	Reclassification
10-OCT-2021 07:42:28	INSERT	T127_POSM_COSTNG_DATE				
10-OCT-2021 07:52:06	INSERT	T123_POSITION_COSTNG				
10-OCT-2021 07:52:06	MODIFY	T127_POSM_COSTNG_DATE				
11-AUG-2021 00:50:49	INSERT	T123_POSITION_COSTNG				
11-AUG-2021 00:50:49	INSERT	T127_POSM_COSTNG_DATE				
11-AUG-2021 00:50:49	MODIFY	T127_POSM_COSTNG_DATE				
11-AUG-2021 00:50:49	MODIFY	T101_POSITION	02-AUG-2021	400550	MODIFY	Modify Position
11-AUG-2021 00:50:49	MODIFY	T101_POSITION	02-AUG-2021	400550	MODIFY	Modify Position
19-JUL-2021 16:27:44	INSERT	T123_POSITION_COSTNG				
19-JUL-2021 16:27:44	INSERT	T127_POSM_COSTNG_DATE				
19-JUL-2021 16:27:43	INSERT	T101_POSITION	19-JUL-2021	-000000	CREATE	Initial Creation

#### Position Placements

[Details](#) | [Costing](#) | [Allowances](#) | [Variation History](#) | [Placement History](#)

Details  Refresh  Show Current  Show All  History  Placement  Acting

Employee No.	Date From	Date To	Type	Title	Class
Contrary to the public interest	27-FEB-2023	20230223	Acting	Exec Mngr	FSPRI
Contrary to the public interest	24-OCT-2022	15-JAN-2023	Placement	Exec Mngr	FSPRI
	25-JUN-2022	23-OCT-2022	Acting	Exec Mngr	FSPRI
	26-FEB-2022	24-JUN-2022	Acting	Exec Mngr	FSPRI
	15-NOV-2021	27-FEB-2022	Acting	Exec Mngr	FSPRI

757343

## Position Detail

Details

Costing

Allowances

Variation History

Placement History

Save

Cancel

Position Title  Number

Full Title

Reports to Position  Exec Mnqr

Functional Reports to Position  Exec Mnqr

Authority Level

Organisation Unit

Classification

Classification Minimum

Hours Per Week  Record Status

Phone Number  Fax Number

Job Share

Effective From  Effective To

Date Approved  Reference

Date Next Review  Date Abolished

Position Type

Staffing Restriction

Location

Attendance Type

ANZSCO Code

Job Type

Comments

Corporate Service Stream

Funding Amount

### Position Audit List

Details Costing Allowances Variation History Placement History

Date Stamp	Transaction Type	Entry Name	Authority Date	Authority	Variation	Description
01-MAR-2025 10:18:53	MODIFY	T101_POSITION	03-MAR-2023	W08445819	ASCO	Entry of ASCO code
06-JUL-2022 10:44:54	MODIFY	T101_POSITION	04-JUL-2022	400550	MODIFY	Modify Position
06-JUL-2022 10:44:54	MODIFY	T101_POSITION	04-JUL-2022	400580	MODIFY	Modify Position
10-MAR-2022 16:22:58	MODIFY	T101_POSITION	28-FEB-2022	H0552657	RESTRU	Restructure
02-NOV-2022 11:48:31	MODIFY	T101_POSITION	24-FEB-2022	H0554710	RECLAS	Reclassification
18-FEB-2025 13:04:38	MODIFY	T101_POSITION	18-FEB-2020	On Line	MODIFY	Modify Position
24-JAN-2020 08:46:15	INSERT	T101_POSITION	03-FEB-2020	Q1'S GLS	CREATE	Initial Creation



**Position Placements**

Details | **History** | Preferences | Vacation History | Placement Theory

Show Current  
 Show All  
 History  
 Placement  
 Acting

Name	Employee No.	Date From	Date To	Type	Class
Contrary to the public interest	Contrary to the public interest	19-DEC-2023	14-JAN-2024	Acting Mgr	FSNG
		27-NOV-2023	23-JAN-2024	Acting Mgr	FSNR
		23-OCT-2023	12-NOV-2023	Acting Mgr	SSNS
		18-SEP-2023	27-OCT-2023	Acting Mgr	SSNS
		07-SEP-2023	30-SEP-2023	Acting Mgr	SSNS
		06-JUL-2023	06-SEP-2023	Acting Mgr	SSNS
		05-JUN-2023	05-JUL-2023	Acting Mgr	SSNS
		07-MAR-2023	01-JUN-2023	Acting Mgr	SSNS
		21-JAN-2023	06-MAR-2023	Acting Mgr	SSNS
		19-DEC-2022	30-JAN-2023	Acting Mgr	SSNS
		04-JUL-2022		Placement Mgr	FSNG
		04-JUL-2022	04-JUL-2022	Acting Mgr	SSNG
		01-JUL-2022	03-JUL-2022	Placement Mgr	FSNG
		18-JUN-2022	03-JUL-2022	Acting Mgr	SSNG
		07-MAR-2022	17-JUN-2022	Acting Mgr	SSNS
		28-FEB-2022	30-JUN-2022	Placement Mgr	FSNG
		25-AUG-2021	27-FEB-2022	Placement Mgr	FSNG
		01-JUL-2021	30-NOV-2021	Acting Mgr	SSNS
		19-DEC-2020	30-JUN-2021	Acting Mgr	SSNSP
		23-NOV-2020	15-DEC-2020	Acting Mgr	SSNSP
		07-SEP-2020	20-SEP-2020	Acting Mgr	SSNSP
		31-AUG-2020	22-NOV-2020	Acting Mgr	SSNSP
		18-APR-2020	30-AUG-2020	Acting Mgr	SSNSP
		19-FEB-2020	21-JUN-2021	Placement Mgr	FSNSP
		15-FEB-2020	29-APR-2020	Acting Mgr	SSNSP
		01-JAN-2020	15-FEB-2020	Placement Manager	FSNSP

## Position Detail

Details Costing Allowances Variation History Placement History

Save Cancel

Position Title  Number

Full Title

Reports to Position

Functional Reports to Position

Authority Level

Organisation Unit

Classification

Classification Minimum

Hours Per Week  Record Status

Phone Number  Fax Number

Job Share

Effective From  Effective To

Date Approved  Reference

Date Next Review  Date Abolished

Position Type

Staffing Restriction

Location

Attendance Type

ANZSCO Code

Job Type

Comments

Corporate Service Stream

### Position Audit List

Details Costing Allowances Variation History Placement History

Date Stamp	Transaction Type	Entry Name	Authority Date	Authority	Variation	Description
01-JAN-2020 08:43:29	LOGOFF	T101_POSITION	01-JAN-2020	400590	RESTRU	Reassignment
07-MAR-2020 10:18:44	MODIFY	T101_POSITION	03-MAR-2020	HR444519	ASCO	Entry of ASCO code
16-MAR-2020 16:20:55	MODIFY	T101_POSITION	28-FEB-2020	HR555267	RESTRU	Restructure
03-MAR-2022 11:48:47	MODIFY	T101_POSITION	24-FEB-2020	HR5544710	RECLAS	Reclassification
05-OCT-2021 10:49:56	MODIFY	T101_POSITION	08-OCT-2020	400206	MODIFY	Modify Position
28-AUG-2020 11:17:24	INSERT	T121_POSITION_COSTING				
28-AUG-2020 11:17:24	INSERT	T127_POS_COSTING_DATE				
28-AUG-2020 11:17:24	INSERT	T101_POSITION	28-AUG-2020	400590	CREATE	Initial Creation

### Position Placements

Details Costing Allowances Variation History Placement History

Show Current  History  Placement  Acting

Name	Employee No	Date From	Date To	Type	Title	Class
Contrary to the Public Interest	Contrary to the Public Interest	08-APR-2022	08-OCT-2022	Acting	Exec Mngr	FSPRI
		18-APR-2022		Placement	Exec Mngr	FSPRI
		05-APR-2023	17-APR-2023	Placement	Exec Mngr	FSPRI
		01-FEB-2023	17-APR-2023	Acting	Exec Mngr	FSPRI
		01-OCT-2022	01-JAN-2023	Acting	Exec Mngr	FSPRI
		01-JUL-2022	30-SEP-2022	Acting	Exec Mngr	FSPRI
		01-APR-2022	30-JUN-2022	Acting	Exec Mngr	FSPRI
		28-FEB-2022	31-MAR-2022	Acting	Exec Mngr	FSPRI
		01-JAN-2022	27-FEB-2022	Acting	Exec Mngr	FSPRI
		26-JUL-2021	31-DEC-2021	Acting	Exec Mngr	FSPRI
		01-JUL-2021	19-JUL-2021	Acting	Exec Mngr	FSPRI
		21-FEB-2021	30-JUN-2021	Acting	Exec Mngr	FSPRI
		20-JUL-2020	20-FEB-2021	Acting	Exec Mngr	FSPRI

756580

## Position Detail

- Details
- Costing
- Allowances
- Variation History
- Placement History

Save Cancel

**Position Title** Mnqr **Number** 756580  
**Full Title** Manager  
**Reports to Position** 758159 Exec Mnqr  
**Functional Reports to Position** 758159 Exec Mnqr  
**Authority Level** 7-Specialist 2 (SO)  
**Organisation Unit** 10970 State Air Operations  
**Classification** FSINS Inspector  
**Classification Minimum** FSINS Inspector  
**Hours Per Week** 38:00:00 **Record Status** Active  
**Phone Number**  **Fax Number**   
**Job Share**   
**Effective From**  **Effective To**   
**Date Approved** 12-FEB-2018 **Reference** 016666  
**Date Next Review**  **Date Abolished**   
**Position Type** PERM Permanent  
**Staffing Restriction**   
**Location** 01547 Emergency Services Comple  
**Attendance Type** FULL Full-time  
**ANZSCO Code** 139112 Cmmssnd Fire Officer  
**Job Type** OPER Operational  
**Comments** RT/FRT Change (ERVM 573).Org Change to FRS Division approved by Commissioner 18.04.23  
**Corporate Service Stream** Z01  
**Funding Amount**

### Position Audit List

Date Stamp	Transaction Type	Entry Name	Authority Date	Authority	Version	Description
24-JAN-2020 09:46:20	INSERT	T101_POSITION	05-FEB-2020	QFES OLS	CREATE	Initial Creation
19-FEB-2020 12:03:11	MODIFY	T101_POSITION	19-FEB-2020	Go Live	MODIFY	Modify Position
23-MAR-2020 00:26:57	MODIFY	T101_POSITION	23-MAR-2020	DC RRS	DRGCHG	Org Structure Change
26-AUG-2020 00:00:00	MODIFY	T101_POSITION	26-AUG-2020	40500	MODIFY	Modify Position
24-FEB-2022 11:48:27	MODIFY	T101_POSITION	24-FEB-2022	HR244710	RECLAS	Reclassification
20-FEB-2022 08:50:57	RESTRUCTURE	T101_POSITION	20-FEB-2022	HR252657	RESTRU	Restructure
28-FEB-2022 11:53:50	MODIFY	T101_POSITION	28-FEB-2022	HR252657	RESTRU	Restructure
25-FEB-2022 11:14:09	MODIFY	T101_POSITION	25-FEB-2022	HR252657	RESTRU	Restructure
03-MAR-2023 10:53:54	MODIFY	T101_POSITION	03-MAR-2023	HR2445018	ASCD	Entry of ASCD code
16-APR-2023 06:03:26	MODIFY	T101_POSITION	16-APR-2023	DECA009702	RESTRU	Restructure

Position Placements

Details Grading Allowances Variation History Placement History

Show Current  History  Placement  Acting

Name	Employee No.	Date From	Date To	Type	Title	Class
Contrary to the public interest	15356	15-OCT-2022		Acting	Mgr	FSNS
		25-JUL-2023		Placement	Mgr	FSNS
		03-JUL-2023	19-JUL-2023	Acting	Mgr	FSNS
		15-MAY-2023	17-MAY-2023	Acting	Mgr	FSNS
		10-APR-2023	02-JUL-2023	Acting	Mgr	FSNS
		10-APR-2023	14-MAY-2023	Acting	Mgr	FSNS
		20-MAR-2023	17-APR-2023	Acting	Mgr	FSNS
		01-FEB-2023	17-APR-2023	Acting	Mgr	FSNS
		01-OCT-2022	31-JAN-2023	Acting	Mgr	FSNS
		01-JUL-2022	30-SEP-2022	Acting	Mgr	FSNS
		01-JUL-2022	00-APR-2023	Placement	Mgr	FSNS
		01-APR-2022	30-JUN-2022	Acting	Mgr	FSNS
		26-FEB-2022	31-MAR-2022	Acting	Mgr	FSNS
		26-FEB-2022	30-JUN-2022	Placement	Mgr	FSNS
		26-JAN-2022	13-FEB-2022	Acting	Mgr	FSNS
		26-JAN-2022	27-FEB-2022	Acting	Mgr	FSNS
		26-JAN-2022	27-FEB-2022	Placement	Mgr	FSNS
		01-JAN-2022	27-JAN-2022	Acting	Mgr	FSNS
		01-JUL-2021	27-JAN-2022	Placement	Mgr	FSNS
		04-JAN-2021	27-JAN-2022	Acting	Mgr	FSNS
		24-AUG-2020	29-NOV-2020	Acting	Mgr	FSNSP
		19-FEB-2020	30-JUN-2021	Placement	Mgr	FSNSP
		01-JAN-2020	26-JAN-2020	Placement	Manager	FSNSP
		01-JAN-2020	18-FEB-2020	Placement	Manager	FSNSP

756508

## Position Detail

- Details
- Costing
- Allowances
- Variation History
- Placement History

Save Cancel

<b>Position Title</b>	Air Ops Offcr	<b>Number</b>	756508
<b>Full Title</b>	Air Operations Officer		
<b>Reports to Position</b>	758159	Exec Mngr	
<b>Functional Reports to Position</b>	756580	Mngr	
<b>Authority Level</b>	5-Director (SO)		
<b>Organisation Unit</b>	10970	State Air Operations	
<b>Classification</b>	RFSO2	Rural Fire Service Off 2	
<b>Classification Minimum</b>	RFSO2	Rural Fire Service Off 2	
<b>Hours Per Week</b>	38:00:00	<b>Record Status</b>	Active
<b>Phone Number</b>		<b>Fax Number</b>	
<b>Job Share</b>	<input checked="" type="checkbox"/>		
<b>Effective From</b>		<b>Effective To</b>	
<b>Date Approved</b>	13-FEB-2019	<b>Reference</b>	015583
<b>Date Next Review</b>		<b>Date Abolished</b>	
<b>Position Type</b>	PERM	Permanent	
<b>Staffing Restriction</b>			
<b>Location</b>	01547	Emergency Services Comple	
<b>Attendance Type</b>	FULL	Full-time	
<b>ANZSCO Code</b>	441212	Fire Fighter	
<b>Job Type</b>	OPER	Operational	
<b>Comments</b>	Org Change to FRS Division approved by Commissioner 18.04.23		
<b>Corporate Service Stream</b>	Z01		
<b>Funding Amount</b>	1.00		
<b>Funding FTE</b>	1.00000		
<b>Funding Status</b>	FUND	Funded	
<b>Created</b>	24-JAN-2020 09:47:19	<b>By</b>	QFES Dataload
<b>Last Updated</b>	23-JUN-2023 08:51:46	<b>By</b>	7022606s

### Position Audit List

Date Stamp	Transaction Type	Entry Name	Authority Date	Authority	Version	Description
24-JAN-2020 09:47:19	INSERT	T101_POSITION	03-FEB-2020	QFES GLS	CREATE	Initial Creation
19-FEB-2020 12:03:05	MODIFY	T101_POSITION	19-FEB-2020	Go Live	MODIFY	Modify Position
16-MAR-2022 16:23:55	MODIFY	T101_POSITION	28-FEB-2022	HR652697	RESTRU	Restructure
13-OCT-2022 09:10:09	MODIFY	T101_POSITION	07-OCT-2022	HR6090556	RECLAS	Reclassification
05-DEC-2022 06:34:45	MODIFY	T101_POSITION	05-DEC-2022	016205	MODIFY	Modify Position
09-DEC-2022 06:34:45	MODIFY	T101_POSITION	05-DEC-2022	016206	MODIFY	Modify Position
20-DEC-2022 15:20:24	MODIFY	T101_POSITION	09-DEC-2022	016200	MODIFY	Modify Position
21-JAN-2023 09:41:29	MODIFY	T101_POSITION	16-FEB-2023	SKINOW622	RESTRU	Restructure

Position Placements

Details Listing Absences Vacation History Placement History  
Name  Search  Show Current  History  Placement  Acting

Name	Employee No.	Date From	Date To	Type	Title	Class
Contrary to the public interest	Contrary to the public interest	18-APR-2023	10-OCT-2023	Placement	AV Ops Officer	RF302
		13-OCT-2022	17-APR-2023	Placement	AV Ops Officer	RF302
		11-OCT-2022	12-OCT-2022	Placement	AV Ops Officer	FTSDA
		28-FEB-2022	10-OCT-2022	Placement	AV Ops Officer	FTSDA
		28-OCT-2021	27-FEB-2022	Placement	AV Ops Officer	FTSDA
		31-JUN-2021	28-AUG-2021	Placement	AV Ops Officer	FTSDA
		18-FEB-2020	20-JUN-2021	Placement	AV Ops Officer	FTSDA
		01-JAN-2020	18-FEB-2020	Placement	AV Operations Officer	FTSDA

758690

## Position Detail

Details Costing Allowances Variation History Placement History

Save Cancel

**Position Title**  **Number**

**Full Title**

**Reports to Position**

**Functional Reports to Position**

**Authority Level**

**Organisation Unit**

**Classification**

**Classification Minimum**

**Hours Per Week**  **Record Status**

**Phone Number**  **Fax Number**

**Job Share**

**Effective From**  **Effective To**

**Date Approved**  **Reference**

**Date Next Review**  **Date Abolished**

**Position Type**

**Staffing Restriction**

**Location**

**Attendance Type**

**ANZSCO Code**

**Job Type**

**Comments**

**Corporate Service Stream**

**Funding Amount**

**Funding FTE**

**Funding Status**

**Created**  **By**

**Last Updated**  **By**

### Position Audit List

Details	Costing	Allowances	Variation History	Placement History
15-OCT-2022 09:07:34	MODIFY		T101_POSITION	
18-MAR-2022 16:23:09	MODIFY		T101_POSITION	
18-OCT-2021 07:51:11	INSERT		T127_POSN_COSTNG_DATE	28-FEB-2022 HR556207 RESTRU Restructure
19-OCT-2021 07:51:11	INSERT		T123_POSITIONL_COSTNG	
19-OCT-2021 07:50:46	MODIFY		T127_POSN_COSTNG_DATE	
11-AUG-2021 08:07:44	INSERT		T123_POSITION_COSTNG	
11-AUG-2021 08:07:44	INSERT		T127_POSN_COSTNG_DATE	
11-AUG-2021 08:07:44	MODIFY		T127_POSN_COSTNG_DATE	
11-AUG-2021 08:07:44	MODIFY		T101_POSITION	02-AUG-2021 400550 MODIFY Modify Position
23-JUL-2021 15:31:43	INSERT		T123_POSITIONL_COSTNG	
23-JUL-2021 15:31:43	INSERT		T127_POSN_COSTNG_DATE	
23-JUL-2021 15:31:43	INSERT		T101_POSITION	23-JUL-2021 400550 CREATE Initial Creation

Position Placements

Details Costing Allowances Version History Placement History

Show Current  History  Placement  Acting

Name	Employee No.	Date From	Date To	Type	Title	Class
Contrary to the public interest	Contrary to the public interest	26-OCT-2023	03-NOV-2023	Acting	Capability Dev Officer	26500
		01-NOV-2022	31-OCT-2023	Placement	Capability Dev Officer	RFS02
		13-OCT-2022	31-OCT-2022	Placement	Capability Dev Officer	RFS02
		28-FEB-2022	12-OCT-2022	Placement	Capability Dev Officer	FTS0A
		01-NOV-2021	27-FEB-2022	Placement	Capability Dev Officer	FTS0A



757240

## Position Detail

- Details
- Costing
- Allowances
- Variation History
- Placement History

Save Cancel

**Position Title** Drctr **Number** 757240  
**Full Title** Director  
**Reports to Position** 757264 Asst Commissioner  
**Functional Reports to Position** 757264 Asst Commissioner  
**Authority Level** 10-Specialist 5 (SO)  
**Organisation Unit** 10748 State Operational Coord  
**Classification** FSCSI Chief Superintendent  
**Classification Minimum** FSCSI Chief Superintendent  
**Hours Per Week** 38:00:00 **Record Status** Active  
**Phone Number** **Fax Number**  
 **Job Share**  
**Effective From** **Effective To**  
**Date Approved** 01-JUL-2019 **Reference** 024712  
**Date Next Review** **Date Abolished**  
**Position Type** PERM Permanent  
**Staffing Restriction**  
**Location** 01547 Emergency Services Comple  
**Attendance Type** FULL Full-time  
**ANZSCO Code** 139112 Cmmssnd Fire Officer  
**Job Type** OPER Operational  
**Comments**  
**Corporate Service Stream** Z01  
**Funding Amount**  
**Funding FTE** 1.00000  
**Funding Status** FUND Funded  
**Created** 24-JAN-2020 09:45:56 **By** QFES Dataload  
**Last Updated** 23-JUN-2023 08:51:31 **By** 7022606s

### Position Audit List

Date Stamp	Transaction Type	Entry Name	Authority Date	Authority	Variation	Description
27-MAR-2023 12:16:45	MODIFY	7101_POSITION	26-MAR-2023	HR0445018	ASCO	Entry of ASCO code
27-OCT-2022 16:13:48	MODIFY	7101_POSITION	01-OCT-2022	40550	MODIFY	Modify Position
03-JUN-2022 14:47:40	MODIFY	7101_POSITION	01-JUN-2022	40550	MODIFY	Modify Position
16-MAR-2022 16:22:56	MODIFY	7101_POSITION	28-FEB-2022	HR552857	RESTRI	Restructure
03-MAR-2022 11:48:25	MODIFY	7101_POSITION	24-FEB-2022	HR5544710	RECLAS	Reclassification
03-MAR-2020 16:39:50	MODIFY	7101_POSITION	04-MAR-2020	HR	REDES	Redesignate
19-FEB-2020 12:04:24	MODIFY	7101_POSITION	19-FEB-2020	Op Live	MODIFY	Modify Position
24-JAN-2020 09:45:56	INSERT	7101_POSITION	03-FEB-2020	QFES GLS	CREATE	Initial Creation

RELEASE

Position Placements

Details **Outing** Allowances Vacation History Placement History  
Run Search  Show Current  History  Placement  Acting

Name	Employee No	Date From	Date To	Type	Title	Class
Contrary to the public interest	Contrary to the public interest	11-JUL-2024		Acting	Drctr	FSCSI
		11-DEC-2023	22-DEC-2023	Acting	Drctr	FSCSI
		11-DEC-2023	08-JAN-2024	Acting	Drctr	FSCSI
		11-SEP-2023	15-DEC-2023	Acting	Drctr	FSCSI
		26-JUL-2023	14-JUL-2023	Acting	Drctr	FSCSI
		26-MAY-2023	19-SEP-2023	Acting	Drctr	FSCSI
		11-MAR-2023	25-MAY-2023	Acting	Drctr	FSCSI
		08-MAR-2023	24-MAR-2023	Acting	Drctr	FSCSI
		07-MAR-2023	06-APR-2023	Acting	Drctr	FSCSI
		31-JAN-2023	06-MAR-2023	Acting	Drctr	FSCSI
		30-JAN-2023	30-JAN-2023	Acting	Drctr	FSCSI
		25-NOV-2022	05-DEC-2022	Acting	Drctr	FSCSI
		19-SEP-2022	14-OCT-2022	Acting	Drctr	FSCSI
		07-MAR-2022	25-MAR-2022	Acting	Drctr	FSCSI
		26-FEB-2022		Placement	Drctr	FSCSI
		05-OCT-2021	15-OCT-2021	Acting	Drctr	ZSESJL
		19-SEP-2021	17-OCT-2021	Acting	Drctr	FSCSI
		10-SEP-2021	24-SEP-2021	Acting	Drctr	FSCSI
		01-JUL-2021	27-FEB-2022	Placement	Drctr	FSCSI
		01-JUL-2021	17-SEP-2021	Acting	Drctr	FSCSI
		24-MAY-2021	30-JUN-2021	Acting	Drctr	FSCSUP
		13-MAR-2021	19-MAR-2021	Acting	Drctr	FSCSUP
		22-FEB-2021	12-MAR-2021	Acting	Drctr	FSCSUP
		14-SEP-2020	11-OCT-2020	Acting	Drctr	FSCSUP
		18-MAR-2020	01-MAY-2020	Acting	Drctr	FSCSUP
		19-FEB-2020	08-MAR-2020	Acting	Drctr	FSCSUP
		19-FEB-2020	30-JUN-2021	Placement	Drctr	FSCSUP
		01-JAN-2020	18-FEB-2020	Acting	Director	FSCSUP
		01-JAN-2020	18-FEB-2020	Placement	Director	FSCSUP

QFES RTI FINAL

Position 012327

Occupied by FRS incumbent until went on to Aurion

### DES Lattice (QFES) - Occupant History

012327 Executive Manager

Org Id: 05    Posn Id: 012327    Title: Executive Manager    CURRENT  
Brf Name: Exec Mngr

Emp No	Employee Name	Acpted	Vacated	Ren	%	Hours	Type
	Contrary to the public interest	23/12/2019			100.00	76.00	P
		08/07/2019	02/08/2019	HVED	100.00	76.00	H
		20/05/2019	24/05/2019	HVED	100.00	38.00	H
		19/04/2019	26/04/2019	HVED	100.00	76.00	H
		07/02/2019	14/02/2019	HVED	100.00	76.00	H
		19/11/2018	14/12/2018	HVED	100.00	76.00	H
		29/09/2018	30/06/2020		100.00	76.00	H
		15/03/2018	23/03/2018	HVED	100.00	76.00	H
		02/01/2018	12/01/2018	HVED	100.00	76.00	H
		18/12/2017	01/01/2018	HVED	100.00	76.00	H
		07/08/2017	08/09/2017	HVED	100.00	76.00	H
		30/07/2017	29/09/2018	HVED	100.00	76.00	H
		30/07/2017	15/03/2018	AAPT	100.00	76.00	P
		27/02/2017	10/03/2017	HVED	100.00	76.00	H
		28/11/2016	29/07/2017	PORG	100.00	76.00	H
		05/09/2016	30/09/2016	HVED	100.00	76.00	H
		04/07/2016	15/01/2017	HVED	100.00	76.00	H
		01/04/2016	29/07/2017	PORG	100.00	76.00	P
		17/03/2016	31/03/2016	HVED	100.00	76.00	H
		22/06/2015	17/07/2015	HVED	100.00	76.00	H
		01/06/2015	10/03/2016	PRED	100.00	76.00	H
		12/01/2015	31/05/2015	HVED	100.00	76.00	H
		29/09/2014	03/01/2016	AAPT	100.00	76.00	P
		28/07/2014	26/09/2014	HVED	100.00	76.00	H
		20/09/2013	01/10/2013	HVED	100.00	76.00	H
		07/01/2013	25/01/2013	HVED	100.00	76.00	H
		08/03/2012	28/09/2014	PORG	100.00	76.00	P
		10/09/2011	07/03/2012	PORG	100.00	76.00	P
		13/12/2010	09/08/2011	PRED	100.00	76.00	P
		05/10/2010	15/10/2010	HVED	100.00	76.00	H
		27/09/2010	12/12/2010	PRED	100.00	76.00	P
		22/02/2010	26/08/2010	HVED	100.00	76.00	H
		15/02/2010	21/02/2010	AORG	100.00	80.00	H
		11/09/2009	21/02/2010	PRDC	100.00	76.00	P
		02/03/2009	10/04/2009	HVED	100.00	76.00	H
		15/12/2008	18/01/2009	HVED	100.00	76.00	H
		13/10/2008	10/09/2009	PREC	100.00	76.00	P
		01/07/2008	12/10/2008	HVED	100.00	76.00	A
		01/11/2007	19/11/2007	HVED	100.00	80.00	H
		12/06/2007	30/06/2008	HAAC	100.00	76.00	A
		30/10/2006	05/02/2007	HVED	100.00	80.00	H

Created on 23/04/2025 3:30:11 PM by ADS/mk/ale

Page 1 of 2

Full Report Name: \DES Lattice (QFES) Occupant History

## DES Lattice (QFES) - Occupant History

012327 Executive Manager

Contrary to the public interest

26/06/2006	17/10/2006	HVED	100.00	76.00	H
02/01/2006	30/06/2006	HVED	100.00	80.00	A
17/10/2005	01/01/2006	HVED	100.00	80.00	A
23/03/2004	17/01/2007	AREL	100.00	76.00	P
01/12/2003	22/03/2004	PLOC	100.00	76.00	P
28/04/2003	30/06/2003	PCCC	100.00	80.00	H
14/04/2003	25/05/2003	ATFR	100.00	76.00	P
31/03/2003	13/04/2003	RORG	100.00	76.00	P
01/07/2001	30/03/2003	PCCC	100.00	76.00	P
20/11/2000	15/12/2000	HVED	100.00	80.00	H
01/07/1999	30/06/2001	PCCC	100.00	76.00	P
12/10/1998	30/06/1999	PCCC	100.00	76.00	P
21/09/1998	11/10/1998	HVED	100.00	76.00	A
15/09/1997	20/09/1998	PORG	100.00	80.00	A

Created on 23/04/2023 3:30:11 PM by ADS\nicole.lee

Page 2 of 2

Full Report Name - /DES Lattice (QFES)/Occupant History

Started as Temporary FRS Inspector role 15/9/97

DES Lattice (QFES) - Position History (Details)			
012327 Executive Manager			
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Trng & Emergency Mngt Coord		
<b>Brf Name</b>	TEM Coordinator		
<b>Details</b>			
<b>Org Unit</b>	650210 - Comm Develop Unit	<b>Location</b>	BRIS - N/U Brisbane
<b>Occup</b>	251213 - Nuclear/Medicine Tech	<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	OVER - Over Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	20/09/1998		
<b>Reason</b>	PORG - Org Change		
<b>Summary</b>			
<b>Report To</b>	005828 - Commissioner	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFT</b>	0.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	15/09/1997
<b>Date Created</b>	15/09/1997	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non-Package	<b>Pay Group</b>	P9 - QFES Region 9 Head Office
<b>Terms</b>	F80 - QFRA 80 Hours per F/N	<b>Pos Type</b>	3 - Job Grade
<b>Std Hours</b>	80.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FRS - Fire and Rescue Act 1990	<b>Recommend</b>	
<b>Function</b>	OPER - N/U Operational	<b>Approving</b>	
<b>Keyword</b>		<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Pay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FFR03 - Fire Protection Officer 3
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249009 - Fire Brigades		

Became permanent FRS Inspector role 21/9/98

DES Lattice (QFES) - Position History (Details)			
012327 Executive Manager			
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Manager - CTEM		
<b>Brf Name</b>	Manager - CTEM		
<b>Details</b>			
<b>Org Unit</b>	650210 - Comm Develop Unit	<b>Location</b>	BRIS - N/U Brisbane
<b>Occup</b>	251213 - Nuclear(Medicine) Tech	<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	INES - In Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	30/06/1999		
<b>Reason</b>	PCCC - Cost Code Change		
<b>Summary</b>			
<b>Report To</b>	012592 - Drectr	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFT</b>	1.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	01/07/1999
<b>Date Created</b>	21/09/1998	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non-Package	<b>Pay Group</b>	F9 - QFES Region 9 Head Office
<b>Terms</b>	F80 - QFRA 80 Hours per F/N	<b>Pos Type</b>	J - Job Grade
<b>Std Hours</b>	80.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FRS - Fire and Rescue Act 1993	<b>Recommend</b>	
<b>Function</b>	OPER - N/U Operational	<b>Approving</b>	
<b>Keyword</b>		<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Hay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FFPO3 - Fire Protection Officer 3
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249008 - Fire Brigades		

Became permanent FRS Superintendent role 22/2/2010

DES Lattice (QFES) - Position History (Details)			
012327	Executive Manager		
<b>Org Id</b>	ES	<b>Posn Id</b>	012327
<b>Title</b>	Executive Manager TEM		HISTORY
<b>Brf Name</b>	Exec Manager TEM		
<b>Details</b>			
<b>Org Unit</b>	060350 - Trg & Emergency Mgmt	<b>Location</b>	9FVAL - Fortitude Valley
<b>Occup</b>		<b>Building</b>	
<b>Emp Type</b>	PF - Perm Full T	<b>Floor</b>	
<b>Job Type</b>	INES - In Estab	<b>Phone</b>	
<b>Status</b>	H - History		
<b>Date Effect</b>	12/12/2010		
<b>Reason</b>	PRED - Redesignated		
<b>Summary</b>			
<b>Report To</b>	012592 - Dirctr	<b>AFT</b>	1.00
<b>Functionally Reports To:</b>		<b>EFY</b>	1.00
<b>Position 1</b>		<b>Occupants</b>	1
<b>Position 2</b>		<b>Last Reorg Date</b>	22/02/2010
<b>Date Created</b>	22/02/2010	<b>Position Level</b>	1
<b>End Date</b>		<b>Approved Hours</b>	0.00
<b>Term Date</b>		<b>Allocated Hours</b>	0.00
<b>Ext Funded</b>	<input type="checkbox"/>	<b>Vacant Hours</b>	0.00
<b>Susp If Vacant</b>	<input type="checkbox"/>	<b>Crew Details</b>	
<b>Pay</b>			
<b>Pay Cat</b>	N - Non Package	<b>Pay Group</b>	P9 - QFES Region 9 Head Office
<b>Terms</b>	F76 - QFRA 76 Hours per F/N	<b>Pos Type</b>	J - Job Grade
<b>Std Hours</b>	76.00	<b>Wage Rate</b>	
<b>Std Days</b>	10.00	<b>Union</b>	
<b>Class</b>			
<b>Designation</b>	FIRE - Fire and Rescue Act 1990	<b>Recommend</b>	
<b>Function</b>	OSSD - OS Senior Officers	<b>Approving</b>	
<b>Keyword</b>	Q087 - Queensland Fire and Emergency Service Employees Award - State 2016	<b>Signing</b>	
<b>Specialist</b>	<input type="checkbox"/>	<b>Hay Survey</b>	
<b>Appeal</b>	<input checked="" type="checkbox"/>	<b>Classification</b>	FSUPR - Superintendant
<b>State Code</b>	4 - Queensland		
<b>Wrk Comp</b>	249009 - Fire Brigades		

Position created as #756296 in Aurion – incumbents all FRS until June 2020

Position Placements

Details Costing Allowances Variation History Placement History

Active Change Show Current Show All History Placement Active

Name	Employee No.	Date From	Date To	Type	Title	Class
Contrary to the public interest		01-JUN-2020		Acting	Exec Mgr	FSPRN
		26-MAY-2020	07-JUN-2020	Placement	Exec Mgr	FSPRN
		23-MAR-2020	17-APR-2020	Acting	Exec Mgr	FSPRN
		24-FEB-2020	20-MAY-2020	Acting	Exec Mgr	FSPRN
		19-FEB-2020	15-MAR-2020	Acting	Exec Mgr	FSPRN
		18-FEB-2020	20-MAY-2020	Placement	Exec Mgr	FSPRN
		01-JAN-2020	18-FEB-2020	Acting	Executive Manager	FSPRN
		01-JAN-2020	15-FEB-2020	Placement	Executive Manager	FSPRN

Moved to QFES Resourcing 24/9/2020, abolished 8/10/20

Date Stamp	Transaction Type	Entity Name	Authority Date	Authority	Variation	Description
05-OCT-2020 14:27:31	MODIFY	T101_POSITION	05-OCT-2020	405076	ABOL	Abolish
24-SEP-2020 21:03:58	MODIFY	T101_POSITION	31-AUG-2020	COFES	RESTR	Restructure

Used to create Zone Commander SWR (758177)

### Position Detail

Details Costing Allowances Variation History Placement History

Save Cancel

Position Title: Zone Cmdr Number: 758177

Full Title: Zone Commander

Reports to Position: 756947 Drcr

Functional Reports to Position: 756947 Drcr

Authority Level: 8-Specialist 3 (SO)

Organisation Unit: 10065 Zone 1

Classification: FSPRI Superintendent

Classification Minimum: FSPRI Superintendent

Hours Per Week: 38:00:00

Record Status: Active

Phone Number: [ ] Fax Number: [ ]

Job Share:

Effective From: [ ] Effective To: [ ]

Date Approved: 02-SEP-2020 Reference: [ ]

Date Next Review: [ ] Date Abolished: [ ]

Position Type: PERM Permanent

Staffing Restriction: [ ]

Location: 06763 QFES SWR Headquarters

Attendance Type: FULL Full-time

ANZSCO Code: 139112 Cmmssnd Fire Officer

Job Type: OPER Operational

Comments: EBN 03623-2020 Pos created in lieu of 756296 TEM FTE reallocation

Corporate Service Stream: 704



Contrary to the public interest occupant of 758159 EM Air Ops (RFS Supt) 20/7/2020

Created from 757161 which was AO4 role

## Position Detail

Details	Costing	Allowances	Variation History	Placement History
Save	Cancel			
Position Title	Exec Mngr	Number	758159	
Full Title	Executive Manager			
Reports to Position	756503	Drctr		
Functional Reports to Position	756503	Drctr		
Authority Level	8-Specialist 3 (SO)			
Organisation Unit	10789	State Air Operations		
Classification	FSPRI	Superintendent		
Classification Minimum	FSPRI	Superintendent		
Hours Per Week	38:00:00	Record Status	Active	
Phone Number		Fax Number		
Job Share	<input checked="" type="checkbox"/>			
Effective From		Effective To		
Date Approved	01-JUL-2020	Reference		
Date Next Review		Date Abolished		
Position Type	PERM	Permanent		
Staffing Restriction				
Location	01547	Emergency Services Comple		
Attendance Type	FULL	Full-time		
ANZSCO Code	139112	Cmmssnd Fire Officer		
Job Type	OPER	Operational		
Comments	ERVM 573 Pos created in lieu of 757161 TEM FTE reallocation EBN			
Corporate Service Stream	Z01			
Funding Amount	1.00			
Funding FTE	1.00000			
Funding Status	FUND	Funded		
Created	28-AUG-2020 11:17:24	By	400578	
Last Updated	07-MAR-2023 10:18:48	By	1424765s	

## Position Detail

[Details](#)
[Costing](#)
[Allowances](#)
[Variation History](#)
[Placement History](#)

[Save](#)
[Cancel](#)

<b>Position Title</b>	Business Planning Offcr	<b>Number</b>	757161
<b>Full Title</b>	Business Planning Officer		
<b>Reports to Position</b>	757345	Asst Commissioner	
<b>Functional Reports to Position</b>	757757	Exec Mngr	
<b>Authority Level</b>	3-Manager (A06/A07)		
<b>Organisation Unit</b>	10042	QFES Resourcing	
<b>Classification</b>	AO4	Administrative Officer Lvl 4	
<b>Classification Minimum</b>	AO4	Administrative Officer Lvl 4	
<b>Hours Per Week</b>	36:15:00	<b>Record Status</b>	Inactive
<b>Phone Number</b>		<b>Fax Number</b>	
<b>Job Share</b>	<input checked="" type="checkbox"/>	<b>Effective To</b>	
<b>Effective From</b>		<b>Reference</b>	024241
<b>Date Approved</b>	30-JUL-2017	<b>Date Abolished</b>	01-JUL-2020
<b>Date Next Review</b>			
<b>Position Type</b>	PERM	Permanent	
<b>Staffing Restriction</b>			
<b>Location</b>	01547	Emergency Services Comple	
<b>Attendance Type</b>	FULL	Full-time	
<b>ANZSCO Code</b>	511112	Program/ProjectAdmin	
<b>Job Type</b>	ADMIN	Administrative	
<b>Comments</b>	W11037. FRT UPD. Position title should have been changed in Lattice		

## Wanda Kropp

---

**From:** Sam Anstee <Sam.Anstee@qfes.qld.gov.au>  
**Sent:** Wednesday, 26 August 2020 10:28 AM  
**To:** QFES Human Resource (PSBA)  
**Cc:** Boya Yeh (PSBA)  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Boya

Hi Boya,

As discussed, please cross reference the following TEM positions number which will be abolished when the new Air Ops positions are created.

757161  
756421  
756547

Can you please confirm they are all vacant? I know there are still three (3) employees to be placed.

Regards,

Sam

### Sam Anstee

Principal Advisor



QFES Service Alignment Unit and  
Safe Crewing Task Force  
Queensland Fire and Emergency Services

P (07) 3635 1709

M 

E [sam.anstee@qfes.qld.gov.au](mailto:sam.anstee@qfes.qld.gov.au)

W [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

---

**From:** QFES Human Resource (PSBA) <QFESHumanResource@psba.qld.gov.au>  
**Sent:** Monday, 24 August 2020 8:51 AM  
**To:** Sam Anstee <Sam.Anstee@qfes.qld.gov.au>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Sam

We've received SABC approval to create the 3x State Air Ops positions I was just wondering if positions have been identified to be abolished in lieu? Can you please provide position numbers. Thank you.

Regards

### Boya Yeh

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 24 August 2020 8:25 AM  
**To:** Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

For the below perm FTE creations and to ensure we have the comments in the Aurion for history reporting, can you please ensure the 3 new perm FTE positions include the following:  
ERVM #### Pos created in lieu of posID ##### |

For the QFES Resourcing (formerly TEM) positions that I assume will be abolished in lieu of the new ones can you please add:  
Abolished in lieu of xxxxxx

That way I can cross reference where the TEM FTE were allocated.

Was the aim to create them this week? I'm just mindful that EOM is next week so it would be good to have them all created in either August or September.

Thanks  
Lauren

Classified as OFFICIAL

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Friday, 21 August 2020 2:20 PM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

I was waiting for SABC approval and finally have it (as attached).

I'll send through the Pos creation requests soon.

Thanks

Regards

**Boya Yeh**  
Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 17 August 2020 10:31 AM  
**To:** Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>; HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

I'm way behind on emails sorry and I was just looking at the below org changes. I noticed that Sam identified perm FTE position 756546 (Station Officer) is the one that can be abolished in lieu of the State Air Operations Executive Manager (Superintendent) – has that been created as yet?

Have the other Air Ops positions mentioned below been created?

With the org changes mentioned below, I can rename 9962 - TECHNICAL & AIR RESPONSE to TECHNICAL RESPONSE but is the plan to keep the 3 Executive Manager positions (Spec Resp, Tech Resp, State Air Ops) in level 6 org units and then the rest of the positions sit under the sub org units in level 7 (BA Hazmat, Tech Resc, State Air Ops)? If that is the case then it would look like State Air Ops in level 6 and then another State Air Ops sub unit (same name?) in level 7 to separate out the Executive Manager from the other positions. Are the sub org units sitting at level 7 needed – can the positions sit in the same org unit as the Exec Manager at level 6?

Sorry again to hold this up.

Regards



**Lauren Hill**

Senior Workforce Analyst

Planning and Analysis | Workforce Strategy | Human Resources

**Public Safety Business Agency**

P: 07 3015 3466 | Ext: 73466

E: [Lauren.hill@psba.qld.gov.au](mailto:Lauren.hill@psba.qld.gov.au)

Level 1 | Makerston House | 30 Makerston Street | Brisbane

Classified as OFFICIAL

**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>

**Sent:** Monday, 20 July 2020 11:52 AM

**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>

**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Panda

I've submitted the Pos Create form for the Exec Manager role. Once we have a position number the org units and reporting line for 756580 Manager State Air ops will need to be updated as well

Awaiting confirmation from Service Alignment re position identified to be abolished. Once confirmation received I'll log another workflow to amend Comments field.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency

P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

Classified as OFFICIAL

**From:** QFES Human Resource (PSBA)

**Sent:** Thursday, 16 July 2020 2:38 PM

**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Panda team

The attached ERVM submissions have been approved for three new perm position to be created pending available positions being identified. I am waiting on information from Service Alignment so yet to submit pos create requests.

There will be org unit changes as well as a result of the creation of a new Executive Manager role for State Air Ops:

- Org unit 9962 TECHNICAL & AIR RESPONSE rename to 'Technical Response'
- Org unit 9931 STATE AIR OPERATIONS: Currently Oulvl7 unit upgrade to Oulvl6?

Can I please have your advice re how to progress the org unit changes?

Thanks.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

Classified as OFFICIAL

**From:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>

**Sent:** Friday, 26 June 2020 3:51 PM

**To:** Neil Gallant (QFES) <[Neil.Gallant@qfes.qld.gov.au](mailto:Neil.Gallant@qfes.qld.gov.au)>; Jasmine Siggs (QFES) <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>

**Cc:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>; Sam Anstee (QFES) <[Sam.Anstee@qfes.qld.gov.au](mailto:Sam.Anstee@qfes.qld.gov.au)>; Louise Snowdon (QFES) <[Louise.Snowdon@qfes.qld.gov.au](mailto:Louise.Snowdon@qfes.qld.gov.au)>; Abby Blair (QFES) <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>

**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards

Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M contrary to the public interest

 Please consider the environment before printing this email.

QFES RTI FINAL RELEASE

## Wanda Kropp

---

**From:** Danni Olding (PSBA)  
**Sent:** Thursday, 29 October 2020 10:31 AM  
**To:** QFES Human Resource (PSBA)  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

**Categories:** Boya

Hi Boya,

Yes, this change will need to go back through ERVM for them to approve the name change.

Danni

### Danni Olding

Principal HR Business Partner | Public Safety Business Agency  
P: 07 3635 1641 | Ext: 51641 | E: [danni.olding@psba.qld.gov.au](mailto:danni.olding@psba.qld.gov.au)

Classified as OFFICIAL

---

**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Thursday, 29 October 2020 10:24 AM  
**To:** Danni Olding (PSBA) <[Danni.Olding@psba.qld.gov.au](mailto:Danni.Olding@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Danni

Was going through my emails and noticed that we haven't advise Lauren whether the org changes can proceed with existing approvals (attached) or whether a further ERVM is required?

Thank you.

Regards

### Boya Yeh

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** QFES Human Resource (PSBA)  
**Sent:** Thursday, 15 October 2020 1:18 PM  
**To:** Danni Olding (PSBA) <[Danni.Olding@psba.qld.gov.au](mailto:Danni.Olding@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

15/10/20 (BY) Sorry Danni email re-sent as I snipped incorrect delegation from ERVM - HR Delegation Amendments April 2020.pdf



HR DELEGATIONS REFERENCE	DESCRIPTION	POSITION STATUS	CURRENT DELEGATION LEVEL	PROPOSED MINIMUM DELEGATION LEVEL FOR ENDORSEMENT	ADD CON REQ	
<b>ESTABLISHMENT MANAGEMENT</b>						
2.2	APPROVE THE CREATION OF A NEW PERMANENT POSITION	PERM	1	2	ASSISTANT COMMISSIONER/EXECUTIVE DIRECTOR (AC/ED)	STR
2.3	APPROVE ORGANISATIONAL AND STAFFING STRUCTURES (INCLUDING RESTRUCTURES)	PERM/TEMP	1	2	AC/ED	1. ST CC 2. ER

\*\*\*

Hi Danni

Can I have your advice please re whether another ERVM submission is required for org name and structure change?

In June the attached ERVM 573 was approved to create a new perm position Executive Manager State Air Ops providing management direction and reporting support to State Air Ops unit. The ERVM did not specifically talk about change of org unit names but a proposed org chart was attached to show that:

- Org unit 9931 STATE AIR OPERATIONS will move out from Org unit 9962 TECHNICAL & AIR RESPONSE and stand on its own
- Org unit 9962 TECHNICAL & AIR RESPONSE rename to 'Technical Response'

The changes in Aurion was on hold as there were further discussions about org unit name. We received final advice on 6 October that they'll stick with 'Technical Response' – AC Galiant approval in the attached email.

My view is that the renaming of org unit and structure change was reflected in the proposed org chart attached to ERVM 573 so I didn't think we need a further ERVM approval to have these changes happen? But I could be wrong so Lauren and I would like to get your advice to confirm. Thank you.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Sent:** Thursday, 15 October 2020 8:00 AM  
**To:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Cc:** Linda Bryett (PSBA) <[Linda.Bryett@psba.qld.gov.au](mailto:Linda.Bryett@psba.qld.gov.au)>; HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

15.10.20 – LB noted – not sure about the “expert” haha 😊

Hi Boya,

As per section 2.3 of the HR delegations DC & ERVM approval is required to endorse staffing structure changes. Whilst I agree this is a minor org name change, the HR delegations do not distinguish between major and minor restructures changes so to comply with the delegations set by QFES we have had to ensure DC/ERVM approval is obtained. I can see that the ERVM 573 paper was approved back in June but it doesn't specifically address the org name change so I would suggest getting advice from Danni/Abby to see if a further ERVM submission is required for this change.

Linda is an expert now with org name changes and the hoops we have to jump through to meet the audit requirements.

Let me know how you go.

Thanks



**Queensland  
Government**

**Lauren Hill**

Senior Workforce Analyst

Planning and Analysis | Workforce Strategy | Human Resources

**Public Safety Business Agency**

P: 07 3015 3466 | Ext: 73466

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>

**Sent:** Tuesday, 6 October 2020 2:32 PM

**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>

**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

I have received confirmation as attached email about re-naming 'Technical and Air Response' to 'Technical Response'. We can now proceed with the change of org unit name and structure.

Thank you.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency

P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>

**Sent:** Friday, 4 September 2020 4:42 PM

**To:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>

**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Thanks Boya, all good I hadn't gotten to those changes yet so will hold off until your further instruction.

Have a good weekend.

Lauren

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>

**Sent:** Friday, 4 September 2020 10:54 AM

**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>

**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Importance:** High

Hi Lauren

Not sure where we're at with the org unit changes. I've been advised this morning that a new Org chart is being signed off and there will be new name for the org unit. Also it looks like they wanted a State Air Operations section created, with State Air Operations unit under it.

This is yet to be approved but if the previous request hasn't been actioned can we please put it on hold for now until new org chart is approved.

Thanks.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** QFES Human Resource (PSBA)  
**Sent:** Monday, 31 August 2020 1:15 PM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

Yes thanks sorry I recall your email from a couple of weeks ago I must have filed it without replying...

I've just confirmed with Jasmine and she said the Executive Manager State Air Ops and the rest of the positions (Manager and the Air Ops Officers) will just sit in the same one org unit State Air Operations.

ERVM#573 which was approved included the new org chart (as attached) this should be all the approval we need.

Thanks Lauren. Please let me know if there's anything I missed

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 31 August 2020 9:41 AM  
**To:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>; HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Morning Boya,

With regards to the structure name/level changes I emailed through some questions a few weeks back and not sure if I have seen a response as yet. When I look at the structure changes you requested I noted the following:

- The 3 Executive Manager positions (Spec Resp, Tech Resp, State Air Ops) sit in the level 6 org units so effectively there is only one position in these org units. The rest of the positions sit in the level 7 sub units (BA Hazmat, Tech Resc, State Air Ops). If I move State Air Operations to level 6 is the plan to leave the Exec Manager in this unit and then create another sub unit at level 7 to place all of the other positions into?

Below is the current org structure in Aurion & the proposed structure changes in red. If you look at the other units in FRS the Exec Mangers sit at level 6 and then each have sub units at level 7/8 where the Manager and their reports sit. I can arrange the org changes requested but just wanted to make sure you have considered how this will look from an org chart perspective? Do you have the relevant delegation approval to proceed with the changes – I know these are only minor changes but the HR Delegations do not differentiate between major & minor structure changes so you may need to check with Danni if ERVM approval is required?

#### Current Aurion Structure

Oulv14	Oulv15	Oulv16	Oulv17	OrgNo	Orgname
Fire & Rescue Service	Specialist & Tech Resp			9849	Specialist & Tech Resp
Fire & Rescue Service	Specialist & Tech Resp	Specialist Response		9850	Specialist Response
Fire & Rescue Service	Specialist & Tech Resp	Specialist Response	BA/ HazMat	9851	BA/ HazMat
Fire & Rescue Service	Specialist & Tech Resp	Technical & Air Response		9962	Technical & Air Response
Fire & Rescue Service	Specialist & Tech Resp	Technical & Air Response	State Air Operations	9931	State Air Operations
Fire & Rescue Service	Specialist & Tech Resp	Technical & Air Response	Technical Rescue	9852	Technical Rescue

#### Proposed Aurion Structure

Oulv14	Oulv15	Oulv16	Oulv17	OrgNo	Orgname
Fire & Rescue Service	Specialist & Tech Resp			9849	Specialist & Tech Resp
Fire & Rescue Service	Specialist & Tech Resp	Specialist Response		9850	Specialist Response
Fire & Rescue Service	Specialist & Tech Resp	Specialist Response	BA/ HazMat	9851	BA/ HazMat
Fire & Rescue Service	Specialist & Tech Resp	Technical Response		9962	Technical Response
Fire & Rescue Service	Specialist & Tech Resp	Technical Response	Technical Rescue	9852	Technical Rescue
Fire & Rescue Service	Specialist & Tech Resp	State Air Operations		9931	State Air Operations

Thanks



**Lauren Hill**

Senior Workforce Analyst

Planning and Analysis | Workforce Strategy | Human Resources

Public Safety Business Agency

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>

**Sent:** Monday, 31 August 2020 8:51 AM

**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>

**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Wonderful thanks Felipe

I have just submitted the Pos Modify Form for the Manager role 756580 to report to (RT & FRT) the new Executive Manager role 758159. For your approval please.

Can you please update the structure as per the new org chart attached?

- rename 9962 - TECHNICAL & AIR RESPONSE to TECHNICAL RESPONSE
- State Air Ops 9931 – move to level 6 under Specialist & Technical Response

Thank you.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency

P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

---

**From:** HR Planning and Analysis (PSBA)

**Sent:** Friday, 28 August 2020 4:29 PM

**To:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>; HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>

**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Thanks Boya,

Positions have been abolished. I created a form to change the comments before approving the abolishment, so they got the right comments. We will be waiting for the rest of the positions to become vacant to continue with the abolishment process.

Position Title	Business Supp Offcr	Number	756421
Full Title	Business Support Officer		
Reports to Position	757345	Asst Commissioner	
Functional Reports to Position	757757	Exec Mngr	
Authority Level	2-Supervisor (AO4/AO5)		
Organisation Unit	9964	QFES Resourcing	
Classification	AO3	Administrative Officer Lvl 3	
Classification Minimum	AO3	Administrative Officer Lvl 3	
Hours Per Week	36:15:00	Record Status	Inactive
Phone Number		Fax Number	
Job Share	<input checked="" type="checkbox"/>		
Effective From		Effective To	
Date Approved	30-JUL-2017	Reference	013938
Date Next Review		Date Abolished	01-SEP-2020
Position Type	PERM	Permanent	
Staffing Restriction			
Location	01547	Emergency Services Comple	
Attendance Type	FULL	Full-time	
ANZSCO Code	531111	General Clerk	
Job Type	ADMIN	Administrative	
Comments	W11037. FRT UPD.EMM 528 REDES TEM to QFES Resourcing  W11020  Abolished in Lieu of 758160		
Corporate Service Stream	Z01		
Funding Amount			
Funding FTE	1.00000		
Funding Status	FUND	Funded	
Created	24-JAN-2020 09:49:17	By	QFES Dataload
Last Updated	28-AUG-2020 16:12:20	By	400578

Have a great weekend,

**Felipe Brito**

Workforce Analyst | Public Safety Business Agency  
P: 07 3015 3301 | Ext: 73301 | E: [felipe.brito@psba.qld.gov.au](mailto:felipe.brito@psba.qld.gov.au)

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Friday, 28 August 2020 13:55  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Thanks Felipe

Yayyy we finally have position numbers.

I've sent through Position abolish request for the TEM positions 757161, 756421, and 756547.  
I'll have to wait till 757884 & 757640 become vacant to abolish those.

I notice that there isn't a comments field on the Aurion Abol form. Is there a way to add comments to identify those position as abol in lieu of new pos?

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** HR Planning and Analysis (PSBA)  
**Sent:** Friday, 28 August 2020 12:47 PM  
**To:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>; HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

Positions created:

Pos Title	Position	Type	Movement
Executive Manager	758159	Create	Pos created in lieu of 757161
Air Ops Officer	758160	Create	Pos created in lieu of 757640 & 756421
Air Ops Officer	758161	Create	Pos created in lieu of 757884 & 756547

Please send abolishment and vacate positions:

Position	Movement
757161	Abolish in Lieu of 758159
756547	Abolish in Lieu of 758161
757884	Abolish in Lieu of 758161
756421	Abolish in Lieu of 758160
757640	Abolish in Lieu of 758160

Kind regards,



**Felipe Brito**

Workforce Analyst

Planning and Analysis | Workforce Strategy | Human Resources  
Public Safety Business Agency

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E: [felipe.brito@psba.qld.gov.au](mailto:felipe.brito@psba.qld.gov.au)

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Wednesday, 26 August 2020 14:18  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

I have received the position numbers from Sam today (as attached) I'll resubmit the Pos create form for the Supt role and the 2 ATSO's

The position numbers to be abolished are as below

757161

756421

756547

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency

P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** HR Planning and Analysis (PSBA)

**Sent:** Monday, 24 August 2020 7:04 PM

**To:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>

**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>

**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

Are you expecting Sam to get back to you this week with the TEM positions being given up lieu to create these ones? If I create the roles before EOM then they will show up as funded FTE increases which we will have to explain – just depends on how urgently you need the positions?

I noticed the Exec Manager role sent through via workflow doesn't have an FTE – was that a typo? When you log the jobs to abolish the TEM roles you will need to log another job to adjust the comments in the perm roles (and fix up the FTE field) so that the position IDs are linked in all records – otherwise down the track we will get asked which position was given in lieu of the other and if we can identify that based on the Aurion comments we won't be able to report on it as we not longer keep a spreadsheet to track the estab changes. Sorry I know its painful but we are trying to get Aurion up to date with all of the estab tracking.

For the temp to perm conversions, if you can please log these as new creations and then abolish the temp ones (adding comments to link all of the positions numbers please). It is much easier to identify new perm roles if they are newly created rather than reusing old numbers.

Thanks



**Lauren Hill**

Senior Workforce Analyst

Planning and Analysis | Workforce Strategy | Human Resources

Public Safety Business Agency

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Monday, 24 August 2020 11:41 AM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

Danni and I had agreed to proceed to create the positions pending identification of positions to be abolished in lieu. I've sent another email to Sam to confirm the positions to be abolished and will update Aurion once we have the position numbers.

Position creation form has been submitted for the Supt position - for checking and progressing please.

I'll send through the forms for 2x ATSO positions soon. Those are existing temp positions conversion to perm, do I create new perm positions and abolish the temp positions? Or do I simply modify existing positions?

Thank you.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 24 August 2020 8:25 AM  
**To:** Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

For the below perm FTE creations and to ensure we have the comments in the Aurion for history reporting, can you please ensure the 3 new perm FTE positions include the following:  
ERVM ### Pos created in lieu of posID ##### |

For the QFES Resourcing (formerly TEM) positions that I assume will be abolished in lieu of the new ones can you please add:  
Abolished in lieu of xxxxxx

That way I can cross reference where the TEM FTE were allocated.

Was the aim to create them this week? I'm just mindful that EOM is next week so it would be good to have them all created in either August or September.

Thanks  
Lauren

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Friday, 21 August 2020 2:20 PM

**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>  
**Subject:** RE: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Lauren

I was waiting for SABC approval and finally have it (as attached).

I'll send through the Pos creation requests soon.

Thanks

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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**From:** HR Planning and Analysis (PSBA)  
**Sent:** Monday, 17 August 2020 10:31 AM  
**To:** Boya Yeh (PSBA) <[Boya.Yeh@psba.qld.gov.au](mailto:Boya.Yeh@psba.qld.gov.au)>  
**Cc:** Felipe Brito (PSBAHR) <[Felipe.BritoPradenas@psba.qld.gov.au](mailto:Felipe.BritoPradenas@psba.qld.gov.au)>; HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Boya,

I'm way behind on emails sorry and I was just looking at the below org changes. I noticed that Sam identified perm FTE position 756546 (Station Officer) is the one that can be abolished in lieu of the State Air Operations Executive Manager (Superintendent) – has that been created as yet?

Have the other Air Ops positions mentioned below been created?

With the org changes mentioned below, I can rename 9962 - TECHNICAL & AIR RESPONSE to TECHNICAL RESPONSE but is the plan to keep the 3 Executive Manager positions (Spec Resp, Tech Resp, State Air Ops) in level 6 org units and then the rest of the positions sit under the sub org units in level 7 (BA Hazmat, Tech Resc, State Air Ops)? If that is the case then it would look like State Air Ops in level 6 and then another State Air Ops sub unit (same name?) in level 7 to separate out the Executive Manager from the other positions. Are the sub org units sitting at level 7 needed – can the positions sit in the same org unit as the Exec Manager at level 6?

Sorry again to hold this up.

Regards



**Queensland  
Government**

**Lauren Hill**  
Senior Workforce Analyst  
Planning and Analysis | Workforce Strategy | Human Resources  
**Public Safety Business Agency**

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**From:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>  
**Sent:** Monday, 20 July 2020 11:52 AM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Panda

I've submitted the Pos Create form for the Exec Manager role. Once we have a position number the org units and reporting line for 756580 Manager State Air ops will need to be updated as well

Awaiting confirmation from Service Alignment re position identified to be abolished. Once confirmation received I'll log another workflow to amend Comments field.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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Classified as OFFICIAL

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**From:** QFES Human Resource (PSBA)  
**Sent:** Thursday, 16 July 2020 2:38 PM  
**To:** HR Planning and Analysis (PSBA) <[HRPlanningandAnalysis@psba.qld.gov.au](mailto:HRPlanningandAnalysis@psba.qld.gov.au)>  
**Subject:** FW: 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Panda team

The attached ERVM submissions have been approved for three new perm position to be created pending available positions being identified. I am waiting on information from Service Alignment so yet to submit pos create requests.

There will be org unit changes as well as a result of the creation of a new Executive Manager role for State Air Ops:

- Org unit 9962 TECHNICAL & AIR RESPONSE rename to 'Technical Response'
- Org unit 9931 STATE AIR OPERATIONS: Currently Oulvl7 unit upgrade to Oulvl6?

Can I please have your advice re how to progress the org unit changes?

Thanks.

Regards

**Boya Yeh**

Senior HR Business Partner | Public Safety Business Agency  
P: 07 3635 3008 | Ext: 53008 | E: [boya.yeh@psba.qld.gov.au](mailto:boya.yeh@psba.qld.gov.au)

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Classified as OFFICIAL

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**From:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant (QFES) <[Neil.Gallant@qfes.qld.gov.au](mailto:Neil.Gallant@qfes.qld.gov.au)>; Jasmine Siggs (QFES) <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource (PSBA) <[QFESHumanResource@psba.qld.gov.au](mailto:QFESHumanResource@psba.qld.gov.au)>; Sam Anstee (QFES) <[Sam.Anstee@qfes.qld.gov.au](mailto:Sam.Anstee@qfes.qld.gov.au)>; Louise Snowdon (QFES) <[Louise.Snowdon@qfes.qld.gov.au](mailto:Louise.Snowdon@qfes.qld.gov.au)>; Abby Blair (QFES) <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M [Redacted]

 Please consider the environment before printing this email.

**Form**

Effective Date: 01/03/2023

1408CON

**Conversion to higher duties classification checklist**

Consider the appointment of a public service employee to a higher classification role under the **Public Sector Act 2008** and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	<small>Contrary to the public interest</small>	Employee number:	<small>Contrary to the public interest</small>
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome must be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

## Placement History

**Contrary to the public interest**



ATTACH PSC CHECKLIST 

Outcome (Manager/HR)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>All reasons to be documented.</i>	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as he believes that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave [redacted] in the acting role. He considers that the UFUQ and SOU may contest the review if it progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure.		
HR Comments:	HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate. HR supports the HD conversion request as [redacted] meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent position within F&R that holds the RFS qualification and the FTE available from the current FRS Superintendent position be transferred to the new RFS Superintendent position to allow for the HD conversion to occur.		
Name of Reviewer:	Natalie Muharem	Employee No:	[redacted]
Signature:	[redacted]	Date:	04.04.2023

Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	TBC	Position Title:	Superintendent
Classification:	FSPRI	Branch:	Specialist & Tech Resp
Directorate:	Fire & Rescue Service	Division:	Capability & State Servs
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	

Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date:	12 April 2023
Name: Stephen Smith		Signature:	Via email dated 12 April 2023

ERVM Approval			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Endorsed	ERVM Date:	18 April 2023
Name: Michael Wassing	Name: Joanne Greenfield	Name: Adam Stevenson	
Signature via email 18.04.2023	Signature via email 18.04.2023	Signature via email 18.04.2023	
I note comments regarding background of the role and suggest further DC discussion as all roles have differing backgrounds and I don't support service [redacted] assumed retention of establishment which has not been consistent with our past change management applications for FTE and functional roles. I do not see relevance of previous [redacted] rights Act 2019 (QLD) [redacted] during the review of this procedure. apply across all historical roles	Supported, in line with our obligations and agree DC Smiths comments that we need to document the origins of this position.	Endorsed subject to no loss of position to relevant service as per history and HR comments.	Date



30/10/17

## Executive Briefing Note

**Requested by:** Andrew Short, Assistant Commissioner, Human Capital Management (HCM)

**Critical**

**Urgent**

**General**

Ref: 03679-2017

**Briefing note for approval**

**Briefing note for information**

**To:** Commissioner, Queensland Fire and Emergency Services (QFES)

**Subject:** Approval of new permanent positions for QFES as a result of capability realignment **Date:** 29/05/2017

### 1. Background

- QFES was created as a Department on 1 November 2013, bringing together a range of service delivery entities previously managed within the former Department of Community Safety.
- In 2015, an independent review of the Public Service Business Agency (PSBA) was undertaken by the Public Service Commission. This resulted in a number of functions being transitioned from the PSBA to QFES.
- In addition, a review of the fiscal sustainability of QFES was commissioned to ensure that its capability was being delivered in a most efficient and effective manner.
- As a result of these reviews, changes were required by QFES to re-align its structure with the capability it must deliver to the Queensland community.

### 2. Issues

- Under the theme of 'Building on our Past – Creating our Future', QFES has identified four capability groupings:
  1. Service delivery under the mandated elements of prevention, preparedness, response and recovery delivered through the frontline entities of the Fire and Rescue Service, the State Emergency Service and the Rural Fire Service supported by an overarching philosophy of emergency management;
  2. Strategic support;
  3. Operational support to service delivery; and
  4. Business support to service delivery.
- With a range of functions reallocated from PSBA, QFES has established directorates for Human Capital Management; Strategy, Systems, Standards and Performance; and Executive, Ministerial and Corporate Services. For the most part, the resources necessary for these new but critical support directorates have come from those previously allocated to PSBA or elsewhere in QFES.
- However, as part of the capability realignment process, a number of new capability requirements have been identified resulting in increased demand over and above current capacity. These new resourcing requirements have been agreed by the Executive Leadership Team (ELT), in principle at the meeting held on Sunday 30 October 2016 and through progressive refinements of the overall structure. **Attachment 1** provides full details of these positions and relevant Division they will be against.

Action Officer: Anita Sandeman

Area: Capability  
Realignment Project

Telephone: 0736351574

UNCLASSIFIED

- Further to this, following a reconciliation of QFES fulltime equivalent (FTE) positions in May 2017, a further submission was made to, and endorsed by, the Establishment Management Committee regarding eight additional new positions for the Human Capital Management Directorate to meet the demand and capability requirements of this new directorate.
- In total there are 20 new positions that were not previously part of QFES or PSBA organisational structures, have been identified for creation:

Director, Community Resilience and Risk Mitigation (SO)	Executive Manager Talent Development (AO8)
Principal Advisor Strategic Portfolio Management (AO7)	Coordinator Talent Development (AO4)
Executive Manager QFES System Information Management (AO8)	Executive Manager Human Capital Operations (AO8)
Principal Officer Capability Development (AO7/Inspector)	HCM Strategist (AO8)
Capability Development Manager (AO7/Inspector)	Principal Research Officer (AO7/Inspector)
QFES Grants Officer (AO6)	Coordinator Safety and Wellbeing (AO6/PO4)
Business Support Officer (AO3)	Senior Advisor Human Capital Operations (AO6)
Executive Manager Talent Acquisition (AO8)	Engagement Officer (AO5)
Senior Consultant, Talent Acquisition (AO6)	Advisor Human Capital Operations(AO5)
Injury Management Advisor (AO5)	Business Support Officer (AO3)

- The following over establishment (temporary) positions (Attachment 2 provides full details of these positions) have been identified and recommended by the ELT to become in establishment (permanent) positions, in recognition of the ongoing requirement for the capabilities and/or capacity these positions provide:

	No		No
Executive Manager (AO8)		Operational Support Officer (FRINS)	
Senior Strategy Officer (AO6)	2	Area Controller (AO6)	2
Business Support Officer (AO3)		Manager (FINSP)	
Manager Predictive Services (FINSP)		Director (FChief)	
Fire Behaviour Analyst (FRINS)		Operational Liaison Officer (AO6)	
Station Officer (SOF)	3	Consultant – Talent Acquisition (AO5)	
Volunteer Portal Business Analyst (AO6)		Coordinator – Talent Acquisition (AO4)	
QFES Sponsorship Relationship Officer (AO6)		Talent Acquisition Officer (AO3)	
Rural Fire Support Officer (FRM01)	7	Principal Advisor – Talent Development (AO7)	
Bushfire Safety Officer (FRM02)		Operational Portfolio Officer (AO7)	
Business Support Officer (AO3)	3	Senior Program Officer (AO6)	3
Regional Support and Governance (AO6)		Principal Program Officer (AO7)	
Director (SO) (advertised)		Chief of Staff (AO8)	
Senior Project Officer Noggin (AO6)		Staff Officer (FINS)	



	No		No
Manager QFES Systems Information Management (AO7)		Executive Manager (A08) (to be created and offset by a current vacancy pending the owner remaining in higher duties)	
Principal Analyst (AO7)		Director (SO) (advertised)	2

- A full FTE reconciliation has been undertaken by the Capability Realignment Project Team in partnership with Human Capital Management and PSBA Workforce Strategy. This reconciliation has identified sufficient space under the Treasury Budget FTE to create these positions.
- QFES high-level organisational structure (**Attachment 3**) approved and released by the Commissioner in March 2017 has been cascaded into final division, branch and business unit structures that will be approved by the relevant Deputy Commissioner as per item 2.2 of the HR Delegations by early June 2017.

### 3. Consultation

- Consultation has occurred with the ELT; QFES Establishment Management Committee; Mr Shane Donovan, Acting General Manager, PSBA; Ms Josephine Maguire, Manager, PSBA Workforce Strategy; and Ms Donna Lawrence, PSBA Human Resources Consultancy who concur with the content of this brief and its attachments.
- Feedback from the General Manager PSBA HR is: Noting the growth in HCM, QFES and PSBA will work together, through the Workforce Subcommittee, to ensure the operating model and service delivery framework in place, managed through the Service Level Agreement, is not compromised.
- During consultation, issues regarding direct appointment of temporary employees were raised. The Deputy Commissioners agreed to minimise the use of direct appointments and that the application of the Public Service Directives for Temporary Employment (Directive no. 20/10) and Recruitment and Selection (Directive no. 15/13) will ensure a transparent and equitable processes across the department.

### 4. Funding

- Funding for these positions is included in the Treasury Budget FTE of 3253 as at 30 June 2017.
- Item 2.1 of the HR Delegations provides that only the Commissioner has delegated authority to approve changes to permanent establishment for all levels; item 2.2 of the HR Delegations provides that Level 1 (Chief Strategy Officer and Deputy Commissioners) have the delegated authority to approve organisational and staffing structures (including restructures).

### 5. If this brief includes a new policy; publication; report; initiative or is a change in a policy or publication; is this information suitable for release on the Right to Information Publication Scheme web pages?

- Not applicable.

**6. Recommendation**

- That you:
  - approve the creation of the 20 new permanent fulltime positions as per Attachment 1;
  - approve the creation of 47 permanent positions to replace the 47 over establishment (temporary) positions as per Attachment 2;
  - note that the requirements of Public Services Directives will apply to all vacant permanent QFES positions and that any direct appointments will be considered as an exception and on a case-by-case basis; and
  - note the high-level realigned QFES organisational structure as per Attachment 3.


Contrary to the public interest

Doug Smith  
DEPUTY COMMISSIONER  
CHIEF STRATEGY OFFICER  
STRATEGY AND CORPORATE SERVICES DIVISION

29 / 06 / 2017

Noted Endorsed / Not-Endorsed

Katarina Carroll APM  
COMMISSIONER

3 17 17 

Noted / Approved / Not Approved

Comments:

*Do not delete any headings. If a section is not required, please put N/A. Where additional information is required, supporting schedules / attachments should be used.*

Positions converting from Over Establishment (Temporary) to In Establishment (Permanent)

NEW Division	CURRENT Directorate	NEW Directorate	Branch	Unit	PClasm	Position Title	Location
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**s.73 - Irrelevant information**

QFES RTI FINAL RELEASE

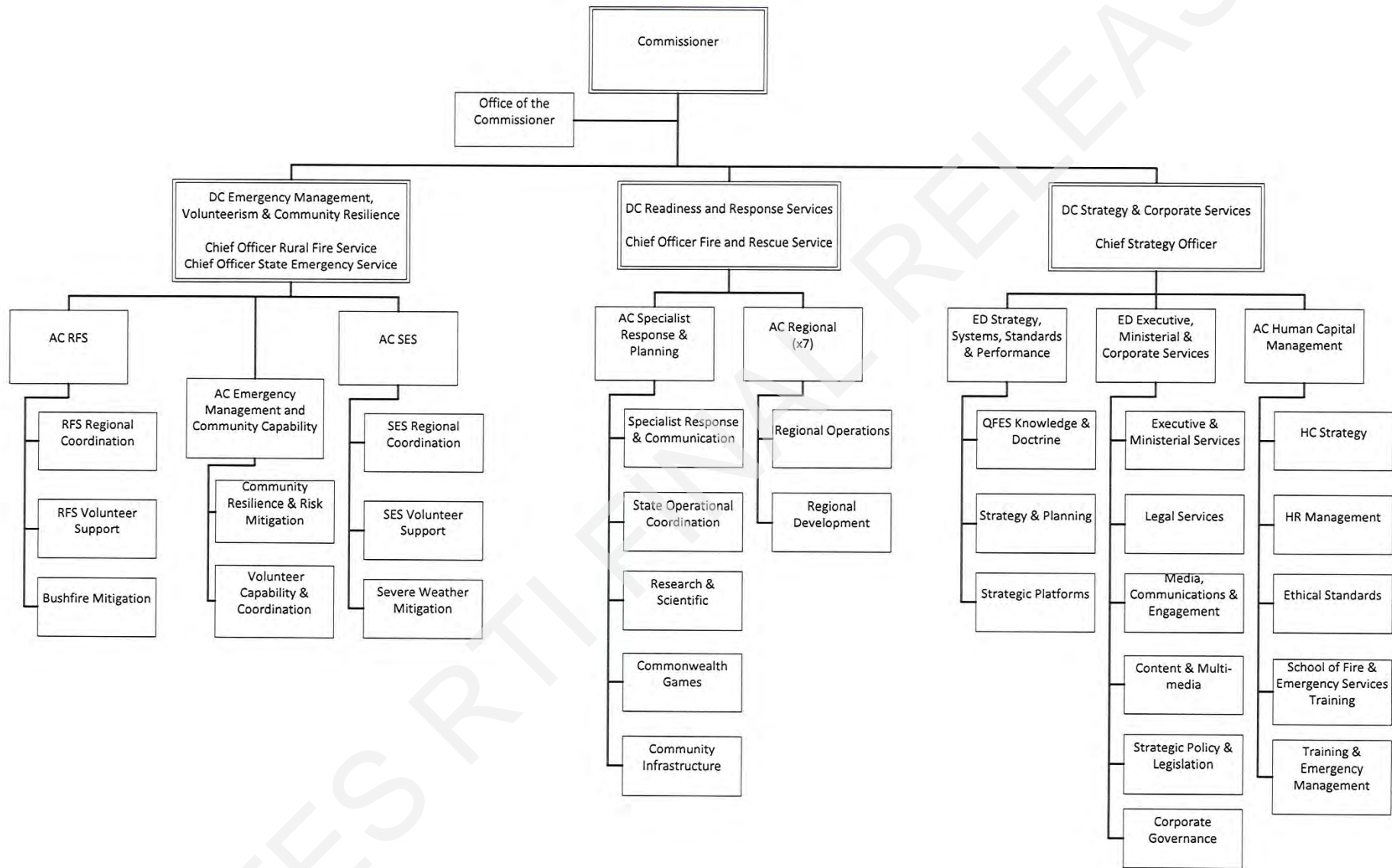
# s.73 - Irrelevant information

QFES RTI FINAL RELEASE

New Permanent Full Time Positions (previously did not exist)

NEW Division	CURRENT Directorate	NEW Directorate	Branch	PosID	Cat	Position Title	Location	PClass
<b>s.73 - Irrelevant information</b>								

QFES RTI FINAL RELEASE



**Note:** This structure may be subject to change during the implementation phase and as a result of ongoing capability assessment.

## Wanda Kropp

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Monday, 14 August 2023 4:09 PM  
**To:** Kylie Watson  
**Cc:** Corro QFES FRS AC  
**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position  
**Attachments:** QFES-EBN - SAOU EM.docx

Hi Kylie,

Please find attached a copy of the draft Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position for your consideration.

May I please confirm if you concur with the contents of this brief?

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*



# Executive Briefing Note



**Requested by:** Stephen Smith AFSM, A/Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

**MECS #:**

**File #:** QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager State Air Operations Unit position

**Date:** 10 August 2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the units workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as at 9 June 20)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical “norm” was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.



- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was sub optimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. The ERVMC approved the position being a dual classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [Contrary to the public interest] was temporary appointed to the position through an expression of interest process. [Contrary to the public interest] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [Contrary to the public interest] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- In 2020 Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, A/Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

### 9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

**10. Recommendation**

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

Stephen Smith AFSM  
**A/DEPUTY COMMISSIONER**  
**Fire and Rescue Service**  
/ /

Greg Leach AFSM  
**COMMISSIONER**  
/ /

**Noted / Endorsed / Not Endorsed**

**Noted / Approved / Not Approved**

Comments:

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## Wanda Kropp

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**From:** Brooke Gowland  
**Sent:** Monday, 18 September 2023 6:00 PM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC; John Cawcutt; QFES Commissioner Staff Officer  
**Subject:** EBN 2122-2023 Clarification  
**Attachments:** EBN Air Ops Exec Manager Dual Classification.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

### Brooke Gowland

Chief of Staff | Office of the Commissioner

Queensland Fire and Emergency Services

P 07 3635 3912 | M 

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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QFES acknowledges and recognises Traditional Owners as custodians of the land 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.



# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager, State Air Operations Unit position

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
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2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

10. Recommendation

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**From:** DC.FRS  
**Sent:** Thursday, 20 July 2023 8:40 AM  
**To:** Corro QFES FRS AC  
**Cc:** DC.FRS  
**Subject:** Employment Review Request - [REDACTED] - Due 01 August 2023  
**Attachments:** QFES Form-OBM-177 HD Conversion Template - [REDACTED] - ADC approved.doc

**Categories:** EO to Action

Morning Cody

Please find attached Employment Review Request for [REDACTED] which has been approved by A/DC FRS.

Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald

Agency Implementation Program

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: [REDACTED]



QFES acknowledges and recognises Traditional Owners as custodians of the land 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.

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**From:** Stephen Smith (QFES A/Deputy Commissioner) <StephenA.Smith@qfes.qld.gov.au>  
**Sent:** Wednesday, 19 July 2023 8:21 PM  
**To:** DC.FRS <DC.FRS@qfes.qld.gov.au>  
**Subject:** RE: For approval - Employment Review Request - [REDACTED] - Due 01 August 2023

Approved, thank you

Steve



Stephen Smith AFSM EMPA MLshipMgt GAICD  
A/Deputy Commissioner – Fire and Rescue Service

**Queensland Fire and Emergency Services**

a. PO Box 1425 Brisbane Qld 4001  
m. **Contrary to the public interest** e. [StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)  
[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>  
Respect | Integrity | Courage | Loyalty | Trust

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**From:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Sent:** Wednesday, 19 July 2023 1:54 PM  
**To:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>  
**Cc:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Subject:** For approval - Employment Review Request - **Contrary to the public interest** - Due 01 August 2023

Hi Steve

Please find attached Higher Duties Classification Checklist for **Contrary to the public interest** for your approval.

Noting – AC FRS has endorsed.

Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald

Agency Implementation Program

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: **Contrary to the public interest**



QFES acknowledges and recognises Traditional Owners as custodians of the land 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.

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**From:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Sent:** Thursday, 13 July 2023 1:05 PM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: For approval - Employment Review Request - **Contrary to the public interest** - Due 01 August 2023

Good afternoon Cody,



Below and attached are documents relevant to a HD Conversion application by [redacted] for the Manager Air Operations role he has been filling since January 2021.

Per the below, I have reviewed the below and have electronically signed the OBM-177 form attached to this email. Can I please request Mr Francis be provided the form and attachments for his review and upon his approval, his signature on the document to be further progressed to DC Smith?

Thank you in advanced.

Regards,

Marty

**Martin Gibson** BEng(Aero), BAviation  
Superintendent  
Executive Manager, State Air Operations



State Air Operations Unit  
Fire and Rescue Service Directorate  
Readiness and Response Division  
Queensland Fire and Emergency Services

Phone: (07) 3635 2490

Mobile: [redacted]

Email: [martin.gibson@qfes.qld.gov.au](mailto:martin.gibson@qfes.qld.gov.au)

---

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Sent:** Thursday, 13 July 2023 12:28 PM

**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** For approval - Employment Review Request - [redacted] - Due 01 August 2023

Hi Marty

Thank you for your time on Tuesday discussing [redacted] HD Conversion request.

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) [redacted] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to considered suitable to perform the role
- the employee has provided evidence of possessing any relevant mandatory qualifications
- the employee is not subject to any unresolved and documented conduct or performance matters that have been put to the employee in writing, and where required, managed in accordance with the requirements of a relevant directive, such as the directives relating to positive performance management and discipline.

As per the directive we need to provide a formal response to [redacted] within 28 days, attached is a QFES OBM-177 form recommending that [redacted] HD conversion request be approved.

Could you please sign the OBM-177 form as the reviewer and provide any relevant comments and forward through to A/AC Francis' office and obtain his approval.

AC Francis' office will then forward it through to the DC for approval.

Once approvals have been returned to HR, I will then provide [redacted] with his outcome.

Due to the 28 day deadline we require a response back to [redacted] by the 01 August 2023.

Attached documents

- Conversion Checklist
- QFES OBM-177
- Original request email – with Resume, RSS
- Role description

Feel free to call if you have any questions or concerns about the process.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



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**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Sent:** Monday, 10 July 2023 9:06 AM

**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** Meeting Request - Discussion - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Hi Marty

As you are aware, I am in the process of coordinating the review on Contrary to the public interest acting status. Contrary to the public interest has requested the review of his acting status on Tuesday 4 July 2023.

A higher duties conversion checklist has been developed, to assist in the review process, I have partially completed the HD Conversion form however would like to complete the remainder of the checklist with you as his current supervisor over a scheduled meeting. I've sent through a calendar invite for tomorrow, if the proposed time doesn't suit please let me know.

I have also provided the Review of acting or secondment at higher classification level (Directive 03/2) [link](#), for your information and the steps required as Contrary to the public interest supervisor to progress his request for review.

After our meeting, I will send you the completed checklist and ask that you review and sign the checklist and progress the checklist via your Assistant Commissioner for their Recommendation and the final approval to your Deputy Commissioner.

Once approved if the final approval could be sent to the HR inbox – [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) HR will then draft the appropriate letter.

If you have any questions or concerns feel free to call.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



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**From:** Microsoft Power Apps and Power Automate <[microsoft@powerapps.com](mailto:microsoft@powerapps.com)>

**Sent:** Tuesday, 4 July 2023 4:53 PM

**To:** Contrary to the public interest <[\[REDACTED\]@qfes.qld.gov.au](mailto:[REDACTED]@qfes.qld.gov.au)>

**Cc:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Subject:** Employment Review Request Acknowledgement - Contrary to the public interest

**CAUTION:** This email originated from outside of Queensland Fire & Emergency Services. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Contrary to the public interest,

Thank you for submitting a request for employment review for the role you are currently performing.

Firstly, we would like to acknowledge your service, and recognise the role you have performed in the Queensland Fire & Emergency Services (QFES) over this period.

We will consider your request taking into account relevant sections of the Public Sector Act 2022 (the Act) and the relevant Directive to your employment scenario.

To be eligible for review, you must have been employed by QFES for a minimum of 12 months or you must have been acting at, or seconded to, the higher classification level in the same role for a continuous period of at least one year.

Where this requirement is met, the review will consider:

- if there is a continuing need for you to be employed in your current role, or one that is substantially the same (temporary reviews only)
- if you are suitable to perform the role in accordance with the the Directive
- if any requirements of an industrial instrument need to be complied with, in relation to making this decision
- if it is not viable or appropriate to convert you to permanent employment, having regard to the genuine operational requirements of QFES.

You may wish to provide information you would like me to considered as part of the review, addressing the

considerations above, such as **evidence of your relevant qualifications/conditions as outlined under Mandatory/Special Requirements in the role description of the role you are performing.**

Your union or other representative may assist you with this.

To ensure your request is properly considered, **please provide this information to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) within 72 hours.**

Under the Act, a decision needs to be made within 28 days of your request date. A decision is expected within this timeframe.

However if a decision is not made within this timeframe, it will be taken that you will not be permanently employed/converted and that you will continue your existing employment arrangement.

You will be advised in writing of the outcome of your request. Please see [Employee Review Additional Information](#) for the decision-making framework and appeal rights provided for under the Act and directive.

Your supervisor has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact your supervisor or your Senior HR Advisor.

QFES HR Services  
[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

If you want to unsubscribe from these emails, please use this [form](#).

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2022 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	contrary to the public interest	Employee number:	contrary to the public interest
Substantive Classification:	RFSO2, Rural Fire Service Officer (Air Ops Officer)	Current Position number:	756580
Higher Duties Classification:	FSINS, Inspector	Current Position title:	Manager
Division:	Fire & Rescue Service		
Employment details (HR to complete)			
HD Date commenced:	04/01/2021	HD end date:	01/10/2023
Conversion eligibility date:	04/07/2023	<i>An outcome must be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	01/08/2023		

### Placement History

**Contrary to the public interest**



**ATTACH PSC CHECKLIST**

<b>Outcome (Manager/HR)</b>			
<b>Convert employee to higher classification:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Integrity Check Cleared:</b> If recommending conversion, Integrity Check must be conducted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			
HR Comments:	<p>HR recommend that <span style="background-color: black; color: red;">Contrary to the public interest</span> request for a higher duties conversion be approved.</p> <p>An integrity check has been returned clear.</p> <p><span style="background-color: black; color: red;">Contrary to the public interest</span> has been relieving in HD in the Inspector position PN756580 since 04/01/2021, <span style="background-color: black; color: red;">Contrary to the public interest</span> has no unsolved performance issues, has the mandatory qualifications and has been deemed suitable to perform the role.</p> <p>The role has recently become substantively vacant due to the previous substantive owner <span style="background-color: black; color: red;">Contrary to the public interest</span> being appointed to a different role.</p> <p>The functional code of this PN756580 is rural.</p> <p>Comments provided by Natalie Muharem, A/Senior HR Advisor, on 13/07/2023</p>		
Name of Reviewer:	Martin Gibson	Employee No:	<span style="background-color: black; color: red;">Contrary to the public interest</span>
Signature:	<span style="background-color: black; color: red;">Contrary to the public interest</span>	Date:	13/07/2023
<b>Recommendation (Assistant Commissioner/Executive Director)</b>			
<b>Convert employee to higher classification:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Does the employee consent to conversion?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	756580	Position Title:	Manager
Classification:	FSINS, Inspector	Branch:	Specialist & Technical Response
Directorate:	Fire & Rescue Service	Division:	Fire & Rescue Service
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
<b>Delegate Approval (Deputy Commissioner)</b>			
<b>Convert employee to higher classification:</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Date</b>	20/07/2023
Name: Stephen Smith		Signature:	<span style="background-color: black; color: red;">Contrary to the public interest</span>

Forward to ERVM for noting

## Wanda Kropp

---

**From:** Cody Costigan  
**Sent:** Friday, 15 December 2023 3:54 PM  
**To:** Nicole Wright  
**Cc:** Corro QFES FRS AC  
**Subject:** Executive Manager Air Operations position  
**Attachments:** 06.c 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1 (1).pdf; 06.d 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1 (1).pdf; 06.e 573 - Approved with comments - FRS Air Ops -Executive Manager (1).pdf; FW: OUTCOME:- Out of Session Consideration - ERVM Positions; DMView\_1702617885680\_02122-2023\_668996\_CQFES\_NOTED\_EBN.pdf; EBN 2122-2023 Clarification ; RE: EBN 2122-2023 Clarification ; FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position ; RE: EBN 2122-2023 Clarification ; FW: EBN 2122-2023 Clarification ; Advice provided to COS - 11.10.2023.pdf; FRSD Org Chart.pdf; ERVMC Approval - 26.06.2020.pdf; ERVMC Submissions for SABC Review.pdf; ERVMC Minutes - 25.06.2020.pdf; Outcome - Out of Session - ERVMC - 25.08.2020.pdf; State Air Operations Unit Summary.pdf; Outcome - Out of Session - ERVMC - 09.10.2020.pdf; Air Operation Position Advice - 06.10.222.pdf

Hi Nicole,

Please find attached electronic copies of the documentation regarding the Executive Manager Air Operations position.

Kind regards,  
Cody

**Cody Costigan**

Executive Officer | Office of the Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

## Wanda Kropp

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**From:** Corro QFES FRS AC  
**Sent:** Tuesday, 19 September 2023 8:25 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Neil,

As discussed, please see below HR advice from Kylie Watson regarding the dual classification of the Executive Manager State Air Operations Unit position.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Monday, 28 August 2023 4:41 PM  
**To:** Kylie Watson <Kylie.Watson@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for the below advice and yes, I can confirm a work value review will be completed for the Air Operation roles.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**





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**From:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Sent:** Monday, 28 August 2023 8:24 AM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

Thank you for adding in the further information on how the role will be filled in the future. The contents are good for me.

I note that CA22 (schedule 3), advises that Air Operations roles will have a work value review (JEMS or similar implemented during the life of the agreement. I imagine this will include all roles, which the Executive Manager would also be included?

Kind Regards

**Kylie Watson**

Senior HR Advisor, Brisbane Region

Strategy & Services Branch | QFES People

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M [REDACTED] E [Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)

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**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Friday, 18 August 2023 3:55 PM  
**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for your feedback and time on the telephone this afternoon.

Please find attached a copy of the updated brief for your consideration.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Sent:** Thursday, 17 August 2023 12:54 PM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

In addition to the below, I believe the Air Operations roles will be part of the Work Value Reviews. Will this include the Executive Manager and Manager? If so, should that be included in the EBN, that the roles will be reviewed?

Kind Regards

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

---

**From:** Kylie Watson

**Sent:** Thursday, 17 August 2023 11:27 AM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Morning Cody

Thank you for sending through. Currently I don't exactly concur with the contents of the brief, it has however been raised with HR as part of the consultation process.

With the recommendations, I don't believe it goes into enough detail of how this will be managed going forward (and whether that needs to be spelt out in an earlier section). For example applying for future vacancies, will this mean if the role becomes permanently vacant it will be advertised to RFS and FRS and whoever is successful will be appointed and the position would then be updated. Will it also be open to PS employees, who would then be appointed as RFS? Or is the thought if the role is permanently vacant, it will only be offered in the future on rotation (similar to Commissioners Staff Officer, or MLO). If Contrary to the public interest takes leave or relieves, the brief refers to temporary opportunities, is this the temporary opportunity being referenced, that it will be open for all, and dependent on the successful applicant would be RFS or FRS?

Also has there been thought with regards to this role and Air Operations Unit and the new QFD? Will there be change?

Does the Together RFS union need to be consulted in this?

The EBN also does not go into why this role should be a dual classified role. The various ERVM's and EMM's do not provide that level of detail either on why this should be a dual role, other than providing opportunities to employees. A role either requires Station Officer (FRS) qualifications or it does not. An FRS can still apply for a RFS position, so opportunities are still there. From my (albeit very limited understanding of Air Operations), I had thought Air Operations was more based in Rural Firefighting, as opposed to structural firefighting that FRS are more aligned to. However I am obviously not an Air Operations expert (or RFS/FRS). The EBN discusses the number of requests to assist did these include both rural and non rural related tasks? Is this why the request is for dual? The ERVM advises that the EM is responsible for the overall direction and reporting of the Air Ops unit, providing the conduit for reporting up and accountability of the unit actions, response and coordination, and the position carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

The Manager Air Operations became RFS in 03/03/2008, so the history of the unit and its growth since then has been under RFS. It appears that an FRS employee who had been relieving in the Manager role was permanently appointed at that time (04/2008) and was appointed as an RFS Manager.

The ERVM that was approved, that the brief references by saying it was approved as dual, the only reference to that is in the classification box, where it has RFS/FRS.

I believe there needs to be further information detailing why this role should be considered dual classified.

Cheers

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

---

**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Monday, 14 August 2023 4:09 PM

**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Please find attached a copy of the draft Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position for your consideration.

May I please confirm if you concur with the contents of this brief?

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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QFES RTI FINAL RELEASE

## Wanda Kropp

---

**From:** Neil Francis  
**Sent:** Wednesday, 4 October 2023 5:05 PM  
**To:** Natalie Muharem; Abby Blair; Corro QFES FRS AC  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN 2122-2023 Clarification

Afternoon Nat, Abby and Cody,

As per below request from Brooke, can I pls ask that any information be provided in support as per the request?

ERVMC approved 'pending position' the submission for the dual classification of the role on about mid June 2020 (submission Number 573).

I'm unaware of any DC consultation before this submission was submitted, or any union consultation until the recent series of events which were raised by the QFR SOU.

I do understand that further discussions were taken off line between DC Roche and DC Wassing, but again unsure exactly what that was or any outcomes.

Nat, can you pls confirm the right process was followed?

Abby/Cody, any info in our records regarding DC and union consultation would be appreciated?

Thanks

Neil

Kind Regards,

**Neil Francis**

Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



---

**From:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Sent:** Friday, 29 September 2023 4:19 PM  
**To:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; Neil Francis <Neil.Francis@qfes.qld.gov.au>  
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Chief of Staff | Office of the Commissioner

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**Queensland Fire and Emergency Services**

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## Wanda Kropp

---

**From:** John Cawcutt  
**Sent:** Tuesday, 3 October 2023 12:29 PM  
**To:** Neil Francis  
**Subject:** RE: EBN 2122-2023 Clarification

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Abby might be able to help you with this one.  
Regards John

---

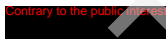
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## Wanda Kropp

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**Sent:** Tuesday, 19 September 2023 10:12 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC; John Cawcutt; QFES Commissioner Staff Officer  
**Subject:** RE: EBN 2122-2023 Clarification

Good morning,

Thanks for the information, I will review. It's still unclear however if/when the industrial bodies were consulted?

Can you please confirm.

### Brooke Gowland

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# Executive Briefing Note



Requested by: Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

Briefing note for approval  Briefing note for information

MECS #: 2122-2023

File #: QFS/15952

To: Commissioner, Queensland Fire and Emergency Services

**Subject: Dual classification of the Executive Manager, State Air Operations Unit position**

Date: 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

10. Recommendation

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**Sent:** Monday, 18 September 2023 6:00 PM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC; John Cawcutt; QFES Commissioner Staff Officer  
**Subject:** EBN 2122-2023 Clarification  
**Attachments:** EBN Air Ops Exec Manager Dual Classification.pdf

**Follow Up Flag:** Flag for follow up  
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**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

**Contact Officer:** Martin Gibson  
(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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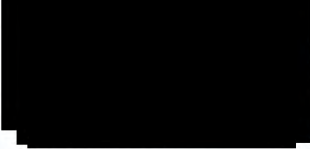
# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest



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

Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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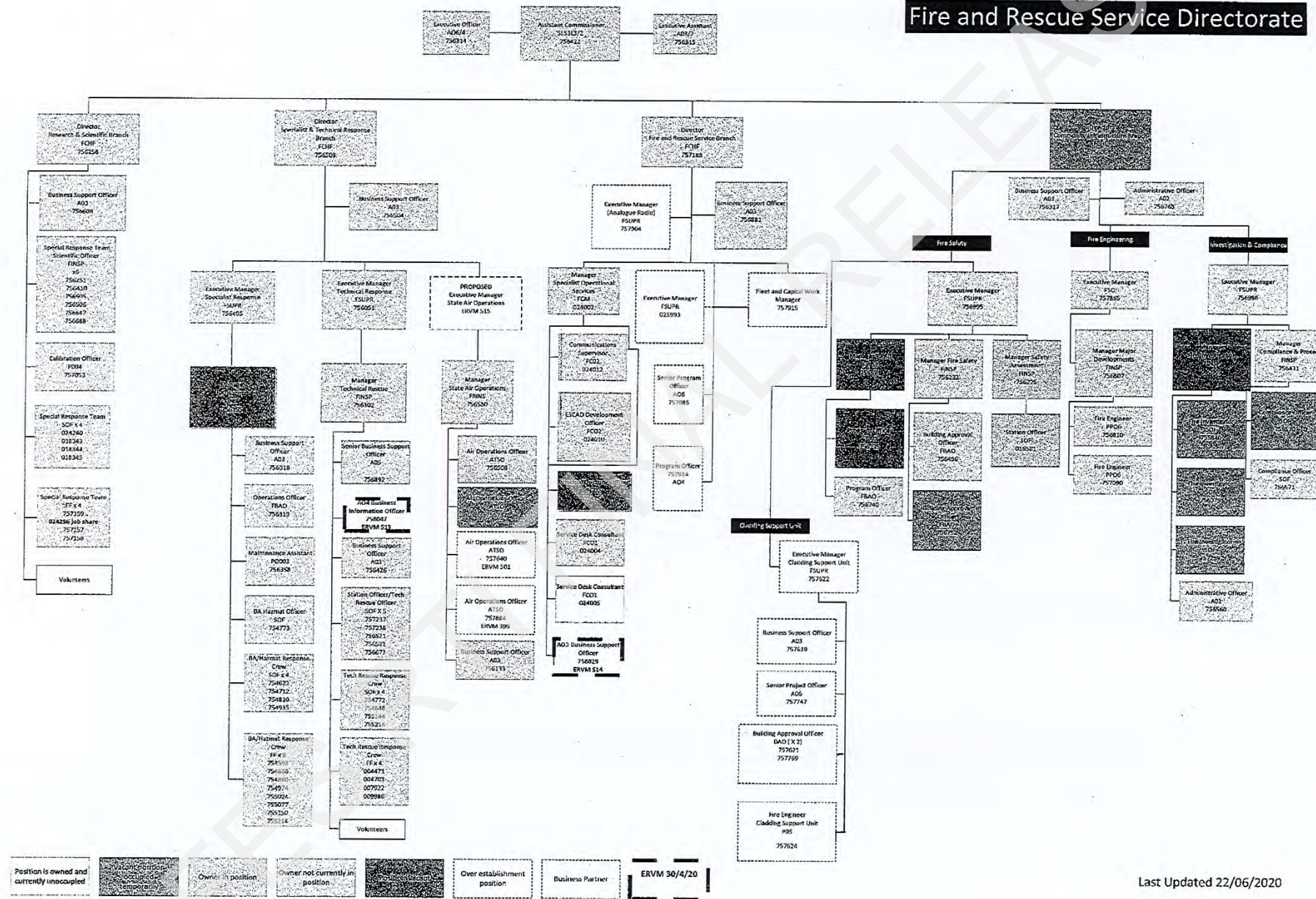
**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No





# Fire and Rescue Service Directorate



Last Updated 22/06/2020

# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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**Form**

Effective Date: 19/05/2020

Registration No.:

572

**Employee Details**

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest		Full time/Part Time (if PT, note hours/fn) FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

**Contact Officer:** Martin Gibson  
(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** Contrary to the public interest

**Reason for Request/Impact if not approved**

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

**Currently, the activities of the RPAS integration Officer are:**

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

**Future role requirements are fulfilled in Two categories:**

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

**Contrary to the public interest**

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

572

Contrary to the public interest

Contrary to the public interest

*Verbal Approval*

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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



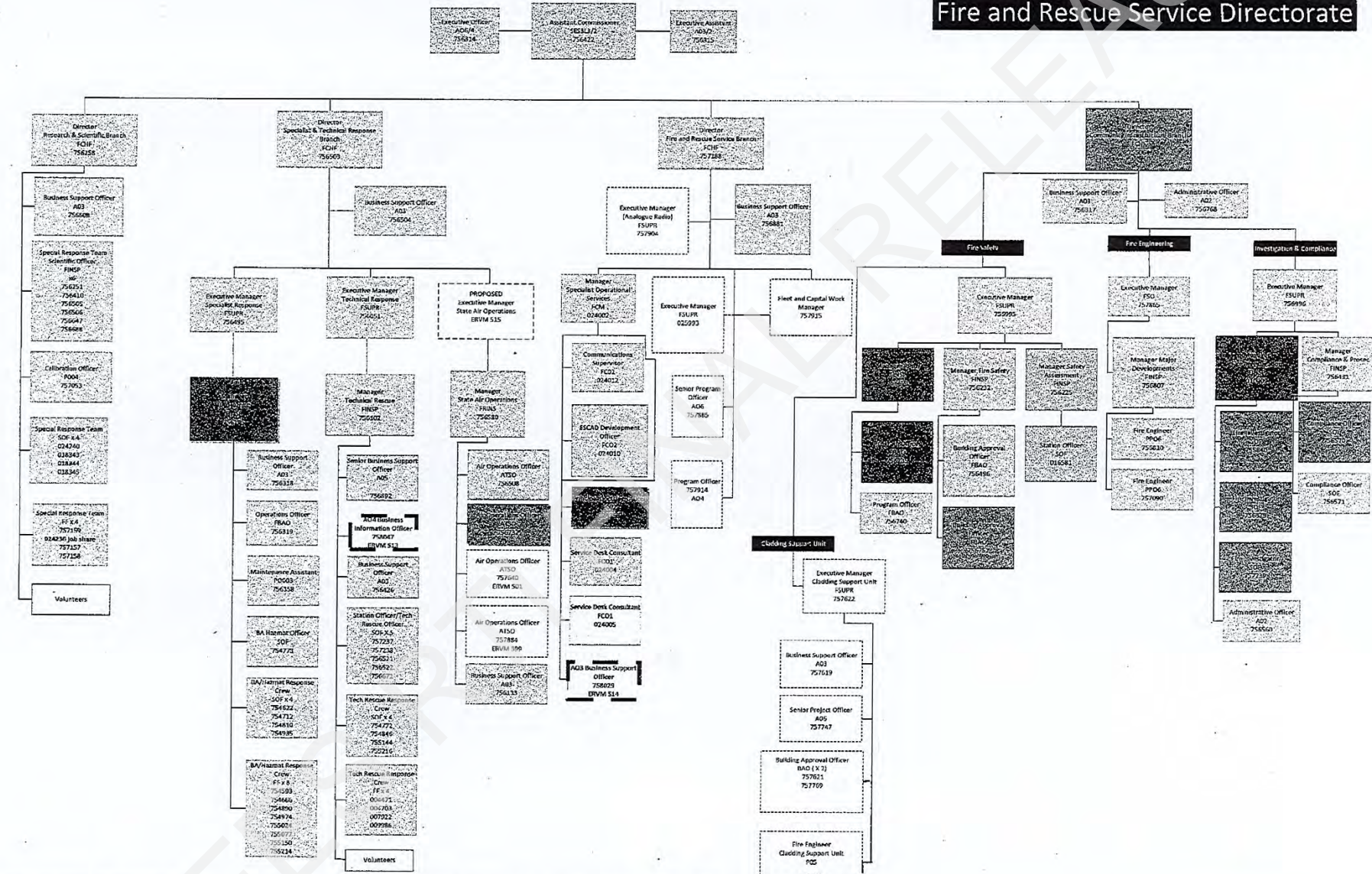
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# Fire and Rescue Service Directorate



Position is owned and currently uncoupled	Position is currently owned by a Business Partner	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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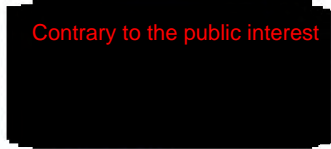
Effective Date: 19/05/2020

Registration No.:

573

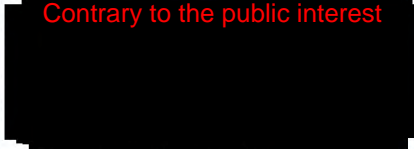
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



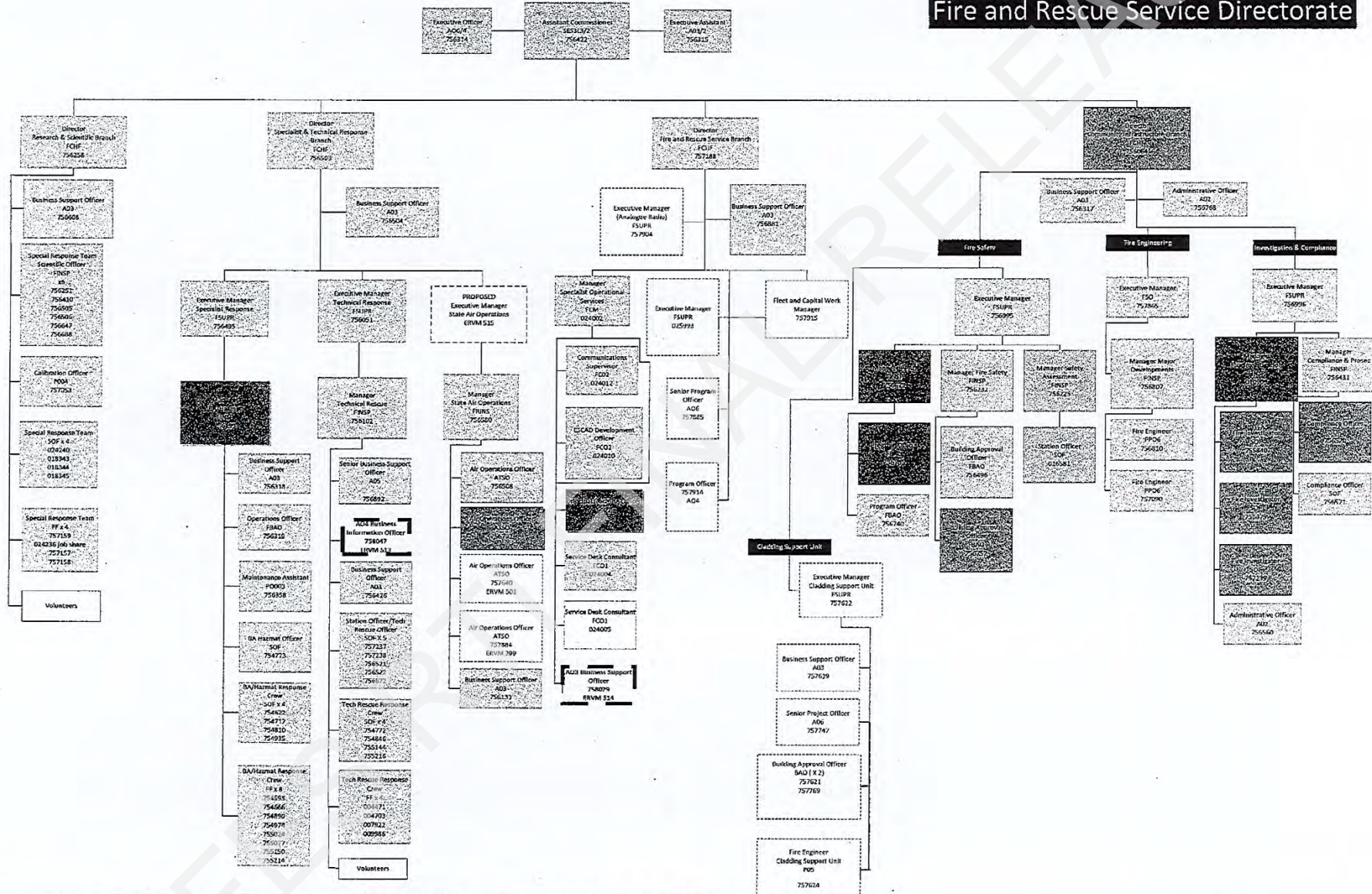
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied
Position is currently vacant
Owner in position
Owner not currently in position
Over establishment position
Business Partner
ERVM 30/4/20

Last Updated 22/06/2020

## Wanda Kropp

---

**From:** Carolyn Coletti  
**Sent:** Tuesday, 17 October 2023 12:49 PM  
**To:** SABC Secretariat  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** 06.c 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 06.d 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 06.e 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Importance:** High

Hi Elodie

Please find attached a copy of the ERVM's with respect to the SABC approvals. At the time, the process was that they went to ERVM first for approval of the FTE positions, then came to SABC if there was a funding requirement. As per the email below, this is the outcome from the SABC 'out of session' and the item was noted in the August 2020 meeting.

Hope this helps.

Regards  
Carolyn

---

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:46 AM  
**To:** Adam Stevenson (Adam.Stevenson@qfes.qld.gov.au) <Adam.Stevenson@qfes.qld.gov.au>; Mark Roche (QFES) <Mark.Roche@qfes.qld.gov.au>; Michael Wassing <Michael.Wassing@qfes.qld.gov.au>; 'Wayne Brummer (PSBABS)' <Wayne.Brummer@psba.qld.gov.au>; Troy Davies <Troy.Davies@qfes.qld.gov.au>; Gen Wilcox <Gen.Wilcox@qfes.qld.gov.au>; Stephen Smith (QFES Assistant Commissioner) <StephenA.Smith@qfes.qld.gov.au>; Steve Barber <Steve.Barber@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Good afternoon

Thank you for providing your responses with respect to the ERVM positions. Below is the outcome which will be formally tabled at the August meeting.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the '*Air Operations Officer – RPAS Coordination*' position is not approved. The title should be Air Operations Officer.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

---

**From:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Sent:** Monday, 10 August 2020 9:39 AM  
**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>  
**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Subject:** FW: Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Adam

Below is a run down of the Committee's responses with respect to the ERVM that was sent out of session.

Wayne Brummer's Feedback: Not Endorsed

- funding for these positions needs to be considered against the current budget situation (and ongoing).
  - we don't attend ERVM so cannot comment on whether creating these 3 positions are more critical than all other FTE gaps within QFES.
- I don't endorse until this has been through a whole of QFES budget consideration rather than a one off decision.*

Below are all the other Members responses. As you are aware, these submissions came from ERVM which were approved by all 3 Deputies. It would appear that Mike and Mark have highlighted errors in those submissions re naming conventions. I have broken it down as best I can. Could you please review to ensure that it has been captured correctly.

Michael Wassing's Feedback:

*I support the proposal on the following arrangements;*

1. *The roles are defined as **RFS roles, EM or SES roles not FRS roles**. This approach is consistent with the broader intent to build talent pipelines across service streams whilst maintaining the current FRS FTE numbers acknowledging all Tech Rescue roles are currently FRS.*
2. *I note that all roles have either RFS / FRS forms attached and some aspects of the attachment only refer to FRS role eg. Supt. Which is incorrect.*

*I also note if we apply the above approach that there is a cost saving and less likely any subsequent draw down on existing SO capacity in FRS. My final comment would be whether the RPAS role is still given priority to progress noting our current and foreseeable slowing of this capability.*

Steve Barber's Feedback:

*I support the proposal with the inclusion of DC Wassing comments as part of that endorsement with some additional information to support DC Wassing's comments;*

*Given the long-term depth of knowledge the RFS has invested in building our air operations capability, and given the media around the increase of our air ops capability, I would consider these 3 positions as RFS FTE paramount to our current and future success of air ops across our dept, and also allow for future succession planning across all service into the future.*

And given the significant increase of air ops as a primary front line capability, it is also imperative that the right level of leadership, management and support be provided to ensure short and long-term success and capability development planning.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Troy Davies Feedback:

Endorsed in support of DC Wassing and AC Barber's comments.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Steve Smith's Feedback:

Endorsed

Gen Wilcox's Feedback:

Endorsed

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

The only query is that Mike questioned if the RPAS role was still a priority noting our current and foreseeable slowing of this capability.

I also did not capture your response above.

Could you please let me know if you are happy with the above outcome, or advise if this needs further discussion.

Thank you

Carolyn

---

**From:** Carolyn Coletti

**Sent:** Wednesday, 5 August 2020 12:11 PM

**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>; Mark Roche (QFES) <[Mark.Roche@qfes.qld.gov.au](mailto:Mark.Roche@qfes.qld.gov.au)>;

Michael Wassing <[Michael.Wassing@qfes.qld.gov.au](mailto:Michael.Wassing@qfes.qld.gov.au)>; Wayne Brummer (PSBA)

<[Wayne.Brummer@psba.qld.gov.au](mailto:Wayne.Brummer@psba.qld.gov.au)>; Troy Davies <[Troy.Davies@qfes.qld.gov.au](mailto:Troy.Davies@qfes.qld.gov.au)>; Gen Wilcox

<[Gen.Wilcox@qfes.qld.gov.au](mailto:Gen.Wilcox@qfes.qld.gov.au)>; Steve Barber <[Steve.Barber@qfes.qld.gov.au](mailto:Steve.Barber@qfes.qld.gov.au)>; Stephen Smith (QFES Assistant

Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>

**Subject:** Out of Session Consideration - ERVM Positions

**Importance:** High

Good afternoon

Due to last week's SABC meeting being cut short, we were unable to consider the attached submission from the ERVM Committee. The Chair has now asked for it to be considered 'Out of Session'.

By way of background, with the closure of TEM, the FTE positions are being reallocated to other business units within QFES. The attached proposal is to align three of the TEM In-Established FTE positions to FRS State Air Operations Unit. Some additional information below for your consideration:-

- TEM (in-established) FTE positions are being utilised for the 3 new positions within Air Operations.
- TEM FTE positions have always been unfunded due to the Commercial nature of TEM.
- Approval is being sought to allocate funding to each of the reallocated TEM (in-established) FTE positions (3 in total).
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: FRS Superintendent - \$190,736 pa.

Could you please let me know if you approve the proposed funding being allocated permanently to the above FTE's. I have confirmed with the ERVM Committee that these three positions sit within QFES's FTE Cap.

It would be greatly appreciated if I could have your responses by no later than COB Friday 7 August 2020. Please do not hesitate to contact me should you require any further information.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

## Cody Costigan

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Wednesday, 11 October 2023 9:24 AM  
**To:** Brooke Gowland  
**Cc:** Corro QFES FRS AC  
**Subject:** Advice - Dual-classification of the Executive Manager Air Operations position

Good morning Brooke,

Please be advised on 25 June 2020 the Establishment, Resource and Vacancy Management Committee (ERMVC) approved the allocation of a dedicated State Air Operations Unit Executive Manager at Superintendent level to provide overarching management, direction and reporting support to the unit. The ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).

I can confirm the Senior Officers Union (SOU) raised this matter and consultation occurred with the SOU from mid-2023.

Unfortunately, I cannot provide the details of the consultation that occurred between the Deputies in 2020. It appears the decision on what service the air operation unit roles should be was never finalised.

I can confirm both Air Operations Officer positions PN758160 and PN758161 are permanent positions and are dual classified between the RFS and FRS. The positions are currently occupied by RFS staff members.

To ensure these positions are truly equitable, all future relieving opportunities that are more than two weeks in duration should be fulfilled via an expression of interest recruitment process.

HR have confirmed the correct process to follow when modifying positions is to consult with the union and then submit an ERVMC/Executive Briefing note request detailing the changes required.

I can confirm union consultation occurred with the SOU and both an ERVMC/Executive Briefing Note have been submitted regarding the dual classification of the Executive Manager position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,

Neil Francis  
Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire & Emergency Services  
(M) 

*This may assist with future direction.*





**John Cawcutt**

---

**From:** Abby Blair  
**Sent:** Thursday, 6 October 2022 12:31 PM  
**To:** QFES Human Resource  
**Cc:** Abby Blair  
**Subject:** RE: Air Operations positions 758159, 758160, 758161  
**Attachments:** 202109\_Air Ops positions.docx; Air Operations

Hi Julia

Information attached, let me know if you have any questions. The email titled Air Operations was the only version I could find easily, it has the SABC outcome at the bottom of the email trail and copy of the ERVMC's attached.

As for multi-class roles, to my understanding it is as follows:

- 758159 – Executive Manager – no decision has been made from SABC advice. Of note, this position has been created in Aurion as RFS Supt.
- 756580 – Manger – my understanding and has not been raised to date, RFS Inspector, permanently filled by [REDACTED]
- 756732 – Air Operations Officer – RFS ATSO
- 756508 – Air Operations officer – RFS ATSO
- 758160 – Air Operations Officer – ATSO/SO – out for advertising now
- 758161 – Air Operations officer – ATSO/SO – out for advertising now

Thanks  
Abby

**Abby Blair**

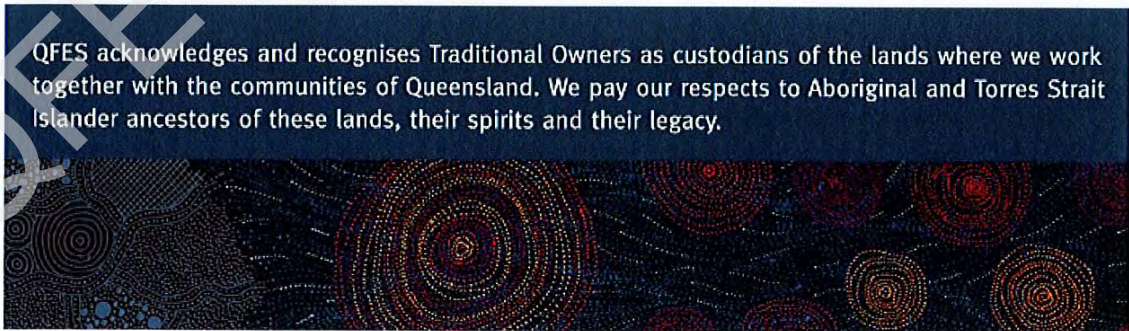
Executive Officer

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 M [REDACTED]

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**From:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Sent:** Friday, 30 September 2022 3:42 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** FW: Air Operations positions 758159, 758160, 758161

**From:** Christine Murdoch <Christine.Murdoch@qfes.qld.gov.au>  
**Sent:** Wednesday, 28 September 2022 7:27 AM  
**To:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Subject:** Air Operations positions 758159, 758160, 758161

Hi team,

I'm not sure who is best placed to help me with this query. A/DC Greenfield has asked me to find out the history of a few positions in the State Air Operations Unit.

Position 758159

- When was a process last run to fill this position?
- When was it vacated by the previous owner?
- When was Contrary to the public interest temporarily appointed to the role?
- Is it a multi-classification position?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 756580, 756732, 758161 & 758160

- Are these multi-classification positions?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 758160 & 758161

- When was a process last run to fill these positions?
  - What was the process? (internal EOI or external?)
  - Duration of advertising?

Active Position Number	Active Position Title	Personnel Number
756133	Business Support Officer	016110
756508	Air Operations Officer	031914
756580	Manager	027450
756732	Air Operations Officer	035196
758159	Executive Manager	029144
758160	Air Operations Officer	026007
758161	Air Operations Officer	035846

**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](mailto:DC.CSS@qfes.qld.gov.au)

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*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

SABC Minutes

Neil Francis

**From:** Abby Blair  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant; Jasmine Siggs  
**Cc:** QFES Human Resource (PSBA); Sam Anstee; Louise Snowdon; Abby Blair  
**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M [REDACTED]

 Please consider the environment before printing this email.

QFES RTI FINAL RELEASE

**Neil Francis**

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**From:** Caitlin Bampton  
**Sent:** Friday, 22 September 2023 11:36 AM  
**To:** ERVMC Secretariat  
**Cc:** Neil Francis  
**Subject:** RE: ERVMC - State Air Operations Superintendent Position.pdf  
**Attachments:** 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Toni,

How are you? I'm going well thanks, still adjusting to working again a few days a week.

I was able to find minutes on the local drive from when Abby was in the secretariat role.

Attached is the email I could find as well as this excerpt.

573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
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Hope this helps!

**Caitlin Bampton**

QFES People Directorate

*Work Days – Monday & Friday*

**Queensland Fire and Emergency Services**

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**From:** ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>  
**Sent:** Thursday, 21 September 2023 7:10 AM  
**To:** Caitlin Bampton <caitlin.bampton@qfes.qld.gov.au>  
**Cc:** ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Morning Caitlin

Welcome back after your **Contrary to the public interest**

I am hoping that you can help me. I help Elodie out with ERVMC and currently the Acting Secretariat.

A/AC Neil Francis is asking for a copy of the minutes relating to the submission attached.

I have had a look in SharePoint, however, not all minutes are there. Would you have access to the minutes on your local drive that I can place on SharePoint and send to AC Francis?

If you have other minutes on the drive, is it possible to place on SharePoint or email to me so that I can place on SharePoint?

I look forward to hearing from you.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**

Governance Support Officer, Corporate Governance Unit

Assurance Directorate

**Queensland Fire and Emergency Services**

P 07 3635 2562



---

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:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 1:02 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>; Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Afternoon A/AC Francis

I can locate the document that you have attached, however, I am having trouble locating the actual meeting minutes. I will keep digging and get back to you as soon as I can.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**  
Governance Support Officer, Corporate Governance Unit  
Assurance Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 2562





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:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 12:43 PM  
**To:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** ERVMC - State Air Operations Superintendent Position.pdf

Good afternoon,

I have been asked to source the minutes from the meeting that the attached was discussed by A/DC Cawcutt (June 2020).

Are you able to provide them?

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



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.

## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	25 June 2020
<b>Time</b>	3.30 – 4.30pm
<b>Location</b>	Meeting Room B1.24
<b>Members</b>	Deputy Commissioner Wassing (telephone), A/Deputy Commissioner Stevenson, Deputy Commissioner Roche
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Louise Snowdon
<b>Apologies</b>	
<b>Secretariat</b>	Abby Blair

### 4.0 Matters for decision

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
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**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

Note: Prior to the delegation changes, DC Stevenson had approved the temporary movement of Knowledge Hub to EMCS and Legal Services to SS until the 31 July 2020.

Note: ERVM's were discussed and finalised in meeting on 25/06/2020 but recorded in minutes for 24/06/2020; s.73 - Irrelevant information 571, 572, 573, s.73 - Irrelevant information



## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	24 June 2020
<b>Time</b>	10am – 12pm
<b>Location</b>	Meeting Room B2.32
<b>Members</b>	Deputy Commissioner Wassing, A/Deputy Commissioner Stevenson, Assistant Commissioner Neil Gallant
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Danni Olding, Patrick Gillmore, Sam Anstee
<b>Apologies</b>	Deputy Commissioner Roche
<b>Secretariat</b>	Abby Blair

Item	Action
<b>1.0 Preliminary matters</b>	
1.1 Welcome and apologies	
1.3 Minutes from previous meeting	
1.4 Actions arising from previous minutes - ERVM Policy and Procedure – to be uploaded	Danni Olding
<b>2.0 Out of session items</b>	
2.1	
<b>3.0 Matters for discussion</b>	
3.1 EMM Dashboard overview	PSBA HR
3.2 Review of current state - Vacant permanent positions - Temporary positions - Priority listing for conversion to permanent	PSBA HR

### Establishment, Resourcing and Vacancy Management Committee Minutes

4.0 Matters for decision				
ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome

**s.73 - Irrelevant information**



Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

QUESTIONS RTI FINAL RELEASE



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available

**s.73 - Irrelevant information**





Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

GFES RTI FINAL RELEASE



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

<b>5.0</b>	<b>Other business</b>	
5.1	Review of ERMC requirements	ERVM to reinforce HCOM principles are a guide.
5.2	Internal EOI's	ERVM supports internal EOI's to be conducted to ensure transparent recruitment processes during the recruitment freeze. Managers to consider calling back staff that are seconded to other agencies.
5.3	Terms of Reference	To be discussed at July meeting.
5.4	Other	<ul style="list-style-type: none"> <li>- No longer communicate with people if their position is on the priority list for conversion, the list is a evolving list.</li> <li>- HR to work with managers on end dates and educate around using an establishment report.</li> <li>- HR to provide list of people finishing</li> <li>- Remove Comms positions from priority list until deep dive is complete</li> </ul>
<b>6.0</b>	<b>Next meeting and close</b>	
		Next meeting: 3 August 2020, 2:30pm



## Establishment, Resourcing and Vacancy Management submissions for Strategy and Budget Committee Review

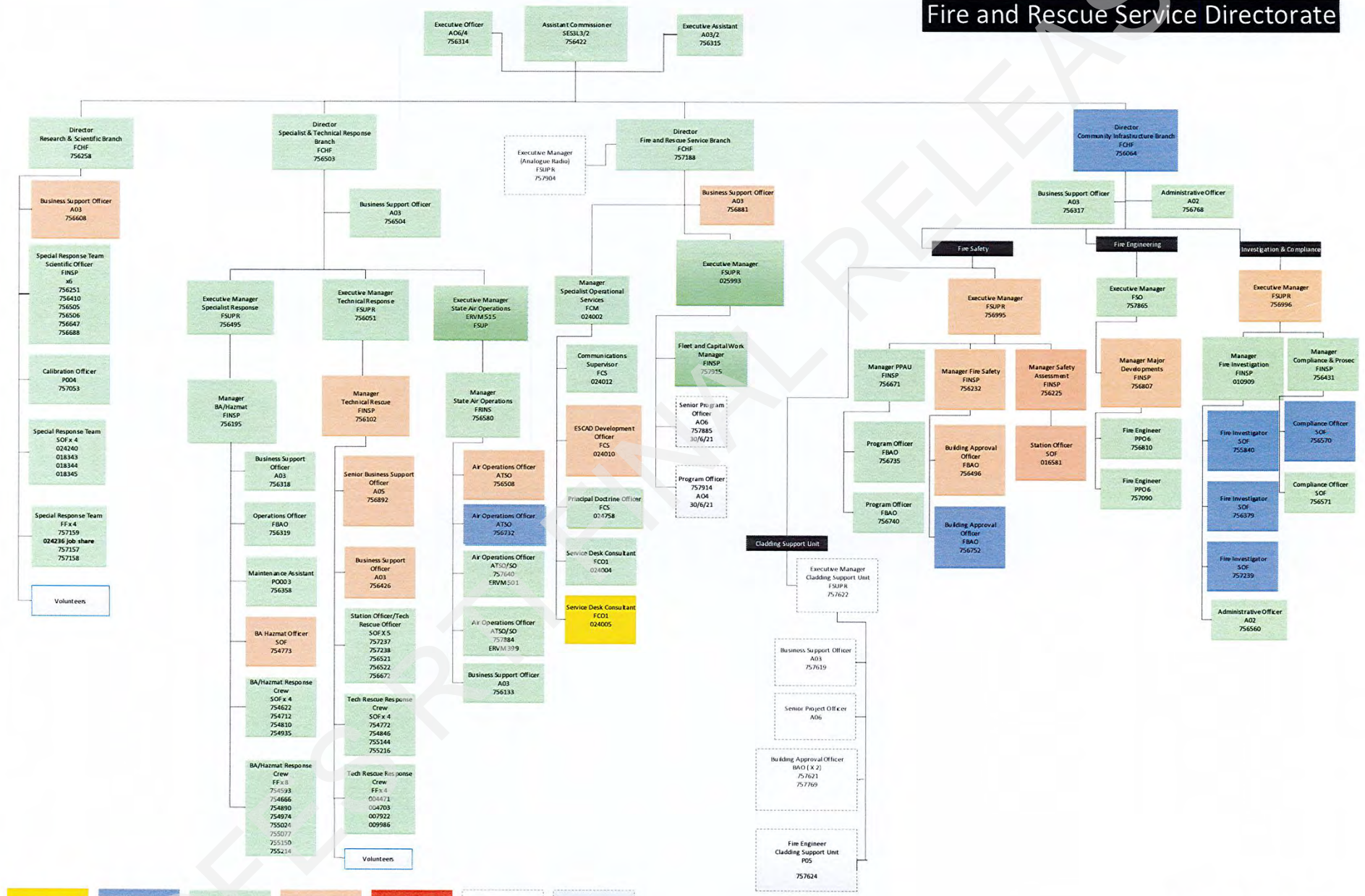
The following Establishment, Resourcing and Vacancy Management (ERVM) submissions were reviewed and approved by the ERVM Committee on 25 June 2020. Submitted for consideration and potential allocation of budget by the Strategy and Budget Committee.

ID #	Position Title	Region/Directorate	ERVM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit, Fire and Rescue Branch <span style="color: red;">Contrary to the public interest</span>	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available.  Note: FTE will be allocated from TEM FTE when available - nil funding to come with FTE from TEM.  Cost: FRS Superintendent - \$190,736 pa.

*Approve positions but need to fill from within if positions aren't exempt from RC rules. ie no external advertising.*



# Fire and Rescue Service Directorate



Last Updated 14/07/2020

## John Cawcutt

---

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 1:40 PM  
**To:** Abby Blair  
**Cc:** Kelly Salter  
**Subject:** Air Operations  
**Attachments:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions

Hello Abby

I thought as much. I have passed on this info to AC Gallant and as well I have attached the most recent info I have ( SABC approval).

If you find the out of session emails, if you could please share them with Kelly Salter as I am heading off on leave from today and will return on 2 November 2020.

Not to sure where to from now? Kelly can follow up with Neil on Monday to see if he wants to meet with AC Smith.

Thanks Abby,

Kind regards

Jasmine

Jasmine Siggs

Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**



**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Friday, 9 October 2020 1:02 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

I have, but AC Smith recalls an out of session.... Trying to find those emails. Sorry



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
QFES People | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 12:52 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

Hey Abby

Have you had a chance to look for most recent ERVM info for Air Operations?

Thanks

Jasmine

Jasmine Siggs  
Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire and Emergency Services  
Phone: (07) 3635 1957 or Contrary to the public interest  
Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)  
GPO Box 1425, Brisbane Qld 4001  
**Respect | Integrity | Courage | Loyalty | Trust**



**From:** Abby Blair <[abby.blair@qfes.qld.gov.au](mailto:abby.blair@qfes.qld.gov.au)>  
**Sent:** Thursday, 8 October 2020 3:55 PM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>; Jasmine Siggs <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Subject:** Abby Blair sent you a message in Skype for Business

Abby Blair 3:52 PM:

I havent forgotten about you! Sorry just a crazy day

## John Cawcutt

---

**From:** Jasmine Siggs  
**Sent:** Tuesday, 25 August 2020 5:26 PM  
**To:** Abby Blair  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** a 2020-06 ERVMs for SABC Consideration - ADC SCS Comments.pdf; b 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; c 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; d 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; e FRS Directorate Version 19.pdf

**Importance:** High

Hello Abby

Sorry to muck you around, but I think this has already been approved – both have start dates of 1/9/20 so I'm not sure that I will need to do ERVM?

Jasmine

### Jasmine Siggs

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Thursday, 20 August 2020 2:21 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



### Abby Blair

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:55 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the '*Air Operations Officer – RPAS Coordination*' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**  
Executive Officer  
Executive, Ministerial and Corporate Services Directorate  
Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130  
GPO Box 1425, Brisbane, QLD 4001



## State Air Operations Unit Summary

### History of the Inspector Role

- Inspector FRS – [redacted] Contrary to the public interest
- Inspector FRS – [redacted]
- Inspector FRS – [redacted]
- Inspector RFS Created – [redacted] Contrary to the public interest appointed permanently

### Creation of three new roles

- ERVM approved on 25/06/2020
  - o #571 – Air Operations Officer (ATSO-1/SOF)
  - o #572 – Air Operations Officer (ATSO-1/SOF)
  - o #573 – Executive Manager (Supt – RFS/FRS)
  - o Approved, pending positions being available (TEM),
  - o Air Operations Officer with comment: position to be advertised as either RFS ATSO or FRS SO
- SABC approved (advised on 12/08/2020)
  - o Approves 3 new FTE's as either RFS, SES or EM permanent positions
  - o Approves funding to be allocated to each of the 3 new FTE positions
  - o Notes the title of 'Air Operations Officer – RPAS Coordination' position is not approved; the title should be Air Operations Officer.
- Outcome advice from SABC provided to FRS, including classifications.
- Email from FRS on 12/10/2020 advising AC FRS was aware and discussing with DC RRS.
- Email from DC RRS on 21/10/2020 advising DC RRS and EMVCR had discussed & were planning to talk further.
- **No decision** has been made to date on the classification of the EM SAOU position.
- Positions created in Aurion in September 2020 (using TEM FTE?)
  - o #571 – Air Operations Officer (ATSO-1)
  - o #572 – Air Operations Officer (ATSO-1)
  - o #573 – Executive Manager (Supt – RFS)
- Manager Air Operations advertised late 2020 as Insp/AO7 (internal EOI)
  - o UFUQ correspondence on 30 November 2020
  - o CQFES reply on 7 December 2020 advising the process was suspended.
- Executive Manager Air Operations advertised August 2020 as internal EOI FRS Inspector; [redacted] Contrary to the public interest successful applicant in EOI. [redacted] acted since July 2020.



Superintendent – RFS / FRS?  
Pos ID: 756503 / ERVM #573  
Sub Occ: Vacant  
Actual: Contrary to the public interest

Inspector RFS  
Pos ID: 758159  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756508  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756732  
Sub Occ: Contrary to the public interest  
Actual: Vacant

ATSO / SO ?  
Pos ID: 758160 / #571  
Sub Occ: Vacant  
Actual: Contrary to the public interest

ATSO / SO ?  
Pos ID: 758161 / #572  
Sub Occ: Vacant  
Actual: Contrary to the public interest



**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

**Contrary to the public interest**  
[Redacted]

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

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

**Contrary to the public interest**  
[Redacted]

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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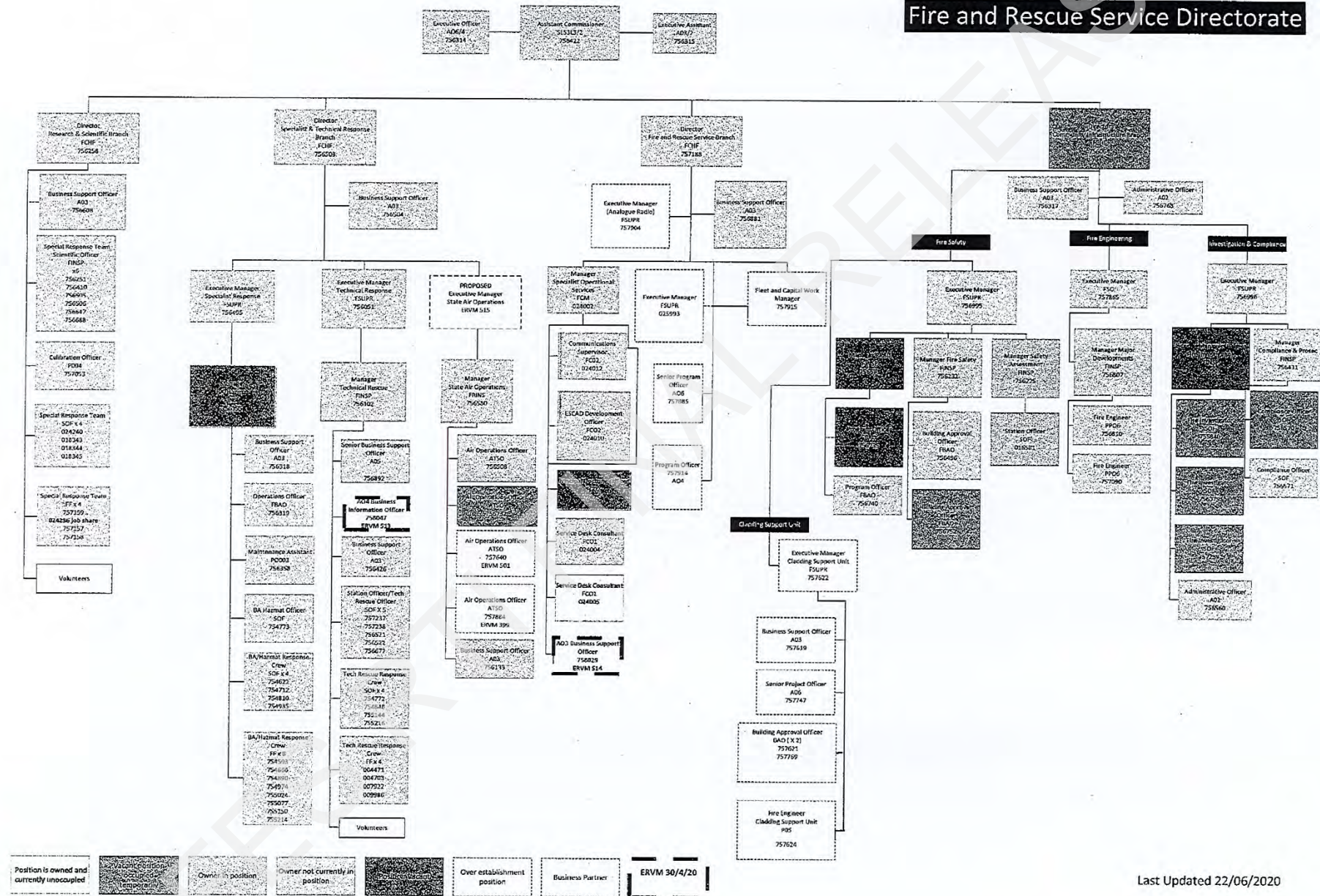
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest		Full time/Part Time (if PT, note hours/fn)
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	FT

Contact Officer: **Martin Gibson**  
(This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

**Contrary to the public interest**

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

572

Contrary to the public interest

Contrary to the public interest

*Verbal Approval*

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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

*Approved* / Not Approved

*Approved* / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



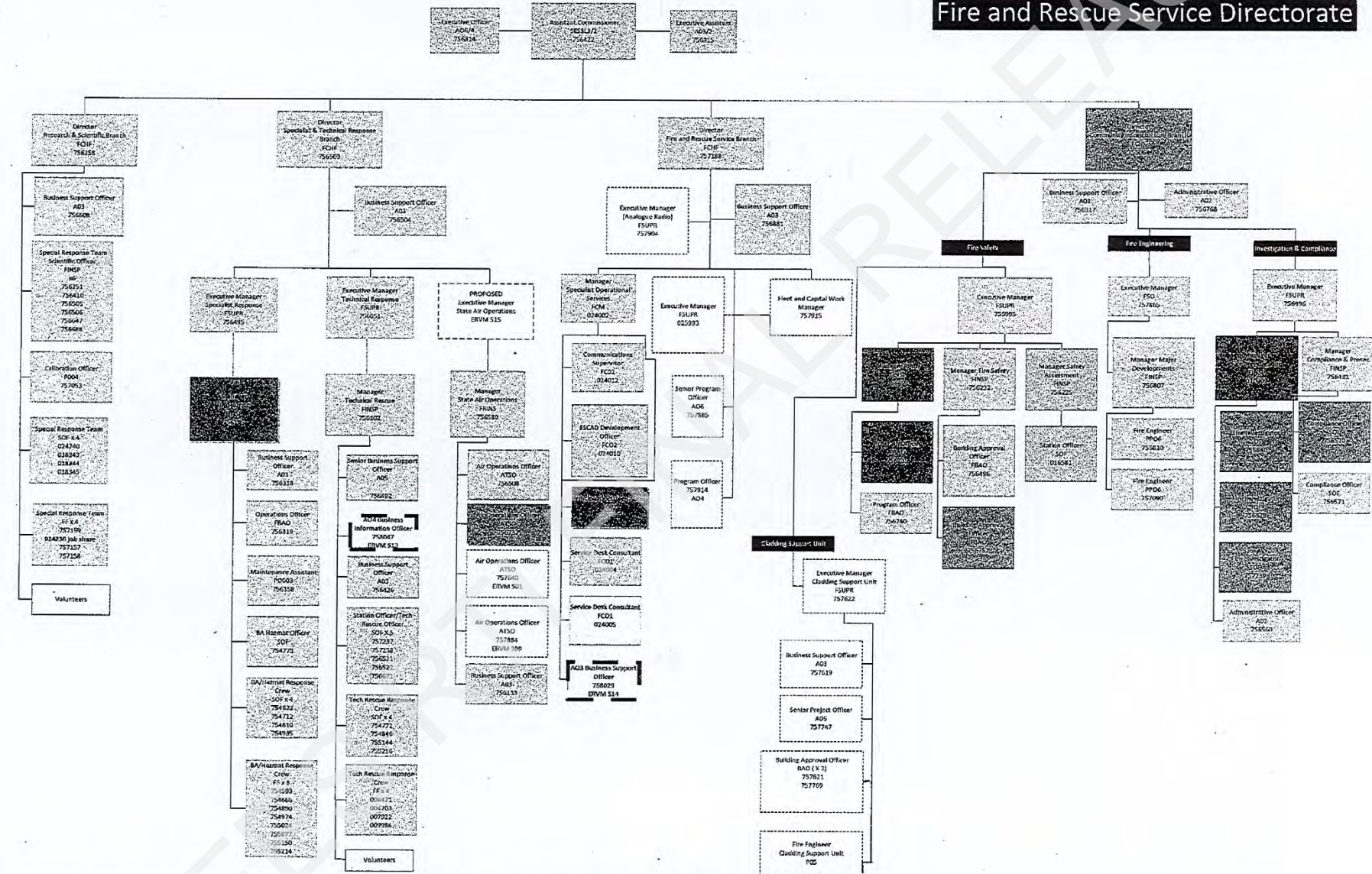
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# Fire and Rescue Service Directorate



Position is owned and currently uncoupled	Position is owned and currently uncoupled	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERMV 30/4/20
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Last Updated 22/06/2020

**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.:

573

*Approved pending position*

Contrary to the public interest

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

Contrary to the public interest

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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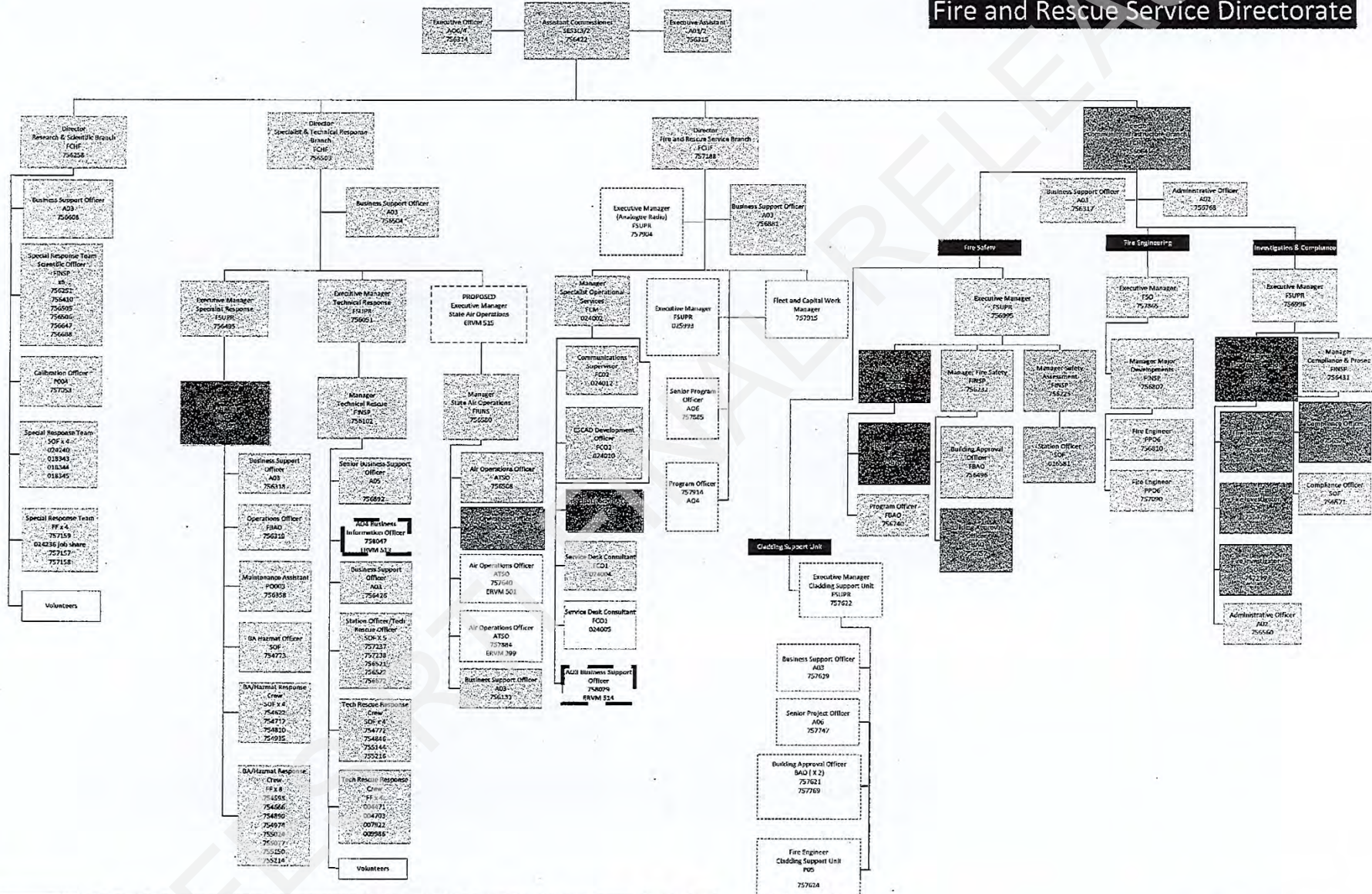
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020



# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager, State Air Operations Unit position

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

10. Recommendation

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**From:** QFES Human Resource  
**Sent:** Friday, 28 July 2023 10:48 AM  
**To:** Corro QFES FRS AC  
**Cc:** QFES Human Resource  
**Subject:** For approval - Outcome letter and EVF - Employment Review Request - [redacted] - Due 01 August 2023  
**Attachments:** QFES Form-OBM-177 HD Conversion Template - [redacted] - ADC approved.pdf; [redacted] EVF HD Conversion.docx; 3a\_Higher-classification-conversion-template-letter-approved [redacted].docx  
**Categories:** EA

**Paperwork printed for A/AC to sign – 28/07/23**

Hi Cody

Can I please have AC Francis' approval on the attached approved outcome letter and EVF for [redacted].

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



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**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Thursday, 20 July 2023 8:46 AM

**To:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>; Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; Douglas May <[Douglas.May@qfes.qld.gov.au](mailto:Douglas.May@qfes.qld.gov.au)>

**Subject:** FW: Employment Review Request - [redacted] - Due 01 August 2023

Hi Natalie,

Please find attached DC FRS approved Higher Duties Classification Checklist for [redacted] for processing.

Thank you.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>

**Sent:** Thursday, 20 July 2023 8:40 AM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Cc:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>

**Subject:** Employment Review Request - [REDACTED] - Due 01 August 2023

Morning Cody

Please find attached Employment Review Request for [REDACTED] which has been approved by A/DC FRS.

Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald

Agency Implementation Program

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: [REDACTED]



QFES acknowledges and recognises Traditional Owners as custodians of the land 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.

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**From:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>  
**Sent:** Wednesday, 19 July 2023 8:21 PM  
**To:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Subject:** RE: For approval - Employment Review Request - [redacted] - Due 01 August 2023

Approved, thank you

Steve



**Stephen Smith AFSM EMPA MLshipMgt GAICD**  
**A/Deputy Commissioner – Fire and Rescue Service**

---

**Queensland Fire and Emergency Services**  
a. PO Box 1425 Brisbane Qld 4001  
m. [redacted] e. [StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)  
[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>  
**Respect | Integrity | Courage | Loyalty | Trust**

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**From:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Sent:** Wednesday, 19 July 2023 1:54 PM  
**To:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>  
**Cc:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Subject:** For approval - Employment Review Request - [redacted] - Due 01 August 2023

Hi Steve

Please find attached Higher Duties Classification Checklist for [redacted] for your approval.

Noting – AC FRS has endorsed.

Regards

**Nadine Rose**  
A/Executive Officer  
to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald  
Agency Implementation Program  
**Queensland Fire and Emergency Services**  
Level 1, 77 Hudson Road, Albion Qld 4010  
**E:** [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)  
**P:** [redacted]



**From:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Sent:** Thursday, 13 July 2023 1:05 PM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: For approval - Employment Review Request - [redacted] - Due 01 August 2023

Good afternoon Cody,

Below and attached are documents relevant to a HD Conversion application by [redacted] for the Manager Air Operations role he has been filling since January 2021.

Per the below, I have reviewed the below and have electronically signed the OBM-177 form attached to this email. Can I please request Mr Francis be provided the form and attachments for his review and upon his approval, his signature on the document to be further progressed to DC Smith?

Thank you in advanced.

Regards,

Marty

**Martin Gibson** BEng(Aero), BAviation  
 Superintendent  
 Executive Manager, State Air Operations



State Air Operations Unit  
 Fire and Rescue Service Directorate  
 Readiness and Response Division  
 Queensland Fire and Emergency Services

Phone: (07) 3635 2490  
 Mobile: [redacted]  
 Email: [martin.gibson@qfes.qld.gov.au](mailto:martin.gibson@qfes.qld.gov.au)

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 13 July 2023 12:28 PM  
**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** For approval - Employment Review Request - [redacted] - Due 01 August 2023

Hi Marty



Thank you for your time on Tuesday discussing <sup>Contrary to the public interest</sup> HD Conversion request.  
As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) <sup>Contrary to the public interest</sup> is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to considered suitable to perform the role
- the employee has provided evidence of possessing any relevant mandatory qualifications
- the employee is not subject to any unresolved and documented conduct or performance matters that have been put to the employee in writing, and where required, managed in accordance with the requirements of a relevant directive, such as the directives relating to positive performance management and discipline.

As per the directive we need to provide a formal response to <sup>Contrary to the public interest</sup> within 28 days, attached is a QFES OBM-177 form recommending that <sup>Contrary to the public interest</sup> HD conversion request be approved.

Could you please sign the OBM-177 form as the reviewer and provide any relevant comments and forward through to A/AC Francis' office and obtain his approval.

AC Francis' office will then forward it through to the DC for approval.

Once approvals have been returned to HR, I will then provide <sup>Contrary to the public interest</sup> with his outcome.

Due to the 28 day deadline we require a response back to <sup>Contrary to the public interest</sup> by the 01 August 2023.

Attached documents

- Conversion Checklist
- QFES OBM-177
- Original request email – with Resume, RSS
- Role description

Feel free to call if you have any questions or concerns about the process.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Monday, 10 July 2023 9:06 AM  
**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Meeting Request - Discussion - Employment Review Request - [redacted] - Due 01 August 2023

Hi Marty

As you are aware, I am in the process of coordinating the review on [redacted] acting status. [redacted] has requested the review of his acting status on Tuesday 4 July 2023.

A higher duties conversion checklist has been developed, to assist in the review process, I have partially completed the HD Conversion form however would like to complete the remainder of the checklist with you as his current supervisor over a scheduled meeting. I've sent through a calendar invite for tomorrow, if the proposed time doesn't suit please let me know.

I have also provided the Review of acting or secondment at higher classification level (Directive 03/2) [link](#), for your information and the steps required as [redacted] supervisor to progress his request for review.

After our meeting, I will send you the completed checklist and ask that you review and sign the checklist and progress the checklist via your Assistant Commissioner for their Recommendation and the final approval to your Deputy Commissioner.

Once approved if the final approval could be sent to the HR inbox – [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) HR will then draft the appropriate letter.

If you have any questions or concerns feel free to call.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Microsoft Power Apps and Power Automate <[microsoft@powerapps.com](mailto:microsoft@powerapps.com)>  
**Sent:** Tuesday, 4 July 2023 4:53 PM  
**To:** [redacted] <[\[redacted\]@qfes.qld.gov.au](mailto:[redacted]@qfes.qld.gov.au)>  
**Cc:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Subject:** Employment Review Request Acknowledgement [redacted]

**CAUTION:** This email originated from outside of Queensland Fire & Emergency Services. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED],  
contrary to the public interest

Thank you for submitting a request for employment review for the role you are currently performing.

Firstly, we would like to acknowledge your service, and recognise the role you have performed in the Queensland Fire & Emergency Services (QFES) over this period.

We will consider your request taking into account relevant sections of the Public Sector Act 2022 (the Act) and the relevant Directive to your employment scenario.

To be eligible for review, you must have been employed by QFES for a minimum of 12 months or you must have been acting at, or seconded to, the higher classification level in the same role for a continuous period of at least one year.

Where this requirement is met, the review will consider:

- if there is a continuing need for you to be employed in your current role, or one that is substantially the same (temporary reviews only)
- if you are suitable to perform the role in accordance with the the Directive
- if any requirements of an industrial instrument need to be complied with, in relation to making this decision
- if it is not viable or appropriate to convert you to permanent employment, having regard to the genuine operational requirements of QFES.

You may wish to provide information you would like me to considered as part of the review, addressing the considerations above, such as **evidence of your relevant qualifications/conditions as outlined under Mandatory/Special Requirements in the role description of the role you are performing.**

Your union or other representative may assist you with this.

To ensure your request is properly considered, **please provide this information to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) within 72 hours.**

Under the Act, a decision needs to be made within 28 days of your request date. A decision is expected within this timeframe.

However if a decision is not made within this timeframe, it will be taken that you will not be permanently employed/converted and that you will continue your existing employment arrangement.

You will be advised in writing of the outcome of your request. Please see [Employee Review Additional Information](#) for the decision-making framework and appeal rights provided for under the Act and directive.

Your supervisor has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact your supervisor or your Senior HR Advisor.

QFES HR Services  
[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

If you want to unsubscribe from these emails, please use this [form](#).

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2022 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	Contrary to the public interest	Employee number:	Contrary to the public interest
Substantive Classification:	RFSO2, Rural Fire Service Officer (Air Ops Officer)	Current Position number:	756580
Higher Duties Classification:	FSINS, Inspector	Current Position title:	Manager
Division:	Fire & Rescue Service		
Employment details (HR to complete)			
HD Date commenced:	04/01/2021	HD end date:	01/10/2023
Conversion eligibility date:	04/07/2023	<i>An outcome <b>must</b> be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	01/08/2023		

Placement History
<h1>Contrary to the public interest</h1>



**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
<b>Convert employee to higher classification:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Integrity Check Cleared:</b> If recommending conversion, Integrity Check must be conducted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			
HR Comments:	<p>HR recommend that <span style="color: red;">Contrary to the public interest</span> request for a higher duties conversion be approved.</p> <p>An integrity check has been returned clear.</p> <p><span style="color: red;">Contrary to the public interest</span> has been relieving in HD in the Inspector position PN756580 since 04/01/2021, <span style="color: red;">Contrary to the public interest</span> has no unsolved performance issues, has the mandatory qualifications and has been deemed suitable to perform the role.</p> <p>The role has recently become substantively vacant due to the previous substantive owner <span style="color: red;">Contrary to the public interest</span> <span style="color: red;">Contrary to the public interest</span> being appointed to a different role.</p> <p>The functional code of this PN756580 is rural.</p> <p>Comments provided by Natalie Muharem, A/Senior HR Advisor, on 13/07/2023</p>		
Name of Reviewer:	Martin Gibson	Employee No:	<span style="color: red;">Contrary to the public interest</span>
Signature:	<span style="color: red;">Contrary to the public interest</span>	Date:	13/07/2023
Recommendation (Assistant Commissioner/Executive Director)			
<b>Convert employee to higher classification:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Does the employee consent to conversion?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	756580	Position Title:	Manager
Classification:	FSINS, Inspector	Branch:	Specialist & Technical Response
Directorate:	Fire & Rescue Service	Division:	Fire & Rescue Service
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
<b>Convert employee to higher classification:</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Date</b>	20/07/2023
Name: Stephen Smith		Signature:	<span style="color: red;">Contrary to the public interest</span>

Forward to ERVM for noting

# Form

Effective Date: 30/05/23

Version: 1.4

QFES

FRS

SES

RFS

## OBM 188 – Employment Verification (Offline)

**Responsible Owner:** Director, Strategic and Services Branch (SSSB), QFES People

This form is **only** to be used for the following staff movements:

- any new appointment including secondments not recruited through Nexus
- employment conversions
- transfers

Upon completion, submit to the applicable manager/supervisor for approval. The form is then to be lodged via the Queensland Shared Services (QSS) [Self-service Centre](#) or emailed to [payrollqfes@chde.qld.gov.au](mailto:payrollqfes@chde.qld.gov.au).

This form also needs to be lodged with the Business Platforms Unit via an [ICT Self Service/Boss ticket](#) in the following instances:

- person is an existing QFES volunteer and is being appointed to a paid position (permanent or temporary)
- person is a new starter not recruited through Nexus.

### Change Type:

Direct Appointment - After Secondment/Higher Duties

### Personal Details:

<b>Title:</b>	[Redacted] <small>Contrary to the public interest</small>		
<b>Legal First name:</b>	[Redacted] <small>Contrary to the public interest</small>	<b>Preferred name:</b>	
<b>Legal Middle name:</b>			
<b>Legal Last name:</b>	[Redacted] <small>Contrary to the public interest</small>		
<b>Date of birth:</b>	[Redacted] <small>Contrary to the public interest</small>	<b>Gender:</b>	[Redacted] <small>Contrary to the public interest</small>
<b>Personal Email:</b>			
<b>Mobile phone:</b>	[Redacted] <small>Contrary to the public interest</small>	<b>Home phone:</b>	

### Current Residential Address (only required if updating)

<b>No. and street:</b>					
<b>Suburb:</b>		<b>State:</b>	<b>Select:</b>	<b>Postcode:</b>	

### Current Postal Address (if the same as Current Residential Address, write as above)

<b>PO Box no. or No. &amp; street:</b>					
<b>Suburb:</b>		<b>State:</b>	<b>Select:</b>	<b>Postcode:</b>	

### Current Work Details

<b>Eligibility to work in Australia:</b> <small>(only for new staff members or change of employment type)</small>	[Redacted] <small>Contrary to the public interest</small>			
<b>Currently employed by the Qld Government?</b>	[Redacted] <small>Contrary to the public interest</small>	<b>Job type:</b>	[Redacted] <small>Contrary to the public interest</small>	
<b>Classification:</b>	FSINS			
<b>Job title:</b>	Inspector			
<b>Payroll no.:</b>	27450			
<b>Agency:</b>	QFES			
<b>Work unit:</b>	State Air Operations			
<b>Branch:</b>	Fire & Rescue			
<b>Location:</b>	Kedron			



**New Employment Details:**

<b>Position no.:</b>	756580	<b>Position title:</b>	Inspector
<b>Classification:</b>	FSINS	<b>Pay point:</b>	Low
<b>Requisition no.:</b>	N/A		
<b>Cost centre:</b>	6899236	<b>Percentage (%):</b>	100
<b>Cost centre 2:</b>		<b>Percentage (%):</b>	
<b>Region:</b>	State		
<b>Division:</b>	Capability & State Services		
<b>Directorate:</b>	Fire and Rescue Service		
<b>Org Unit name:</b>	Specialist & Tech Resp		
<b>Location:</b>	Kedron		
<b>Position status:</b>	Permanent	<b>Position type:</b>	Full-time
<b>Start date:</b>	20/07/2023	<b>End date:</b>	Select Date:
<b>Hours per fortnight:</b>	74	<b>Full-time equivalent:</b>	1.0
<b>Probation start date:</b>	Select Date:	<b>Probation end date:</b>	Select Date:
<b>Timekeeper Ruleset:</b>	PSA031 - (core public servant) QFES 6am-6pm 38.00p/w		
<b>Public Holiday Group:</b>	Brisbane		
<b>Employment Act:</b>	Fire and Emergency Services Act 1990		
<b>Award:</b>	Queensland Fire and Emergency Service Employee Award - State 2016		
<b>Agreement:</b>	Queensland Fire and Emergency Service Certified Agreement - 2022		

Confirmation of Agreed Part-time Arrangements (Specify approved work roster pattern)							
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
<b>Off pay week:</b>							
<b>Pay week:</b>							

Allowances			
<b>Locality allowance:</b>	Half Rate	<input type="checkbox"/>	
	Full Rate	<input type="checkbox"/>	
<b>Other allowance:</b>			

**Authorised Delegate:**

I confirm:	
<ul style="list-style-type: none"> <li>I have verified the staff member's employment arrangement.</li> <li>I have the appropriate delegation to approve in accordance with <a href="#">Queensland Fire and Emergency Services (QFES) Human Resources (HR) Delegations and Approval Authorities Schedule</a>.</li> </ul>	
<b>Name:</b>	Neil Francis
<b>Position Title and Rank:</b>	A/Assistant Commissioner
<b>Signature:</b>	
<b>Date:</b>	Select Date:

**Privacy Statement:** The information being collected in this form is for the purpose of managing your employment and entitlements. The collection of this information is authorised under chapters 3 and 4 of the [Public Sector Act 2022](#) and [Queensland Fire and Emergency Services \(QFES\) Policy 4.6 – Information Privacy](#). QFES may disclose only such information to Queensland Government agencies or contracted service providers as is necessary for the performance of the HR functions performed by these bodies. Your personal details will not be disclosed to any other third party without your consent, unless required to do so by law.

**Important:** To enable timely processing, it is QFES' responsibility to ensure forms submitted to QSS include: current and accurate information; are completed in full; and appropriately approved and submitted prior to/by the specified cut-off time/day. Where QSS is required to perform rework/follow-up after the "cut-off" due to incomplete/inaccurate forms, QSS CANNOT guarantee deadlines will be met and forms may be returned to QFES for completion.



Contrary to the public interest

Queensland Fire and  
Emergency Services

Dear Contrary to the public interest,

**Key points:**

1. This letter is an offer to convert your employment to permanent in the role that you are currently acting in.
2. Subject to your agreement, your conversion will take effect from 20 July 2023.
3. The details of your permanent employment offer are enclosed at the end of this letter.

Thank you for your submissions received on 4 July 2023 in relation to your request for employment on a permanent basis in the higher classification position of Inspector, State Air Operations, Specialist & Technical Response, Fire & Rescue Service, Queensland Fire & Emergency Services that you are currently acting in.

I have considered your request and am pleased to advise that, if you agree, you will be permanently employed in the position of Inspector, State Air Operations, Specialist & Technical Response, Fire & Rescue Service, Queensland Fire & Emergency Services from 20 July 2023.

The details of your permanent employment in this role are:

<b>Role:</b>	Inspector State Air Operations Specialist & Technical Response Branch Fire & Rescue Service Directorate Queensland Fire and Emergency Services
<b>Classification/Rank:</b>	FSINS
<b>Salary rate:</b>	\$5980.95 per fortnight
<b>Employment Status:</b>	Permanent Full Time
<b>Hours per fortnight:</b>	38
<b>Basis of appointment:</b>	Fire and Emergency Services Act 1990
<b>Award:</b>	Queensland Fire and Emergency Services Employees Award 2016
<b>Certified Agreement:</b>	Queensland Fire and Emergency Services Certified Agreement - 2022

My decision and response are based on the requirements of [section 120](#) of the *Public Sector Act* (Act) and [Review of acting or secondment at higher classification level \(Directive 03/23\)](#).



In relation to genuine operational requirements, your employment in the position on a permanent basis is supported because the role is substantively vacant and you meet the relevant mandatory condition/s of the role (as provided for in the role description).

I would also like to take this opportunity to thank you for the contribution you have made to Queensland Fire and Emergency Services and look forward to working with you on an ongoing basis.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie on Contrary to the public interest.

Yours sincerely

Neil Francis  
A/Assistant Commissioner  
Fire & Rescue Service

QFES RTI FINAL RELEASE

## Wanda Kropp

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Wednesday, 19 July 2023 1:22 PM  
**To:** DC.FRS  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: For approval - Employment Review Request - [REDACTED] - Due 01 August 2023  
**Attachments:** Review Request - Higher Duties Conversion - [REDACTED] 027450; Inspector-FSINSP-Rural-Fire-Service-Generic.docx; QFES Form-OBM-177 HD Conversion Template - [REDACTED].doc; [REDACTED] - Conversion to Higher Duties Classification Checklist - AC FRS Endorsed.pdf

Hi Nadine,

Please find attached AC FRS endorsed Conversion to Higher Duties Classification Checklist for [REDACTED] for DC approval.

Thank you.

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** Martin Gibson <Martin.Gibson@qfes.qld.gov.au>  
**Sent:** Thursday, 13 July 2023 1:05 PM  
**To:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** FW: For approval - Employment Review Request - [REDACTED] - Due 01 August 2023

Good afternoon Cody,

Below and attached are documents relevant to a HD Conversion application by [REDACTED] for the Manager Air Operations role he has been filling since January 2021.  
Per the below, I have reviewed the below and have electronically signed the OBM-177 form attached to this email.  
Can I please request Mr Francis be provided the form and attachments for his review and upon his approval, his signature on the document to be further progressed to DC Smith?

Thank you in advanced.

Regards,

Marty

**Martin Gibson** BEng(Aero), BAviation  
Superintendent  
Executive Manager, State Air Operations



State Air Operations Unit  
Fire and Rescue Service Directorate  
Readiness and Response Division  
Queensland Fire and Emergency Services

Phone: (07) 3635 2490

Mobile: [Redacted]

Email: [martin.gibson@qfes.qld.gov.au](mailto:martin.gibson@qfes.qld.gov.au)

---

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 13 July 2023 12:28 PM  
**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** For approval - Employment Review Request - [Redacted] - Due 01 August 2023

Hi Marty

Thank you for your time on Tuesday discussing [Redacted] HD Conversion request.  
As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) [Redacted] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to considered suitable to perform the role
- the employee has provided evidence of possessing any relevant mandatory qualifications
- the employee is not subject to any unresolved and documented conduct or performance matters that have been put to the employee in writing, and where required, managed in accordance with the requirements of a relevant directive, such as the directives relating to positive performance management and discipline.

As per the directive we need to provide a formal response to [Redacted] within 28 days, attached is a QFES OBM-177 form recommending that [Redacted] HD conversion request be approved.

Could you please sign the OBM-177 form as the reviewer and provide any relevant comments and forward through to A/AC Francis' office and obtain his approval.

AC Francis' office will then forward it through to the DC for approval.

Once approvals have been returned to HR, I will then provide [Redacted] with his outcome.

Due to the 28 day deadline we require a response back to [Redacted] by the 01 August 2023.

Attached documents

- Conversion Checklist
- QFES OBM-177
- Original request email – with Resume, RSS
- Role description

Feel free to call if you have any questions or concerns about the process.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



---

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Sent:** Monday, 10 July 2023 9:06 AM

**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** Meeting Request - Discussion - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Hi Marty

As you are aware, I am in the process of coordinating the review on Contrary to the public interest acting status. Contrary to the public interest has requested the review of his acting status on Tuesday 4 July 2023.

A higher duties conversion checklist has been developed, to assist in the review process, I have partially completed the HD Conversion form however would like to complete the remainder of the checklist with you as his current supervisor over a scheduled meeting. I've sent through a calendar invite for tomorrow, if the proposed time doesn't suit please let me know.

I have also provided the Review of acting or secondment at higher classification level (Directive 03/2) [link](#), for your information and the steps required as Contrary to the public interest supervisor to progress his request for review.

After our meeting, I will send you the completed checklist and ask that you review and sign the checklist and progress the checklist via your Assistant Commissioner for their Recommendation and the final approval to your Deputy Commissioner.

Once approved if the final approval could be sent to the HR inbox – [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) HR will then draft the appropriate letter.

If you have any questions or concerns feel free to call.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Microsoft Power Apps and Power Automate <[microsoft@powerapps.com](mailto:microsoft@powerapps.com)>

**Sent:** Tuesday, 4 July 2023 4:53 PM

**To:** Contrary to the public interest [@qfes.qld.gov.au](mailto:@qfes.qld.gov.au)>

**Cc:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Subject:** Employment Review Request Acknowledgement - Contrary to the public interest

**CAUTION:** This email originated from outside of Queensland Fire & Emergency Services. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Contrary to the public interest,

Thank you for submitting a request for employment review for the role you are currently performing.

Firstly, we would like to acknowledge your service, and recognise the role you have performed in the Queensland Fire & Emergency Services (QFES) over this period.

We will consider your request taking into account relevant sections of the Public Sector Act 2022 (the Act) and the relevant Directive to your employment scenario.

To be eligible for review, you must have been employed by QFES for a minimum of 12 months or you must have been acting at, or seconded to, the higher classification level in the same role for a continuous period of at least one year.

Where this requirement is met, the review will consider:

- if there is a continuing need for you to be employed in your current role, or one that is substantially the same (temporary reviews only)
- if you are suitable to perform the role in accordance with the the Directive
- if any requirements of an industrial instrument need to be complied with, in relation to making this decision
- if it is not viable or appropriate to convert you to permanent employment, having regard to the genuine operational requirements of QFES.

You may wish to provide information you would like me to considered as part of the review, addressing the considerations above, such as **evidence of your relevant qualifications/conditions as outlined under Mandatory/Special Requirements in the role description of the role you are performing.**

Your union or other representative may assist you with this.

To ensure your request is properly considered, **please provide this information to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) within 72**

**hours.**

Under the Act, a decision needs to be made within 28 days of your request date. A decision is expected within this timeframe.

However if a decision is not made within this timeframe, it will be taken that you will not be permanently employed/converted and that you will continue your existing employment arrangement.

You will be advised in writing of the outcome of your request. Please see [Employee Review Additional Information](#) for the decision-making framework and appeal rights provided for under the Act and directive.

Your supervisor has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact your supervisor or your Senior HR Advisor.

QFES HR Services  
[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

If you want to unsubscribe from these emails, please use this [form](#).



## Role Specifications Statement

### Manager (INSP/AO7) State Air Operations

#### Purpose of specific work area and position

State Air Operations provides air support to ground crews during bushfire or other emergency events through the provision of safe aircraft, trained personnel and relevant aviation resources.

The Manager is responsible for the effective coordination of QFES air operations and will work with representatives of the aviation industry, other Queensland government and local government agencies to coordinate the design and delivery of projects and systems to improve QFES capability to better respond to community impact during emergency events.

You will be responsible for assisting and coordinating the development, delivery, review and implementation of competency based air operations programs, policy and procedures that ensure the operational readiness required to provide the safe, effective and efficient deployment of air operations resources that support firefighting operations.

We are seeking Expressions of Interest from QFES staff in conjunction with their current operational or equivalent role description (see additional information below).

**Only applicants with relevant senior officer operational or equivalent operational experience should apply.**

#### Special requirements:

- Demonstrated knowledge and experience of safety management and contemporary rural fire management practices in an aviation context.

#### Primary duties

In addition to the generic role descriptions as prescribed above, the purpose of the Manager, State Air Operations includes but is not limited to:

- Contribute to the development, implementation, review and improvement of air operations related planning, policy, procedures and technology to meet departmental and industry standards for aerial firefighting.
- Manage the development and delivery of air operations related learning and development programs that meet national accreditation and relevant industry standards.
- Support regions through advice, mentoring and coaching to develop air operations response protocols and collaborate to identify operational and business improvement opportunities for fire season readiness.
- Oversee the State Air Desk, Air Observers and Air Attack Supervisors, promoting teamwork and support the team in the achievement of outcomes for the effective delivery of air operations services.
- Maintain high-level knowledge and practical application of legislation, state strategies, implementation plans and guidelines relating to Air Operations.
- Support the development and implementation of regional airbases and operations response services ensuring risk management and air operations safety programs.
- Represent QFES at local, state and national forums relating to aerial firefighting.
- Manage the deployment of aviation resources to emergency incidents under the management and control of the QFES or other fire agencies within Queensland or interstate.

#### Additional information

- This role is restricted to internal QFES applicants that must:
  - have detailed knowledge of QFES and operational experience in the Fire and Rescue Service or Rural Fire Service (RFS) and/or equivalent operational experience within State Emergency Service (SES).
  - hold the rank of substantive Station Officer and above and/or equivalent within RFS or SES.
  - Have proven commitment to maintaining competencies and operating in a team environment and will actively participate in an 'On-Call' roster system as required.

- Extensive knowledge of incident management principles and/or coordination centre management principles.
- Knowledge of, or experience working with volunteers and/or within a volunteer organisation.
- Capacity to participate out of hours (i.e. night or weekends) shift roster during disaster operations.
- Incumbent's will be required to travel and work within the area of responsibility and may also be required to undertake intrastate, interstate deployment travel as required.
- This is a day work position and depending on regional requirements may require flexible hours of work to meet functional demands, including working at night on weekends as part of the role.
- Officers appointed to this position will participate in a personal professional development programme developed in conjunction with their supervisor.
- This Role Specification Statement (RSS) is linked to the generic role description, that provides the "key accountabilities" and "capabilities" to be addressed by the applicant. Applicants are strongly encouraged to review this RSS in conjunction with the role description and consider the requirements when preparing their application.

### 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](http://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.

Please refer to the appropriate operational generic role description located on the [QFES gateway](#).



Contrary to the public interest

QFES RTI FINAL RELEASE

Contrary to the public interest

QFES RTI FINAL RELEASE

Contrary to the public interest

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Contrary to the public interest

QFES RTI FINAL RELEASE

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2022 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	contrary to the public interest	Employee number:	contrary to the public interest
Substantive Classification:	RFSO2, Rural Fire Service Officer (Air Ops Officer)	Current Position number:	756580
Higher Duties Classification:	FSINS, Inspector	Current Position title:	Manager
Division:	Fire & Rescue Service		
Employment details (HR to complete)			
HD Date commenced:	04/01/2021	HD end date:	01/10/2023
Conversion eligibility date:	04/07/2023	<i>An outcome must be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	01/08/2023		

### Placement History

**Contrary to the public interest**



**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
<b>Convert employee to higher classification:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Integrity Check Cleared:</b> If recommending conversion, Integrity Check must be conducted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			
HR Comments:	<p>HR recommend that <b>Contrary to the public interest</b> request for a higher duties conversion be approved.</p> <p>An integrity check has been returned clear.</p> <p><b>Contrary to the public interest</b> has been relieving in HD in the Inspector position PN756580 since 04/01/2021, <b>Contrary to the public interest</b> has no unsolved performance issues, has the mandatory qualifications and has been deemed suitable to perform the role.</p> <p>The role has recently become substantively vacant due to the previous substantive owner <b>Contrary to the public interest</b> being appointed to a different role.</p> <p>The functional code of this PN756580 is rural.</p> <p>Comments provided by Natalie Muharem, A/Senior HR Advisor, on 13/07/2023</p>		
Name of Reviewer:	Martin Gibson	Employee No:	<b>Contrary to the public interest</b>
Signature:	<b>Contrary to the public interest</b>	Date:	13/07/2023
Recommendation (Assistant Commissioner/Executive Director)			
<b>Convert employee to higher classification:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Does the employee consent to conversion?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	756580	Position Title:	Manager
Classification:	FSINS, Inspector	Branch:	Specialist & Technical Response
Directorate:	Fire & Rescue Service	Division:	Fire & Rescue Service
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
<b>Convert employee to higher classification:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Date</b>	
Name:		Signature:	

Forward to ERVM for noting



## Role Description

### Inspector (FSINSP) Rural Fire Service

<b>Status</b>	Permanent/Temporary, Full-time/Part-Time <i>(remove non applicable information)</i>	<b>Salary</b>	<b>\$00,000 to \$00,000 (QSS to complete) p.a.</b>
<b>Tenure</b>	Ongoing <or insert tenure as relevant to vacancy> <i>(remove/edit non applicable information)</i>	<b>Closing Date</b>	00/00/0000
<b>Work Unit</b>	Rural Fire Service	<b>Reference No</b>	<b>QLD/xxxxxx/xx (QSS to complete)</b>
<b>Location</b>	As required <b>or add location</b> i.e> Region / Area	<b>Division</b>	Emergency Management, Volunteerism and Community Resilience

#### 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.

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 services, 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

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 position of Inspector, RFS is responsible for leading and managing the efficiency and effectiveness of human resources, finances and assets in accordance with departmental policy and procedures to provide high quality support to staff, volunteers, Rural Fire Brigades and Fire Wardens to respond to large scale rural fires and other emergency incidents, including providing onsite command and coordination, and direct operations in accordance with QFES legislative requirements. You will also be required to provide advice on issues regarding resource management, training, operations, risk management, compliance and governance to enhance proactive rural fire management and services.

#### Key requirements

##### Mandatory requirements

- Eligible to apply for, or hold a valid Blue Card (Blue Card Services), with attached evidence to support.
- Minimum C class Driver's licence (non restricted).

##### QFES Applicants

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



## 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**

- Demonstrated ability to provide operational leadership and manage large-scale bush fire operations using the Australasian Inter-Service Incident Management System and Integrated Management System (AIIMS/IMS) methodologies.
- Experience in, or knowledge of the concepts, strategies and issues associated with managing rural fire service/bushfire prevention and/or control organisation particularly in a volunteer environment.
- Knowledge of, or experience in holistic rural fire management where fire is used in rural land management as an essential tool in shaping and maintaining large areas of the landscape so as to minimise negative impacts on the community and ecosystems.
- Knowledge of, or experience in resource management appropriate to rural fire brigades/volunteers for the prevention, preparedness, response and recovery phases in community support.

### **Special requirements**

- The incumbent may be a member of the Incident Control Centre, Regional Coordination Centre or a Liaison Officer as directed by their RFS Supervisor.
- Be an active member of the Local and District Disaster Management Groups and/or equivalent Disaster Management authorised committee and represent the RFS and QFES to support the development of initiatives and activities that support the disaster management strategies of Queensland.
- Hours of duty applicable to this role are pursuant to the *Queensland Fire and Emergency Services Employees Award – State 2016* and *QFES Certified Agreement 2022*.
- Work hours are flexible to meet functional demands – for example, positions that require flexible arrangements for working with volunteers and other shift workers.
- It is expected that the incumbent may participate in an out-of-hours on-call roster during emergency operations. This may require work outside of normal hours (e.g. night shift), including weekends, working extended hours and may include deployment to other parts of the state.

## **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 and manage a diverse workforce incorporating volunteers, including the commitment to advance the diversity agenda in both employment and service delivery, to improve workforce morale and to develop further the effectiveness of operational teams.
- Develop and maintain effective working relationships with key internal and external stakeholders, including volunteers to ensure the effectiveness of fire and disaster response planning and mitigation strategies.
- Develop, review, maintain and implement strategic plans and alliances in relation to raising community/stakeholder awareness regarding risk reduction in disaster management strategies.
- Prepare, review and provide high-level reports, briefs, submissions and other correspondence regarding rural fire management in accordance with departmental requirements.
- Facilitate meetings and ensure the development/updating of Fire Management plans to raise community awareness regarding risk reduction in fire prevention, protection and management strategies.
- Ensure the effective delivery of services through the best utilisation of the human, financial and capital resources in accordance with departmental policies, procedures and processes.
- Develop and maintain strategic alliances and partnerships and communicate effectively with volunteers, stakeholders and clients to ensure the effective management and response to emergency incidents.
- Maintain, develop, evaluate and provide feedback/advice on resources, be they physical; training; or evidentiary that contribute to support and the development of QFES, its stakeholders, and making Queensland communities safer.

## 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](http://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.

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2022 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>
---------------------------	-------------------------------------

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### Placement History

**Contrary to the public interest**



**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Integrity Check Cleared: If recommending conversion, Integrity Check must be conducted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			
HR Comments:	<p>HR recommend that [redacted] request for a higher duties conversion be approved. An integrity check has been returned clear.</p> <p>[redacted] has been relieving in HD in the Inspector position PN756580 since 04/01/2021, [redacted] has no unsolved performance issues, has the mandatory qualifications and has been deemed suitable to perform the role.</p> <p>The role has recently become substantively vacant due to the previous substantive owner [redacted] being appointed to a different role.</p> <p>The functional code of this PN756580 is rural.</p> <p>Comments provided by Natalie Muharem, A/Senior HR Advisor, on 13/07/2023</p>		
Name of Reviewer:	Martin Gibson	Employee No:	[redacted]
Signature:	[redacted]	Date:	13/07/2023
Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	756580	Position Title:	Manager
Classification:	FSINS, Inspector	Branch:	Specialist & Technical Response
Directorate:	Fire & Rescue Service	Division:	Fire & Rescue Service
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:	[redacted]		
Signature:	[redacted]	Date:	19/7/23
Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date:	
Name:		Signature:	

Forward to ERVM for noting

## Wanda Kropp

---

**From:** Carolyn Coletti  
**Sent:** Tuesday, 17 October 2023 12:49 PM  
**To:** SABC Secretariat  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** 06.c 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 06.d 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 06.e 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Importance:** High

Hi Elodie

Please find attached a copy of the ERVM's with respect to the SABC approvals. At the time, the process was that they went to ERVM first for approval of the FTE positions, then came to SABC if there was a funding requirement. As per the email below, this is the outcome from the SABC 'out of session' and the item was noted in the August 2020 meeting.

Hope this helps.

Regards  
Carolyn

---

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:46 AM  
**To:** Adam Stevenson (Adam.Stevenson@qfes.qld.gov.au) <Adam.Stevenson@qfes.qld.gov.au>; Mark Roche (QFES) <Mark.Roche@qfes.qld.gov.au>; Michael Wassing <Michael.Wassing@qfes.qld.gov.au>; 'Wayne Brummer (PSBABS)' <Wayne.Brummer@psba.qld.gov.au>; Troy Davies <Troy.Davies@qfes.qld.gov.au>; Gen Wilcox <Gen.Wilcox@qfes.qld.gov.au>; Stephen Smith (QFES Assistant Commissioner) <StephenA.Smith@qfes.qld.gov.au>; Steve Barber <Steve.Barber@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Good afternoon

Thank you for providing your responses with respect to the ERVM positions. Below is the outcome which will be formally tabled at the August meeting.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the '*Air Operations Officer – RPAS Coordination*' position is not approved. The title should be Air Operations Officer.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

---

**From:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Sent:** Monday, 10 August 2020 9:39 AM  
**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>  
**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Subject:** FW: Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Adam

Below is a run down of the Committee's responses with respect to the ERVM that was sent out of session.

Wayne Brummer's Feedback: Not Endorsed

- funding for these positions needs to be considered against the current budget situation (and ongoing).
  - we don't attend ERVM so cannot comment on whether creating these 3 positions are more critical than all other FTE gaps within QFES.
- I don't endorse until this has been through a whole of QFES budget consideration rather than a one off decision.*

Below are all the other Members responses. As you are aware, these submissions came from ERVM which were approved by all 3 Deputies. It would appear that Mike and Mark have highlighted errors in those submissions re naming conventions. I have broken it down as best I can. Could you please review to ensure that it has been captured correctly.

Michael Wassing's Feedback:

*I support the proposal on the following arrangements;*

1. *The roles are defined as **RFS roles, EM or SES roles not FRS roles**. This approach is consistent with the broader intent to build talent pipelines across service streams whilst maintaining the current FRS FTE numbers acknowledging all Tech Rescue roles are currently FRS.*
2. *I note that all roles have either RFS / FRS forms attached and some aspects of the attachment only refer to FRS role eg. Supt. Which is incorrect.*

*I also note if we apply the above approach that there is a cost saving and less likely any subsequent draw down on existing SO capacity in FRS. My final comment would be whether the RPAS role is still given priority to progress noting our current and foreseeable slowing of this capability.*

Steve Barber's Feedback:

*I support the proposal with the inclusion of DC Wassing comments as part of that endorsement with some additional information to support DC Wassing's comments;*

*Given the long-term depth of knowledge the RFS has invested in building our air operations capability, and given the media around the increase of our air ops capability, I would consider these 3 positions as RFS FTE paramount to our current and future success of air ops across our dept, and also allow for future succession planning across all service into the future.*

And given the significant increase of air ops as a primary front line capability, it is also imperative that the right level of leadership, management and support be provided to ensure short and long-term success and capability development planning.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Troy Davies Feedback:

Endorsed in support of DC Wassing and AC Barber's comments.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Steve Smith's Feedback:

Endorsed

Gen Wilcox's Feedback:

Endorsed

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

The only query is that Mike questioned if the RPAS role was still a priority noting our current and foreseeable slowing of this capability.

I also did not capture your response above.

Could you please let me know if you are happy with the above outcome, or advise if this needs further discussion.

Thank you

Carolyn

---

**From:** Carolyn Coletti

**Sent:** Wednesday, 5 August 2020 12:11 PM

**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>; Mark Roche (QFES) <[Mark.Roche@qfes.qld.gov.au](mailto:Mark.Roche@qfes.qld.gov.au)>;

Michael Wassing <[Michael.Wassing@qfes.qld.gov.au](mailto:Michael.Wassing@qfes.qld.gov.au)>; Wayne Brummer (PSBA)

<[Wayne.Brummer@psba.qld.gov.au](mailto:Wayne.Brummer@psba.qld.gov.au)>; Troy Davies <[Troy.Davies@qfes.qld.gov.au](mailto:Troy.Davies@qfes.qld.gov.au)>; Gen Wilcox

<[Gen.Wilcox@qfes.qld.gov.au](mailto:Gen.Wilcox@qfes.qld.gov.au)>; Steve Barber <[Steve.Barber@qfes.qld.gov.au](mailto:Steve.Barber@qfes.qld.gov.au)>; Stephen Smith (QFES Assistant

Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>

**Subject:** Out of Session Consideration - ERVM Positions

**Importance:** High

Good afternoon

Due to last week's SABC meeting being cut short, we were unable to consider the attached submission from the ERVM Committee. The Chair has now asked for it to be considered 'Out of Session'.

By way of background, with the closure of TEM, the FTE positions are being reallocated to other business units within QFES. The attached proposal is to align three of the TEM In-Established FTE positions to FRS State Air Operations Unit. Some additional information below for your consideration:-

- TEM (in-established) FTE positions are being utilised for the 3 new positions within Air Operations.
- TEM FTE positions have always been unfunded due to the Commercial nature of TEM.
- Approval is being sought to allocate funding to each of the reallocated TEM (in-established) FTE positions (3 in total).
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: FRS Superintendent - \$190,736 pa.

Could you please let me know if you approve the proposed funding being allocated permanently to the above FTE's. I have confirmed with the ERVM Committee that these three positions sit within QFES's FTE Cap.

It would be greatly appreciated if I could have your responses by no later than COB Friday 7 August 2020. Please do not hesitate to contact me should you require any further information.

Thank you

Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M

Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001



**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

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### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

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

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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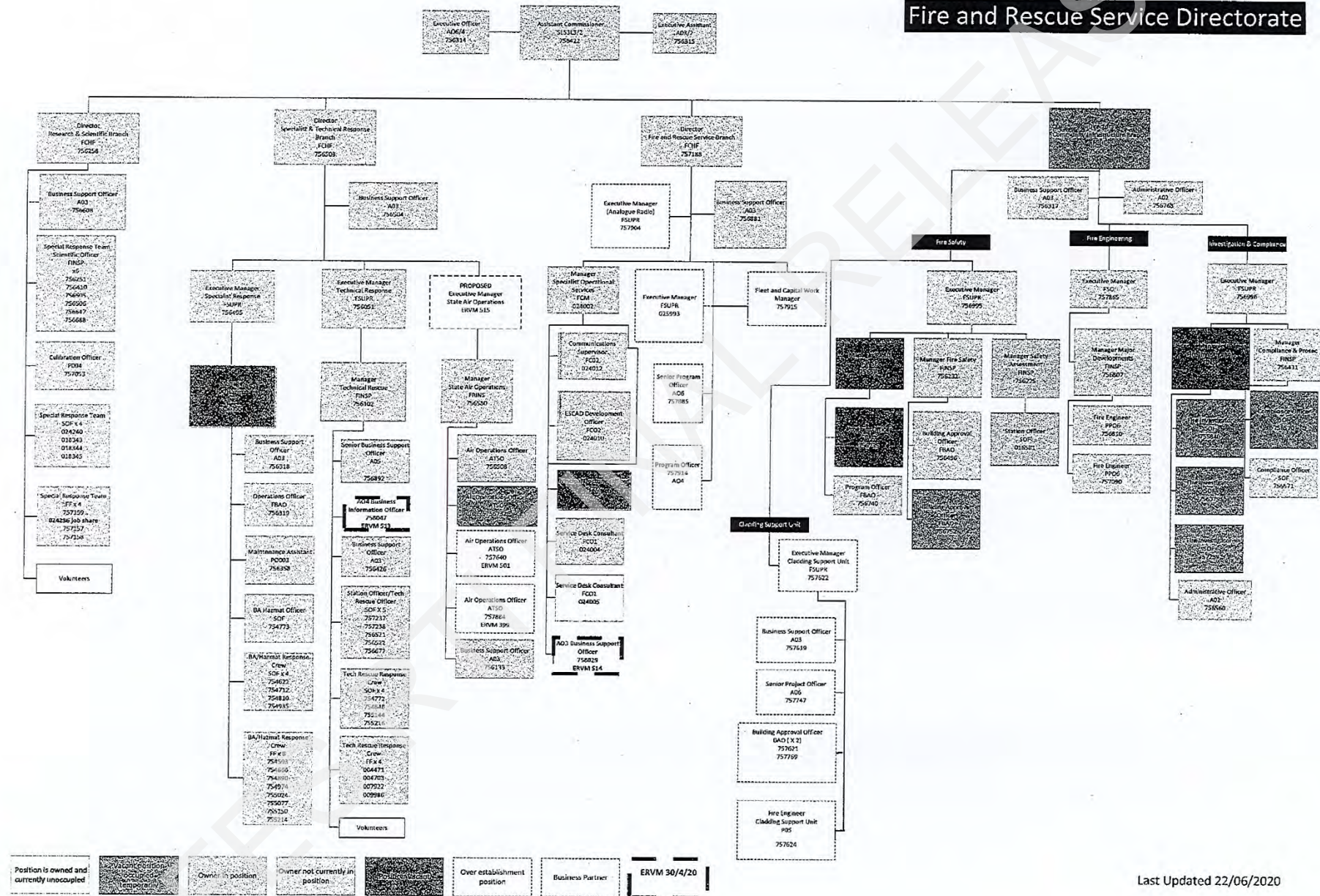
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



Last Updated 22/06/2020

# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	[Redacted]		
Employee Number	[Redacted]	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
(This must be a Manager, Supervisor or HR Representative)

Contact Phone: [Redacted]

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

#### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

#### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

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572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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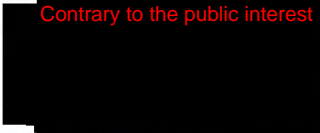
Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**



Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

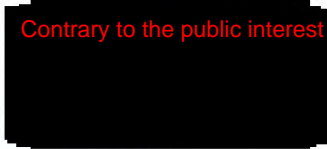
Effective Date: 19/05/2020

Registration No.:

573

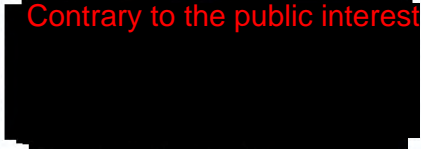
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



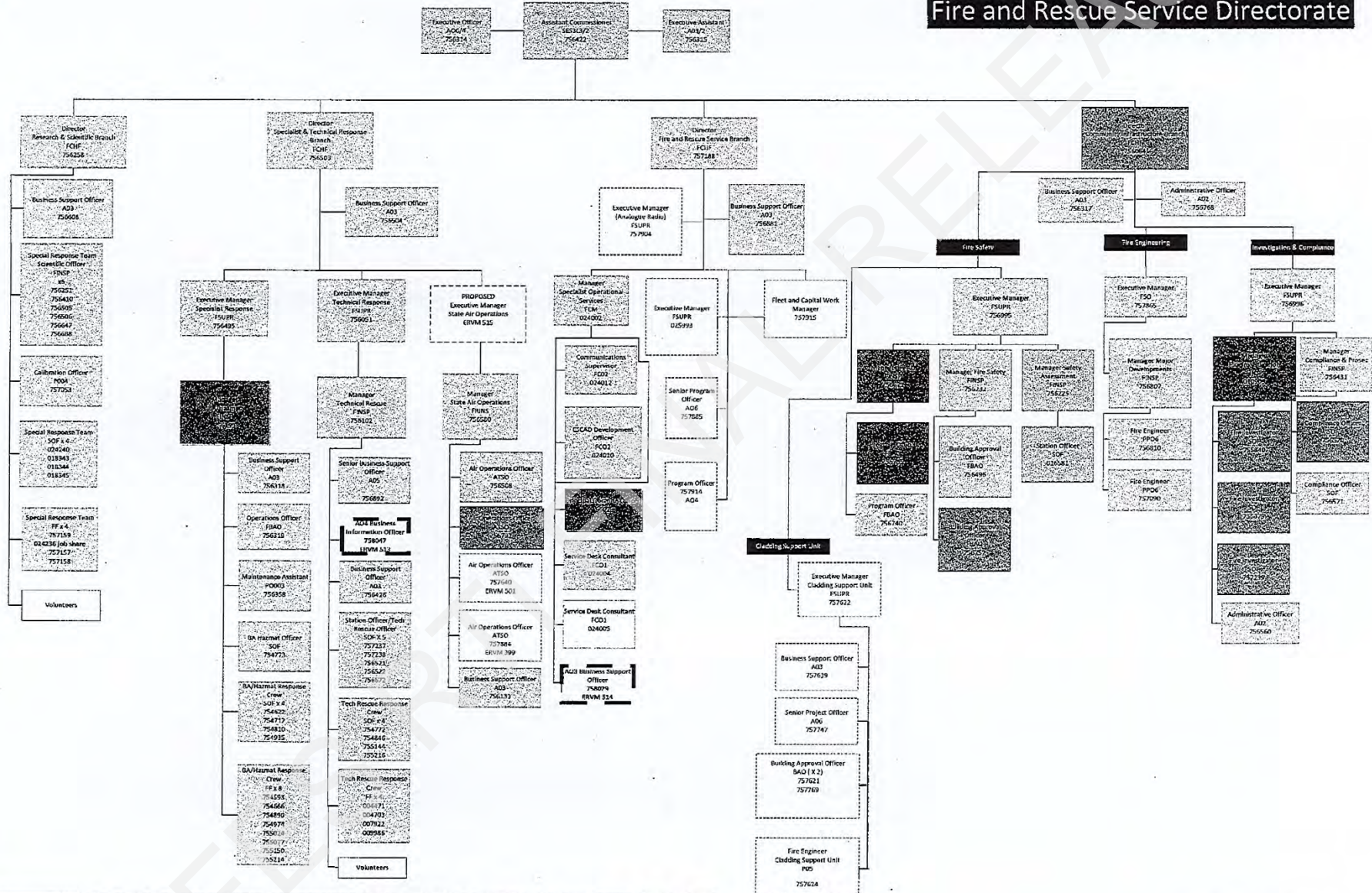
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied  
 Position is currently unoccupied  
 Owner in position  
 Owner not currently in position  
 Over establishment position  
 Business Partner  
 ERMV 30/4/20

Last Updated 22/06/2020

## Wanda Kropp

---

**From:** Corro QFES FRS AC  
**Sent:** Tuesday, 20 February 2024 2:37 PM  
**To:** Natalie Muharem  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: 'State Operations' Position Details  
**Attachments:** State Operations Position Details.xlsx; Image.jpeg

Hi Natalie,

A/AC Francis has please asked for an update on the below request.

Thank you.

Kind regards,  
Cody

### Cody Costigan

Executive Officer | Office of the Assistant Commissioner  
Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Sent:** Thursday, February 8, 2024 1:58 PM  
**To:** Alissa Hunt <Alissa.Hunt@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** FW: 'State Operations' Position Details

Hi Alissa

AC Francis has requested an update on the status of the positions within the proposed QFD, State Operations Directorate.

Are you able to look into whether the below positions are RFS or FRS and are dual classified?

Org Lvl 4	Org Lvl 5	Org Lvl 6	Position Number	Position Full Title	Position Classification	Position Classification Desc
-----------	-----------	-----------	-----------------	---------------------	-------------------------	------------------------------



EM & Cmty Capability	Cmty Resil & Risk Mtgn	Predictive Services	757280	Capability Officer	FSINS	Inspector
EM & Cmty Capability	State Operational Coord	IM Capability Development	758703	Capability Officer	RFSO1	Rural Fire Service Off 1
EM & Cmty Capability	State Operational Coord	IM Capability Development	758687	Executive Manager	FSPRI	Superintendent
EM & Cmty Capability	State Operational Coord	IM Capability Development	758690	Capability Development Officer	RFSO2	Rural Fire Service Off 2

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | Strategy and Services | People & Culture

Strategy and Corporate Services

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	Kedron	WFH	Kedron



**From:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>

**Sent:** Thursday, 8 February 2024 1:45 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** RE: 'State Operations' Position Details

Hi Neil

Please find attached a position detail report for the following units.

- Hazard & Risk
- Predictive Services
- SOC
- Strategic Operational Planning
- Public Info & Warnings
- IM Capability Readiness
- Intelligence Services

- Strategic Frontline Comms
- Operational Comms
- State Air Ops (2nd tab)

Filtering on the position function code column (AN) – OS Rural will show a reference to Rural positions.

The 3 State Air ops positions that are dual classified have reference to that in the comments column (AK) however no other positions within the spreadsheet appear to have a dual classified comment.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | Strategy and Services | People & Culture

Strategy and Corporate Services

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	Kedron	WFH	Kedron




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**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 7 February 2024 7:04 PM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** 'State Operations' Position Details

Hello Natalie,

As you maybe aware in the proposed QFD, a State Operations Directorate will be established that includes a range of capabilities that service both RFS and FRS (as attached).

I have been tasked along with A/AC Peter Hollier to determine 'how' the multi-classification issue of some roles can be resolved that meets the needs of the QFD and FRS/RFS.

To start this, I need to understand the 'current state' of these positions on whether they are RFS or FRS or multi-class?

Pls see attached proposed model with the relevant units circled in red that I need to understand the status of the positions.

As an example some of the SAOU positions are multi-class (RFS and FRS) including the EM position and the AirOps officers via an ERVMC meeting a few years ago.

Thanks and can explain further if needed.

I am looking for this info asap, but understand you have a lot on atm.

Can you pls advise of when I may receive this info?

Thanks

Neil

Regards,

Neil Francis

A/Assistant Commissioner

Fire and Rescue Directorate

QFES

Contrary to the public interest







Position Funding	Percentage	Bus Area Code	Cost Centre	Cost Centre Desc	Comp Code	Position Approved Date	Position Expiry	Position Comments	Act
FUND	100	6102	6979016	Natural Disaster Risk Info Management	1503	11/10/2021 0:00		ERVM 1030 Posn created for Royal Commission NND, FTE increase from existing cap]	PUBLIC SERVICE ACT 2008
FUND	100	6102	6979016	Natural Disaster Risk Info Management	1503	11/10/2021 0:00		ERVM 1030 Posn created for Royal Commission NND, FTE increase from existing cap]	PUBLIC SERVICE ACT 2008
FUND	100	6102	6942203	Hazard & Risk	1503	1/07/2018 0:00			PUBLIC SECTOR ACT 2022
FUND	100	6102	6979016	Natural Disaster Risk Info Management	1503	11/10/2021 0:00		ERVM 1030 Posn created for Royal Commission NND, FTE increase from existing cap] Title change Prog Offer to Risk Analyst (GIS) 21-JAN-2022. FRT change 12-MAY-2022   Title chng	PUBLIC SERVICE ACT 2008
FUND	100	6102	6942203	Hazard & Risk	1503	1/07/2018 0:00			PUBLIC SECTOR ACT 2022
FUND	100	6102	6942203	Hazard & Risk	1503	1/07/2018 0:00			PUBLIC SECTOR ACT 2022
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] ERVM 941 Pos redes to PSU] Pos held vacant to offset PN759655	PUBLIC SERVICE ACT 2008
UNFUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	27/03/2023 0:00	26/05/2023 0:00	Cross Award arrangement offset by PN758329	Fire and Rescue Act 1990
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] ERVM 941 Pos redes from Intel Services to Predictive Services]	PUBLIC SERVICE ACT 2008
UNFUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	1/06/2023 0:00	1/06/2024 0:00	ERVM 1417 Pos Create   Position title change	Public Sector Act 2022
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Serv Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964502	Predictive Services Unit	1503	1/07/2018 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment]	Fire and Rescue Act 1990
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964502	Predictive Services Unit	1503	1/07/2018 0:00			Fire and Rescue Act 1990
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964502	Predictive Services Unit	1503	1/07/2018 0:00			Fire and Rescue Act 1990
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964502	Predictive Services Unit	1503	1/07/2018 0:00			Fire and Rescue Act 1990
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6941006	Pred. Services Strat. Cap. Enhancement	1503	26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832] Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964502	Predictive Services Unit	1503	1/07/2018 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment! RTP set up incorrectly. Rectified to same as FRT 29 Nov 23]	Fire and Rescue Act 1990
FUND	100	6102	6942102	Watch Desk	1503	1/07/2019 0:00		CRO035260] Vacated DM PN due to OPS tfer	PUBLIC SECTOR ACT 2022
FUND	100	6102	6942102	Watch Desk	1503	1/07/2019 0:00		CRO035260] Vacated DM PN due to OPS tfer	PUBLIC SECTOR ACT 2022
FUND	100	6101	6942402	Strategic Operational Planning	1503	1/07/2019 0:00		ERVM 941 Pos transfer from SOC to Strat Op Plan]	PUBLIC SECTOR ACT 2022
FUND	100	6101	6942402	Strategic Operational Planning	1503	2/09/2020 0:00		EBN 03623-2020 Pos created in lieu of 756525 TEM FTE reallocation. ERVM 595]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942402	Strategic Operational Planning	1503	1/07/2021 0:00		ERVM 941 Pos created as part of SOC Model. Temp to 26 Nov 2021. [ERVM 1067 Pos ext to 30 Jun 2022] [EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Cost Centre change Oct 2023] [Org Unit updated Dec 23]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964504	2022 Olympic bid	1503	16/01/2023 0:00		ERVM 1337 Olympic & Paralympic games position pending budget FTE [Cost Centre updated Oct 2023] [Org Unit updated Dec 23]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964504	2022 Olympic bid	1503	16/01/2023 0:00		ERVM 1337 Olympic & Paralympic games position pending budget FTE [Cost Centre updated Oct 23] [Org Unit updated Dec 23]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942004	Australian Warnings System	1503	23/04/2021 0:00		ERVM 853 Function transfer from Media] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] AC EMCC APPROV	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942003	Public Information Unit	1503	1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942004	Australian Warnings System	1503	23/04/2021 0:00		ERVM 853 Function transfer from Media] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942003	Public Information Unit	1503	1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942004	Australian Warnings System	1503	23/04/2021 0:00		ERVM 853 Function transfer from Media] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] AC EMCC APPROV	PUBLIC SERVICE ACT 2008
UNFUND	100	6101	6942003	Public Information Unit	1503	5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024. [AC] PUBLIC SERVICE ACT 2008	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942004	Australian Warnings System	1503	13/08/2021 0:00		ERVM 853 Function transfer from Media] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] AC EMCC APPROV	PUBLIC SERVICE ACT 2008
UNFUND	100	6101	6942003	Public Information Unit	1503	5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024. [AC] PUBLIC SERVICE ACT 2008	PUBLIC SERVICE ACT 2008
UNFUND	100	6101	6942003	Public Information Unit	1503	5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024. [AC] PUBLIC SERVICE ACT 2008	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942004	Australian Warnings System	1503	23/04/2021 0:00		ERVM 853 Function transfer from Media] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] AC EMCC APPROV	PUBLIC SERVICE ACT 2008
UNFUND	100	6101	6942003	Public Information Unit	1503	5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024. [AC] PUBLIC SERVICE ACT 2008	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942003	Public Information Unit	1503	1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942003	Public Information Unit	1503	1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942003	Public Information Unit	1503	1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942302	IM Capability Development	1503	1/07/2021 0:00		ERVM 941 SOC Model pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Title change	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942302	IM Capability Development	1503	1/07/2021 0:00		ERVM 941 Pos created in lieu of 756460 TEM FTE reallocation EBN 3623-2020]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942302	IM Capability Development	1503	1/07/2021 0:00		ERVM 941 SOC Model pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs	Fire and Rescue Act 1990
FUND	100	6101	6942302	IM Capability Development	1503	1/07/2021 0:00		ERVM 941 SOC Model - Temp pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Title	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942302	IM Capability Development	1503	1/07/2021 0:00		ERVM 941 Pos created in lieu of 756546 TEM FTE reallocation EBN 3623-2020]	Fire and Rescue Act 1990
FUND	100	6101	6942302	IM Capability Development	1503	1/07/2021 0:00		ERVM 941 Pos created in lieu of 756520 TEM FTE reallocation EBN 3623-2020]	Fire and Rescue Act 1990
FUND	100	6101	6942301	IM Capability Readiness	1503	1/07/2021 0:00		ERVM 941 SOC Model pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Pos move]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942301	IM Capability Readiness	1503	1/07/2021 0:00		ERVM 941 SOC Model Temp SES OCO pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] FRT change	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942301	IM Capability Readiness	1503	1/07/2021 0:00		ERVM 941 SOC Model pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] FRT change	PUBLIC SERVICE ACT 2008
FUND	100	6101	6964501	Planning and Review	1503	1/07/2019 0:00		ERVM 941 Pos move from Plan & Review to IM Capability Readiness.]	Fire and Rescue Act 1990
FUND	100	6101	6964501	Planning and Review	1503	1/07/2019 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment] ERVM 941 Pos move from Plan & Review to IM Capability Readiness.]	Fire and Rescue Act 1990
FUND	100	6101	6942301	IM Capability Readiness	1503	21/01/2019 0:00		HCM re-alignment FSUPIN Fire and Rescue pos redes from QFES Resourcing to SOC] ERVM 941 Pos transfer from SOCB to IM Capability Readiness]	Fire and Rescue Act 1990
FUND	100	6101	6964501	Planning and Review	1503	1/07/2019 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment] ERVM 941 Pos move from Plan & Review to IM Capability Readiness.]	Fire and Rescue Act 1990
FUND	100	6101	6942301	IM Capability Readiness	1503	1/07/2019 0:00		ERVM 941 Org unit/RT/FRT change.]	Fire and Rescue Act 1990
FUND	100	6101	6942401	State Intelligence Capability	1503	26/03/2021 0:00		[2020/21 CBRC 1037 GIS 2] ERVM 832] Title change Snr Advisor to Snr Intel Offer 25 Nov 21.	PUBLIC SERVICE ACT 2008
FUND	100	6101	6942401	State Intelligence Capability	1503	26/03/2021 0:00		[2020/21 CBRC 1037 GIS 2] ERVM 832] ERVM 941 Intel Services Unit transfer to SOCB - RT/FRT change]	PUBLIC SERVICE ACT 2008
UNFUND	100	6101	6942401	State Intelligence Capability	1503	29/05/2023 0:00	15/12/2023 0:00		Act Free
UNFUND	100	6101	6942401	State Intelligence Capability	1503	1/06/2023 0:00	1/06/2024 0:00	ERVM 1418	Public Sector Act 2022
UNFUND	100	6101	6942401	State Intelligence Capability	1503	1/06/2023 0:00	1/06/2024 0:00	ERVM 1418 Pos Create	Public Sector Act 2022
FUND	100	6101	6976601	Strategy Comms Sys Frontline	1503	1/07/2020 0:00		ERVM 578 Pos created for Emergency Response Intelligence Network [ERIN] Program & offset by 756423] ERVM 926 Pos created in lieu of posid 757464 [Temp to Perm] ERVM 1142	PUBLIC SERVICE ACT 2008
FUND	100	6101	6976601	Strategy Comms Sys Frontline	1503	31/10/2019 0:00		EMM 407 new position for Strat Comms Systems] ERVM 1142 transfer from ITD]	PUBLIC SERVICE ACT 2008
FUND	100	6101	6976601	Strategy Comms Sys Frontline	1503	31/10/2019 0:00		EMM 325 new position for 555P structure] ERVM 1142 transfer from ITD] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6964093	Special Operations Services Unit	1503	1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6964093	Special Operations Services Unit	1503	1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6964093	Special Operations Services Unit	1503	1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6964093	Special Operations Services Unit	1503	1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6964093	Special Operations Services Unit	1503	31/10/2019 0:00		ERVM 909 Position transfer from Info Mngt to QFES Resourcing] ERVM 1060 Position transfer from QFES Resourcing to Spec Oper Serv] ERVM 1142 structure change] Org Change to F	Fire and Rescue Act 1990
FUND	100	6101	6964093	Special Operations Services Unit	1503	1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6964093	Special Operations Services Unit	1503	11/10/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6965039	State Fire Communications Training	1503	20/12/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6965039	State Fire Communications Training	1503	14/10/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6965039	State Fire Communications Training	1503	14/10/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6965039	State Fire Communications Training	1503	14/10/2019 0:00		EMM 492 Pos offsetting 757972, not to be backfilled] ERVM 546 approved for offset to continue to 30.09.20] ERVM 1142 structure change] Org Change to FRS Division approved by C.	Fire and Rescue Act 1990
FUND	100	6101	6965039	State Fire Communications Training	1503	14/10/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
UNFUND	100	6101	6965039	State Fire Communications Training	1503	12/11/2019 0:00	30/12/2023 0:00	ERVM 1049 Pos offset by pos ID 756933] ERVM 1142 structure change] ERVM 1303 Approved Extension] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990
FUND	100	6101	6965039	State Fire Communications Training	1503	14/10/2019 0:00		ERVM 1142 structure change] ERVM 1049 Title change and approved increase to FTE on priority list, currently offset by temp position 758934] Org Change to FRS Division approved by	Fire and Rescue Act 1990
UNFUND	100	6101	6960011	Recruit FireCom whilst at the School	1503	1/07/2019 0:00	31/12/2050 0:00	ERVM 1142 structure change] Org Change to FRS Division approved by	



Org Lvl 3	Org Lvl 4	Org Lvl 5	Org Lvl 6
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations



Org Lvl 7	Org Lvl 8	Org Unit Sort	Org Number	Org Name	Position Number
		01530703030300000000	10970	State Air Operations	758159
		01530703030300000000	10970	State Air Operations	756732
		01530703030300000000	10970	State Air Operations	758160
		01530703030300000000	10970	State Air Operations	756133
		01530703030300000000	10970	State Air Operations	758161
		01530703030300000000	10970	State Air Operations	756580
		01530703030300000000	10970	State Air Operations	756508

Position Full Title	Position Brief Title	Position Classification
Executive Manager	Exec Mngr	FSPRI
Air Operations Officer	Air Ops Offcr	RFSO2
Air Operations Officer	Air Ops Offcr	RFSO2
Business Support Officer	Business Supp Offcr	A03
Air Operations Officer	Air Ops Offcr	RFSO2
Manager	Mngr	FSINS
Air Operations Officer	Air Ops Offcr	RFSO2

Position Classification Desc	Position Hours	Staffing Restriction Code	Position Type	GEO Code
Superintendent	38		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547
Administrative Officer Lvl 3	36.25		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547
Inspector	38		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547

RELEASE

Position Location Desc	Position Address	Position Attendance	ANZSCO Code
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	139112
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	531111
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	139112
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212

QFES RTI

ANZSCO Code Desc	Job Type	Corporate Services Code	Corporate Services Code Desc
Commissioned Fire Officer	OPER	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support
General Clerk	ADMIN	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support
Commissioned Fire Officer	OPER	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support

RELEASE

Funding Amount	Position Budget FTE	Position Funding	Percentage	Bus Area Code	Cost Centre
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236

QFES RTI

Cost Centre Desc	Comp Code	Position	Approved Date	Position Expiry
Aerial Operations	1503		1/07/2020	0:00
Aerial Operations	1503		12/02/2018	0:00
Aerial Operations	1503		1/09/2020	0:00
Aerial Operations	1503		7/06/2018	0:00
Aerial Operations	1503		1/10/2020	0:00
Aerial Operations	1503		12/02/2018	0:00
Aerial Operations	1503		13/02/2019	0:00

**Position Comments**

ERVM 573 Pos created in lieu of 757161 TEM FTE reallocation EBN 3623-2020|Org Change to FRS Division app

ERVM 571 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757640 & 756421. RFS ATSO  
Org Change to FRS Division approved by Commissioner 18.04.23

ERVM 572 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757884 & 756547. RFS ATSO  
RT/FRT Change (ERVM 573).Org Change to FRS Division approved by Commissioner 18.04.23

Org Change to FRS Division approved by Commissioner 18.04.23



Act
Fire and Rescue Act 1990
Fire and Rescue Act 1990
Fire and Rescue Act 1990
PUBLIC SECTOR ACT 2022
Fire and Rescue Act 1990
Fire and Rescue Act 1990
Fire and Rescue Act 1990

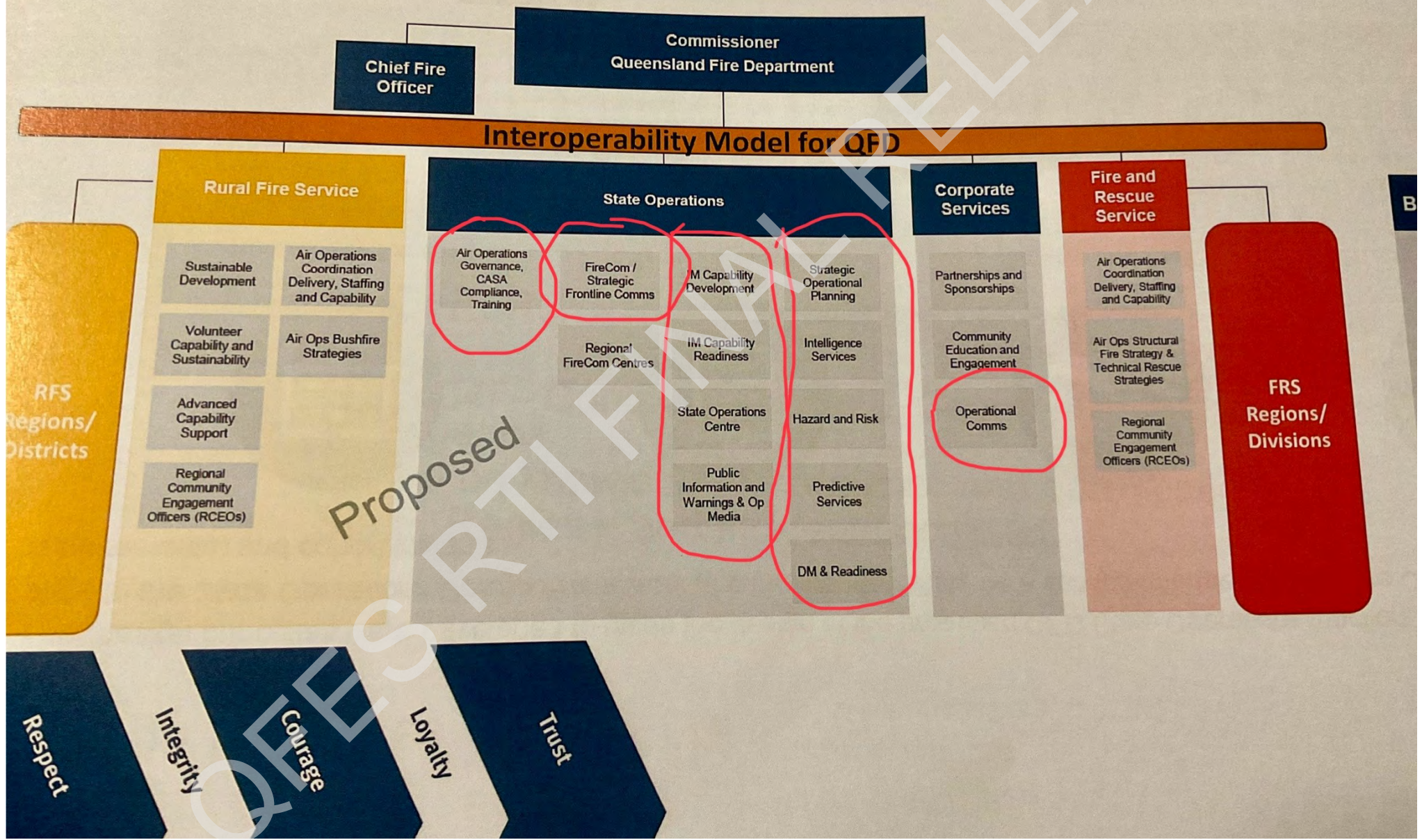
Award
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Public Service Officers and Other Employees Award - State 2015
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016

Position Function Code	Reporting Group	Position Count	Current Occupancy
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS - OTHER	Non Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled

Headcount_Sub_Occupants	Headcount_Act_Occupants	True_Vacant	LastSubsVacantDateTo
1	1	0	17/04/2023 0:00
1	1	0	30/12/2023 0:00
1	1	0	17/04/2023 0:00
1	1	0	17/04/2023 0:00
1	1	0	5/01/2024 0:00
1	1	0	5/04/2023 0:00
1	1	0	10/10/2023 0:00

LastSubsVacantDays	LastSubsVacantMonths	MonthsTillExpiry	Last_Refreshed
294	10		5/02/2024 7:30
37	2		5/02/2024 7:30
294	10		5/02/2024 7:30
294	10		5/02/2024 7:30
31	1		5/02/2024 7:30
306	10		5/02/2024 7:30
118	4		5/02/2024 7:30

# State Operations Proposed Functional Model



## Wanda Kropp

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Friday, 15 September 2023 9:09 AM  
**To:** Natalie Muharem  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted  
**Attachments:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted.pdf

Good morning Natalie,

May I please seek a status update on the below request.

Thank you.

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Wednesday, 6 September 2023 2:29 PM  
**To:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>; QFES Human Resource <HR@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; Douglas May <Douglas.May@qfes.qld.gov.au>; Kim Morris <Kim.Morris@qfes.qld.gov.au>  
**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good afternoon Natalie,

Please find attached an Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position between the Fire and Rescue Service (FRS) and Rural Fire Service (RFS).

May I please ask Aurion is updated to reflect that this position is dual classified between the FRS and RFS.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject: Dual classification of the Executive Manager, State Air Operations Unit position**

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

10. Recommendation

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Friday, 15 September 2023 9:23 AM  
**To:** Douglas May  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted  
**Attachments:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted.pdf

Good morning Doug,

May I please confirm if you were aware that State Air Operations Unit Executive Manager Contrary to the public interest will be on annual leave from Monday, 18 September 2023 to Friday, 6 October 2023?

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** Corro QFES FRS AC  
**Sent:** Wednesday, 6 September 2023 2:23 PM  
**To:** Douglas May <Douglas.May@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; Kim Morris <Kim.Morris@qfes.qld.gov.au>  
**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good afternoon Doug,

Please find attached an Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position between the Fire and Rescue Service (FRS) and Rural Fire Service (RFS) for your attention and action as required for future relieving opportunities for this position.

Please note both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities. To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration are to be fulfilled via an expression of interest recruitment process and the job advert is to list the position as dual classified.

I will send an email to HR and request that the position is updated in Aurion to reflect that it is a dual classified position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager, State Air Operations Unit position

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

**10. Recommendation**

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Friday, 15 September 2023 9:29 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted  
**Attachments:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted.pdf

Good morning Neil,

As discussed, please see below email advice provided to Specialist and Technical Response Branch Director Doug May on Wednesday, 6 September 2023 regarding the dual classification of the Executive Manager State Air Operations Unit position.

State Air Operations Unit Executive Manager [redacted] will be on annual leave from Monday, 18 September 2023 to Friday, 6 October 2023 and [redacted] will be the Acting Executive Manager for this timeframe.

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

### Queensland Fire and Emergency Services

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** Corro QFES FRS AC  
**Sent:** Wednesday, 6 September 2023 2:23 PM  
**To:** Douglas May <Douglas.May@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; Kim Morris <Kim.Morris@qfes.qld.gov.au>  
**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good afternoon Doug,

Please find attached an Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position between the Fire and Rescue Service (FRS) and Rural Fire Service (RFS) for your attention and action as required for future relieving opportunities for this position.

Please note both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities. To ensure this position is truly equitable, all future relieving opportunities that are more than two

weeks in duration are to be fulfilled via an expression of interest recruitment process and the job advert is to list the position as dual classified.

I will send an email to HR and request that the position is updated in Aurion to reflect that it is a dual classified position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject: Dual classification of the Executive Manager, State Air Operations Unit position**

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

**10. Recommendation**

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Wednesday, 20 September 2023 4:12 PM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted  
**Attachments:** \*Do Not Reply\* Position Modified: 758159 - Exec Mngr

Hi Neil,

Please be advised the Executive Manager – State Air Ops PN758159 has been referenced as dual classified in Aurion.

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

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**From:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Sent:** Wednesday, 20 September 2023 3:57 PM  
**To:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Cc:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Hi Cody

Workforce analytics have advised that the Executive Manager – State Air Ops PN758159 has now been referenced as dual classified.

Kind regards,

### Natalie Muharem

A/Senior HR Advisor  
HR Services | QFES People – Strategy and Services Branch  
**Queensland Fire and Emergency Services**

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Natalie Muharem [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)

**Sent:** Monday, 18 September 2023 4:18 PM

**To:** Corro QFES FRS AC [corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)

**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Hi Cody

I have submitted a Modify form through Aurion to the Workforce analytics team, I will let you know when it's been actioned.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron





**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Friday, 15 September 2023 9:09 AM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good morning Natalie,

May I please seek a status update on the below request.

Thank you.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Wednesday, 6 September 2023 2:29 PM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>; QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; Douglas May <[Douglas.May@qfes.qld.gov.au](mailto:Douglas.May@qfes.qld.gov.au)>; Kim Morris <[Kim.Morris@qfes.qld.gov.au](mailto:Kim.Morris@qfes.qld.gov.au)>  
**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good afternoon Natalie,

Please find attached an Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position between the Fire and Rescue Service (FRS) and Rural Fire Service (RFS).



May I please ask Aurion is updated to reflect that this position is dual classified between the FRS and RFS.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

## Wanda Kropp

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**From:** donotreply.aurion@chde.qld.gov.au  
**Sent:** Wednesday, 20 September 2023 1:05 PM  
**To:** Natalie Muharem  
**Subject:** \*Do Not Reply\* Position Modified: 758159 - Exec Mngr

CAUTION: This email originated from outside of Queensland Fire & Emergency Services. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Nat

The following position has been modified:

Position Number: 758159  
Position Title: Exec Mngr

Reason: 'No Reason Provided'

Regards,

CR-QSS-Establishment

## Wanda Kropp

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**From:** Corro QFES FRS AC  
**Sent:** Thursday, 20 July 2023 8:46 AM  
**To:** QFES Human Resource; Natalie Muharem  
**Cc:** Corro QFES FRS AC; Douglas May  
**Subject:** FW: Employment Review Request - [REDACTED] - Due 01 August 2023  
**Attachments:** QFES Form-OBM-177 HD Conversion Template - [REDACTED] - ADC approved.pdf

**Categories:** EO to Action

Hi Natalie,

Please find attached DC FRS approved Higher Duties Classification Checklist for [REDACTED] for processing.

Thank you.

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

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**From:** DC.FRS <DC.FRS@qfes.qld.gov.au>  
**Sent:** Thursday, 20 July 2023 8:40 AM  
**To:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Cc:** DC.FRS <DC.FRS@qfes.qld.gov.au>  
**Subject:** Employment Review Request - [REDACTED] - Due 01 August 2023

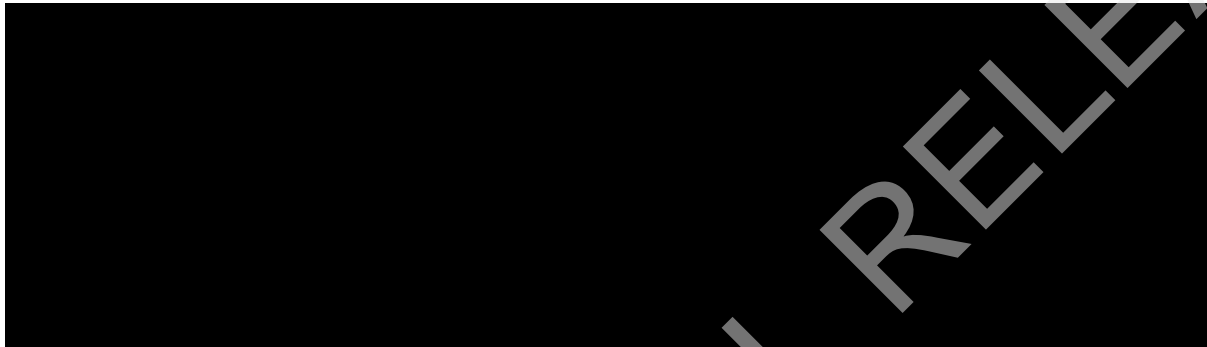
Morning Cody

Please find attached Employment Review Request for [REDACTED] which has been approved by A/DC FRS.

Regards

**Nadine Rose**

A/Executive Officer  
to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald  
Agency Implementation Program  
**Queensland Fire and Emergency Services**  
Level 1, 77 Hudson Road, Albion Qld 4010  
E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)  
P: Contrary to the public interest



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**From:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>  
**Sent:** Wednesday, 19 July 2023 8:21 PM  
**To:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Subject:** RE: For approval - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Approved, thank you

Steve



**Stephen Smith AFSM EMPA MLshipMgt GAICD**  
**A/Deputy Commissioner – Fire and Rescue Service**

---

**Queensland Fire and Emergency Services**  
a. PO Box 1425 Brisbane Qld 4001  
m. Contrary to the public interest e. [StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)  
[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>  
Respect | Integrity | Courage | Loyalty | Trust

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**From:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Sent:** Wednesday, 19 July 2023 1:54 PM  
**To:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>  
**Cc:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Subject:** For approval - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Hi Steve

Please find attached Higher Duties Classification Checklist for Contrary to the public interest for your approval.

Noting – AC FRS has endorsed.

Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald

Agency Implementation Program

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: Contrary to the public interest



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**From:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Sent:** Thursday, 13 July 2023 1:05 PM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: For approval - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Good afternoon Cody,

Below and attached are documents relevant to a HD Conversion application by Contrary to the public interest for the Manager Air Operations role he has been filling since January 2021.

Per the below, I have reviewed the below and have electronically signed the OBM-177 form attached to this email. Can I please request Mr Francis be provided the form and attachments for his review and upon his approval, his signature on the document to be further progressed to DC Smith?

Thank you in advanced.

Regards,

Marty

**Martin Gibson** BEng(Aero), BAviation  
**Superintendent**  
Executive Manager, State Air Operations

**State Air Operations Unit**  
**Fire and Rescue Service Directorate**  
**Readiness and Response Division**  
**Queensland Fire and Emergency Services**

**Phone:** (07) 3635 2490

**Mobile:** Contrary to the public interest

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 13 July 2023 12:28 PM  
**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** For approval - Employment Review Request - [redacted] - Due 01 August 2023

Hi Marty

Thank you for your time on Tuesday discussing [redacted] HD Conversion request.  
As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#), [redacted] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to considered suitable to perform the role
- the employee has provided evidence of possessing any relevant mandatory qualifications
- the employee is not subject to any unresolved and documented conduct or performance matters that have been put to the employee in writing, and where required, managed in accordance with the requirements of a relevant directive, such as the directives relating to positive performance management and discipline.

As per the directive we need to provide a formal response to [redacted] within 28 days, attached is a QFES OBM-177 form recommending that [redacted] HD conversion request be approved.

Could you please sign the OBM-177 form as the reviewer and provide any relevant comments and forward through to A/AC Francis' office and obtain his approval.

AC Francis' office will then forward it through to the DC for approval.

Once approvals have been returned to HR, I will then provide [redacted] with his outcome.

Due to the 28 day deadline we require a response back to [redacted] by the 01 August 2023.

Attached documents

- Conversion Checklist
- QFES OBM-177
- Original request email – with Resume, RSS
- Role description

Feel free to call if you have any questions or concerns about the process.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

[Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



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**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Monday, 10 July 2023 9:06 AM  
**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Meeting Request - Discussion - Employment Review Request - [REDACTED] - Due 01 August 2023

Hi Marty

As you are aware, I am in the process of coordinating the review on [REDACTED] acting status. [REDACTED] has requested the review of his acting status on Tuesday 4 July 2023.

A higher duties conversion checklist has been developed, to assist in the review process, I have partially completed the HD Conversion form however would like to complete the remainder of the checklist with you as his current supervisor over a scheduled meeting. I've sent through a calendar invite for tomorrow, if the proposed time doesn't suit please let me know.

I have also provided the Review of acting or secondment at higher classification level (Directive 03/2) [link](#), for your information and the steps required as [REDACTED] supervisor to progress his request for review.

After our meeting, I will send you the completed checklist and ask that you review and sign the checklist and progress the checklist via your Assistant Commissioner for their Recommendation and the final approval to your Deputy Commissioner.

Once approved if the final approval could be sent to the HR inbox – [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) HR will then draft the appropriate letter.

If you have any questions or concerns feel free to call.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

**E** [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | **P** 07 3635 2237

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Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Microsoft Power Apps and Power Automate <[microsoft@powerapps.com](mailto:microsoft@powerapps.com)>  
**Sent:** Tuesday, 4 July 2023 4:53 PM  
**To:** **Contrary to the public interest** <[contrarytothepublicinterest@qfes.qld.gov.au](mailto:contrarytothepublicinterest@qfes.qld.gov.au)>  
**Cc:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Subject:** Employment Review Request Acknowledgement - **Contrary to the public interest**

**CAUTION:** This email originated from outside of Queensland Fire & Emergency Services. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi **Contrary to the public interest**,

Thank you for submitting a request for employment review for the role you are currently performing.

Firstly, we would like to acknowledge your service, and recognise the role you have performed in the Queensland Fire & Emergency Services (QFES) over this period.

We will consider your request taking into account relevant sections of the Public Sector Act 2022 (the Act) and the relevant Directive to your employment scenario.

To be eligible for review, you must have been employed by QFES for a minimum of 12 months or you must have been acting at, or seconded to, the higher classification level in the same role for a continuous period of at least one year.

Where this requirement is met, the review will consider:

- if there is a continuing need for you to be employed in your current role, or one that is substantially the same (temporary reviews only)
- if you are suitable to perform the role in accordance with the the Directive
- if any requirements of an industrial instrument need to be complied with, in relation to making this decision
- if it is not viable or appropriate to convert you to permanent employment, having regard to the genuine operational requirements of QFES.

You may wish to provide information you would like me to considered as part of the review, addressing the considerations above, such as **evidence of your relevant qualifications/conditions as outlined under Mandatory/Special Requirements in the role description of the role you are performing.**

Your union or other representative may assist you with this.

To ensure your request is properly considered, **please provide this information to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) within 72 hours.**

Under the Act, a decision needs to be made within 28 days of your request date. A decision is expected within this timeframe.

However if a decision is not made within this timeframe, it will be taken that you will not be permanently employed/converted and that you will continue your existing employment arrangement.

You will be advised in writing of the outcome of your request. Please see [Employee Review Additional Information](#) for the decision-making framework and appeal rights provided for under the Act and directive.



Your supervisor has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact your supervisor or your Senior HR Advisor.

QFES HR Services

[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

If you want to unsubscribe from these emails, please use this [form](#).

QFES RTI FINAL RELEASE

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2022 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	contrary to the public interest	Employee number:	contrary to the public interest
Substantive Classification:	RFSO2, Rural Fire Service Officer (Air Ops Officer)	Current Position number:	756580
Higher Duties Classification:	FSINS, Inspector	Current Position title:	Manager
Division:	Fire & Rescue Service		
Employment details (HR to complete)			
HD Date commenced:	04/01/2021	HD end date:	01/10/2023
Conversion eligibility date:	04/07/2023	An outcome <b>must</b> be decided, and employee notified in writing within 28 calendar days of the eligibility date.	
Review due date:	01/08/2023		

Placement History
Contrary to the public interest



**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
<b>Convert employee to higher classification:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Integrity Check Cleared:</b> If recommending conversion, Integrity Check must be conducted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			
HR Comments:	<p>HR recommend that <span style="color: red;">Contrary to the public interest</span> request for a higher duties conversion be approved.</p> <p>An integrity check has been returned clear.</p> <p><span style="color: red;">Contrary to the public interest</span> has been relieving in HD in the Inspector position PN756580 since 04/01/2021, <span style="color: red;">Contrary to the public interest</span> has no unsolved performance issues, has the mandatory qualifications and has been deemed suitable to perform the role.</p> <p>The role has recently become substantively vacant due to the previous substantive owner <span style="color: red;">Contrary to the public interest</span> <span style="color: red;">Contrary to the public interest</span> being appointed to a different role.</p> <p>The functional code of this PN756580 is rural.</p> <p>Comments provided by Natalie Muharem, A/Senior HR Advisor, on 13/07/2023</p>		
Name of Reviewer:	Martin Gibson	Employee No:	<span style="color: red;">Contrary to the public interest</span>
Signature:	<span style="color: red;">Contrary to the public interest</span>	Date:	13/07/2023
Recommendation (Assistant Commissioner/Executive Director)			
<b>Convert employee to higher classification:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Does the employee consent to conversion?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	756580	Position Title:	Manager
Classification:	FSINS, Inspector	Branch:	Specialist & Technical Response
Directorate:	Fire & Rescue Service	Division:	Fire & Rescue Service
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
<b>Convert employee to higher classification:</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Date</b>	20/07/2023
Name: Stephen Smith		Signature:	<span style="color: red;">Contrary to the public interest</span>

Forward to ERVM for noting

## Wanda Kropp

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Friday, 6 October 2023 10:58 AM  
**To:** Natalie Muharem  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf  
**Attachments:** ERVM minutes 25.06.2020.docx; ERVM Minutes 24.06.2020.docx; 202109\_Air Ops positions.docx; FW: OUTCOME:- Out of Session Consideration - ERVM Positions; Air Operations ; RE: Air Operations positions 758159, 758160, 758161; RE: OUTCOME:- Out of Session Consideration - ERVM Positions

Hi Natalie,

As per the attached documentation, may I please confirm if the Air Operation Unit positions have been created as in-establishment positions?

May I also confirm if positions 758160 and 758161 have been created as dual-classified ATSO/SO roles and confirm the duration Contrary to the public interest (758160) and Contrary to the public interest (758161) have been fulfilling the roles for.

Thank you.

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Thursday, 21 September 2023 1:12 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Afternoon AC Francis

Abby Blair was able to shed more light on the topic in question. I refer you to her email below and relevant attachments.

Abby is happy to further discuss with you should you seek further detail.

Please let me know if I can assist with anything further.

Kind Regards

**Toni Doohan**

P 07 3635 2562

*QFES Corporate Governance Unit*

---

**From:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>

**Sent:** Thursday, 21 September 2023 1:00 PM

**To:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>

**Subject:** RE: ERVMC - State Air Operations Superintendent Position.pdf

Hi Toni

I have attached various documents that might assist, including the minutes – however they don't provide much.

Not sure what information is trying to be sourced however in summary, the ERVM was submitted and approved, which is the decision I had recorded during the meeting which had the roles as 'multi-class'. That record then conflicted with the outcome of the SABC meeting that approved the funding allocation noting it had to be service specific, the decision on what service the roles should be was never resolved, from my understanding and records.

I am happy to discuss with AC Francis, if required to explain how this has progressed over the years.

Thanks

Abby

**Abby Blair**

Principal Advisor

Organisational Development, Design and Implementation

**Queensland Fire and Emergency Services**


E: [OrgDesignDevelopmentImplementation@qfes.qld.gov.au](mailto:OrgDesignDevelopmentImplementation@qfes.qld.gov.au)

E: [New.FRSCrewingModel@qfes.qld.gov.au](mailto:New.FRSCrewingModel@qfes.qld.gov.au)

W: [New FRS Station Crewing Model \(sharepoint.com\)](https://sharepoint.com)

P 07 3635 3335 M Contrary to the public interest





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**From:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Thursday, 21 September 2023 10:14 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Hi Abby

AC Reading advised me that Caitlin works Mondays and Fridays only.

Are you able to call me when you're available.

I seek your input into meeting minutes missing from ERVMC SharePoint from 2020.

Many Thanks

Toni  
3635 2562

---

**From:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Thursday, 21 September 2023 7:10 AM  
**To:** Caitlin Bampton <[caitlin.bampton@qfes.qld.gov.au](mailto:caitlin.bampton@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Morning Caitlin

Welcome back after your **Contrary to the public interest** ?

I am hoping that you can help me. I help Elodie out with ERVMC and currently the Acting Secretariat.

A/AC Neil Francis is asking for a copy of the minutes relating to the submission attached.

I have had a look in SharePoint, however, not all minutes are there. Would you have access to the minutes on your local drive that I can place on SharePoint and send to AC Francis?

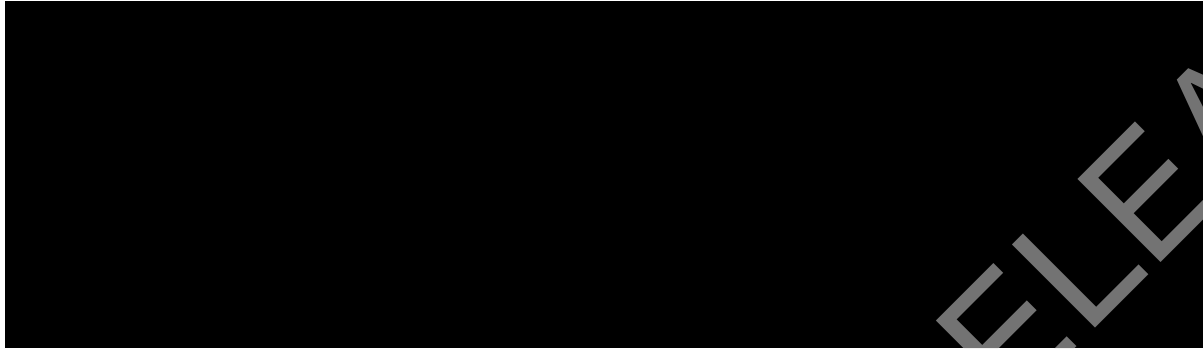
If you have other minutes on the drive, is it possible to place on SharePoint or email to me so that I can place on SharePoint?

I look forward to hearing from you.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**

Governance Support Officer, Corporate Governance Unit  
Assurance Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 2562



---

**From:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 1:02 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>; Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Afternoon A/AC Francis

I can locate the document that you have attached, however, I am having trouble locating the actual meeting minutes.

I will keep digging and get back to you as soon as I can.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**  
Governance Support Officer, Corporate Governance Unit  
Assurance Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 2562





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**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 12:43 PM  
**To:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** ERVMC - State Air Operations Superintendent Position.pdf

Good afternoon,

I have been asked to source the minutes from the meeting that the attached was discussed by A/DC Cawcutt (June 2020).

Are you able to provide them?

Thanks

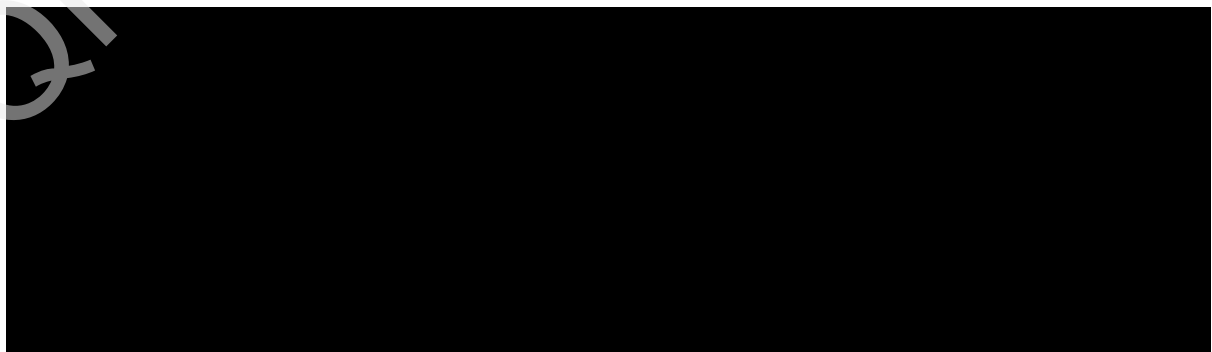
Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>





## Wanda Kropp

---

**From:** Abby Blair  
**Sent:** Thursday, 6 October 2022 12:31 PM  
**To:** QFES Human Resource  
**Cc:** Abby Blair  
**Subject:** RE: Air Operations positions 758159, 758160, 758161  
**Attachments:** 202109\_Air Ops positions.docx; Air Operations

Hi Julia

Information attached, let me know if you have any questions. The email titled Air Operations was the only version I could find easily, it has the SABC outcome at the bottom of the email trail and copy of the ERVMC's attached.

As for multi-class roles, to my understanding it is as follows:

758159 – Executive Manager – no decision has been made from SABC advice. Of note, this position has been created in Aurion as RFS Supt.

756580 – Manger – my understanding and has not been raised to date, RFS Inspector, permanently filled by Contrary to the public interest

756732 – Air Operations Officer – RFS ATSO

756508 – Air Operations officer – RFS ATSO

758160 – Air Operations Officer – ATSO/SO – out for advertising now

758161 – Air Operations officer – ATSO/SO – out for advertising now

Thanks  
Abby

### Abby Blair

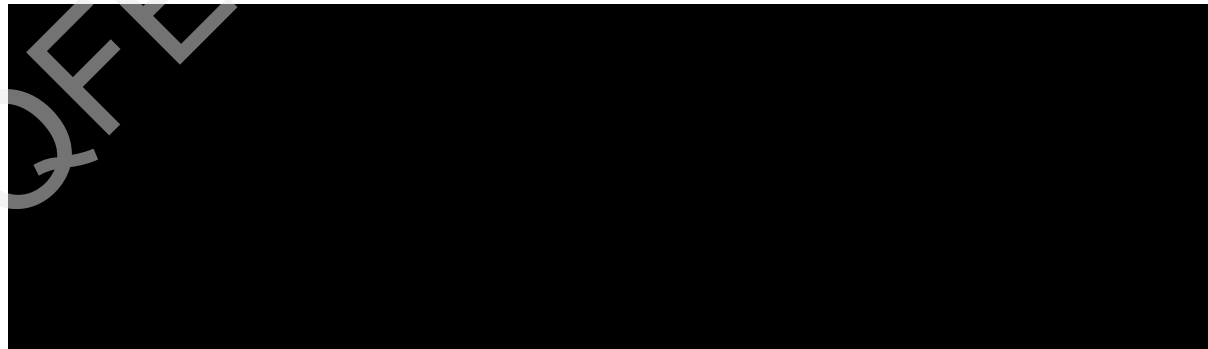
Executive Officer

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**From:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Sent:** Friday, 30 September 2022 3:42 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** FW: Air Operations positions 758159, 758160, 758161

**From:** Christine Murdoch <[Christine.Murdoch@qfes.qld.gov.au](mailto:Christine.Murdoch@qfes.qld.gov.au)>  
**Sent:** Wednesday, 28 September 2022 7:27 AM  
**To:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Air Operations positions 758159, 758160, 758161

Hi team,

I'm not sure who is best placed to help me with this query. A/DC Greenfield has asked me to find out the history of a few positions in the State Air Operations Unit.

Position 758159

- When was a process last run to fill this position?
- When was it vacated by the previous owner?
- When was Contrary to the public interest temporarily appointed to the role?
- Is it a multi-classification position?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 756580, 756732, 758161 & 758160

- Are these multi-classification positions?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 758160 & 758161

- When was a process last run to fill these positions?
  - What was the process? (internal EOI or external?)
  - Duration of advertising?

Active Position Number	Active Position Title	Personnel Number	
756133	Business Support Officer	016110	Lo
756508	Air Operations Officer	031914	M
756580	Manager	027450	W
756732	Air Operations Officer	035196	Sa
758159	Executive Manager	029144	M.
758160	Air Operations Officer	026007	Bf
758161	Air Operations Officer	035846	Be

**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@gfes.qld.gov.au](mailto:DC.CSS@gfes.qld.gov.au)

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*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

## Wanda Kropp

---

**From:** Kelly Salter  
**Sent:** Monday, 12 October 2020 9:12 PM  
**To:** Abby Blair  
**Subject:** RE: OUTCOME:- Out of Session Consideration - ERVM Positions

No need to apologise at all! Neil was aware of it. He said he had already spoken to Steve and was going to talk to DC Roche. I saw him in there late this arvo so I will follow up with him tomorrow when I get the chance and advise ASAP.

Thanks

Kelly



**Kelly Salter**  
A/Executive Officer  
Office of Assistant Commissioner  
**Fire and Rescue Service Directorate**  
**Queensland Fire and Emergency Services**  
Ph: 07 3635 1957 Email: [Kelly.Salter@qfes.qld.gov.au](mailto:Kelly.Salter@qfes.qld.gov.au)

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Monday, 12 October 2020 1:25 PM  
**To:** Kelly Salter <Kelly.Salter@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Kelly

Below and attached are the documents relating to the Air Ops positions. The first attachment is what was sent out of session.

Let me know if you have any questions, I'll wait to hear from you regarding the preferred make up of the team and then I can progress to ERVM to endorse? If AC Gallant would like some time with AC Smith to discuss, I am happy to organise.

Thank you again for your help & my apologies, I feel like I have dropped the ball a little bit on this one and didn't follow up/finalise outcomes post SABC advice.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
QFES People | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

---

**From:** Abby Blair

**Sent:** Thursday, 20 August 2020 2:21 PM

**To:** Jasmine Siggs <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>

**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions

**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

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**From:** Carolyn Coletti

**Sent:** Wednesday, 12 August 2020 11:55 AM

**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>

**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>

**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions

**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

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P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

QFES RTI FINAL RELEASE

## Establishment, Resourcing and Vacancy Management submissions for Strategy and Budget Committee Review

The following Establishment, Resourcing and Vacancy Management (ERVM) submissions were reviewed and approved by the ERVM Committee on 25 June 2020. Submitted for consideration and potential allocation of budget by the Strategy and Budget Committee.

ID #	Position Title	Region/Directorate	ERVM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit, Fire and Rescue Branch <span style="color: red;">Contrary to the public interest</span>	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available.  Note: FTE will be allocated from TEM FTE when available - nil funding to come with FTE from TEM.  Cost: FRS Superintendent - \$190,736 pa.

*Approve positions but need to fill from within if positions aren't exempt from PC rules. ie no external advertising.*



**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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Page 1 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number		Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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Page 3 of 4



# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest



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

Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No





# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	[Redacted]		
Employee Number	[Redacted]	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: [Redacted]

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

#### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

#### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

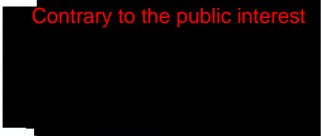
Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

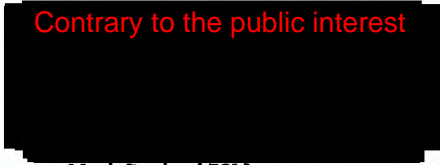
572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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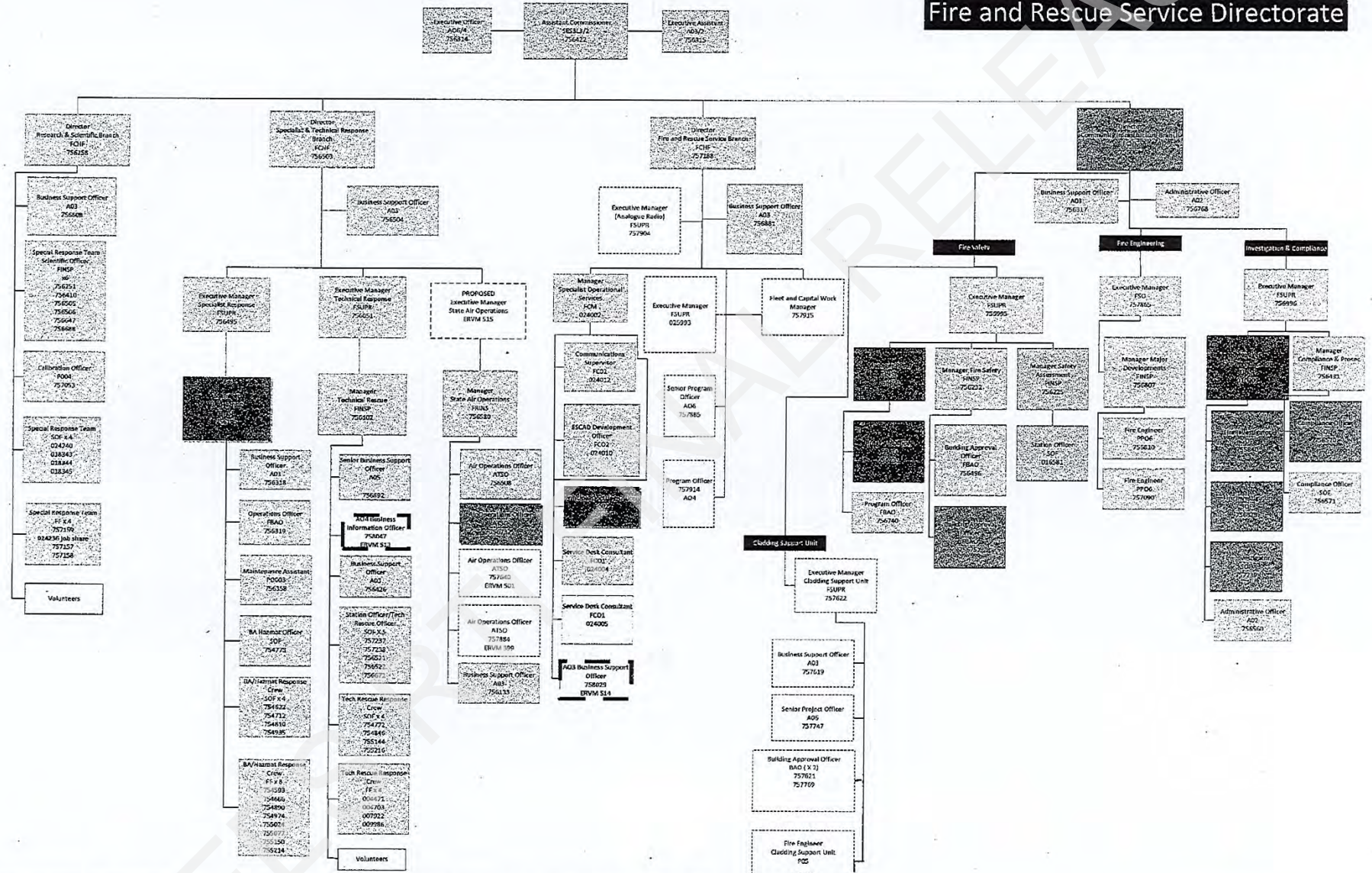
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# Fire and Rescue Service Directorate



Position is owned and currently uncoupled	Position is currently owned by another branch	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

Registration No.:

573

*Approved pending position*

Contrary to the public interest

Contrary to the public interest

*Verbal Approval AB*

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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



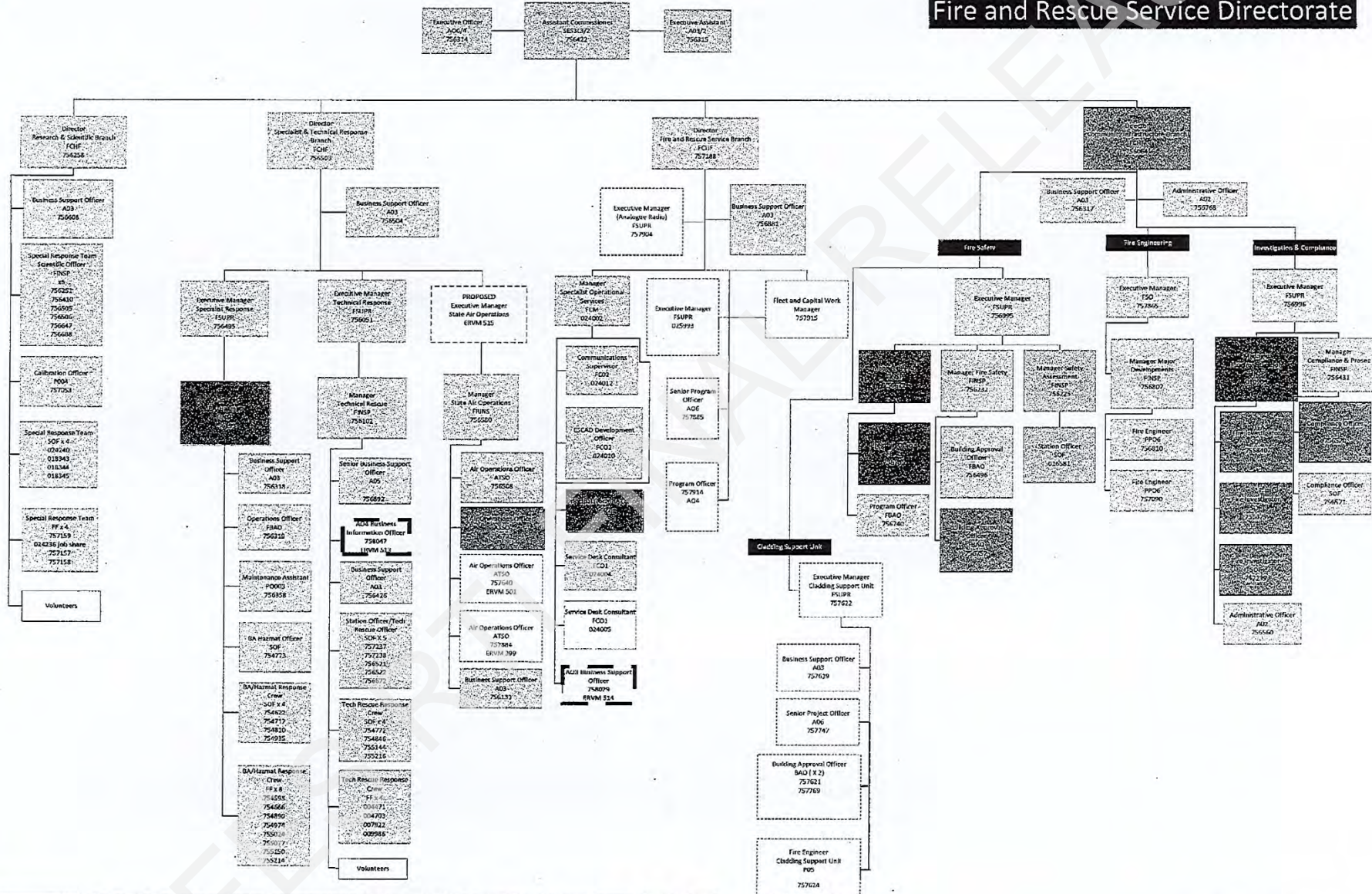
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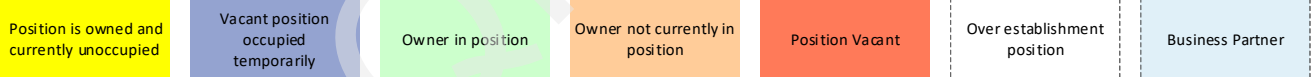
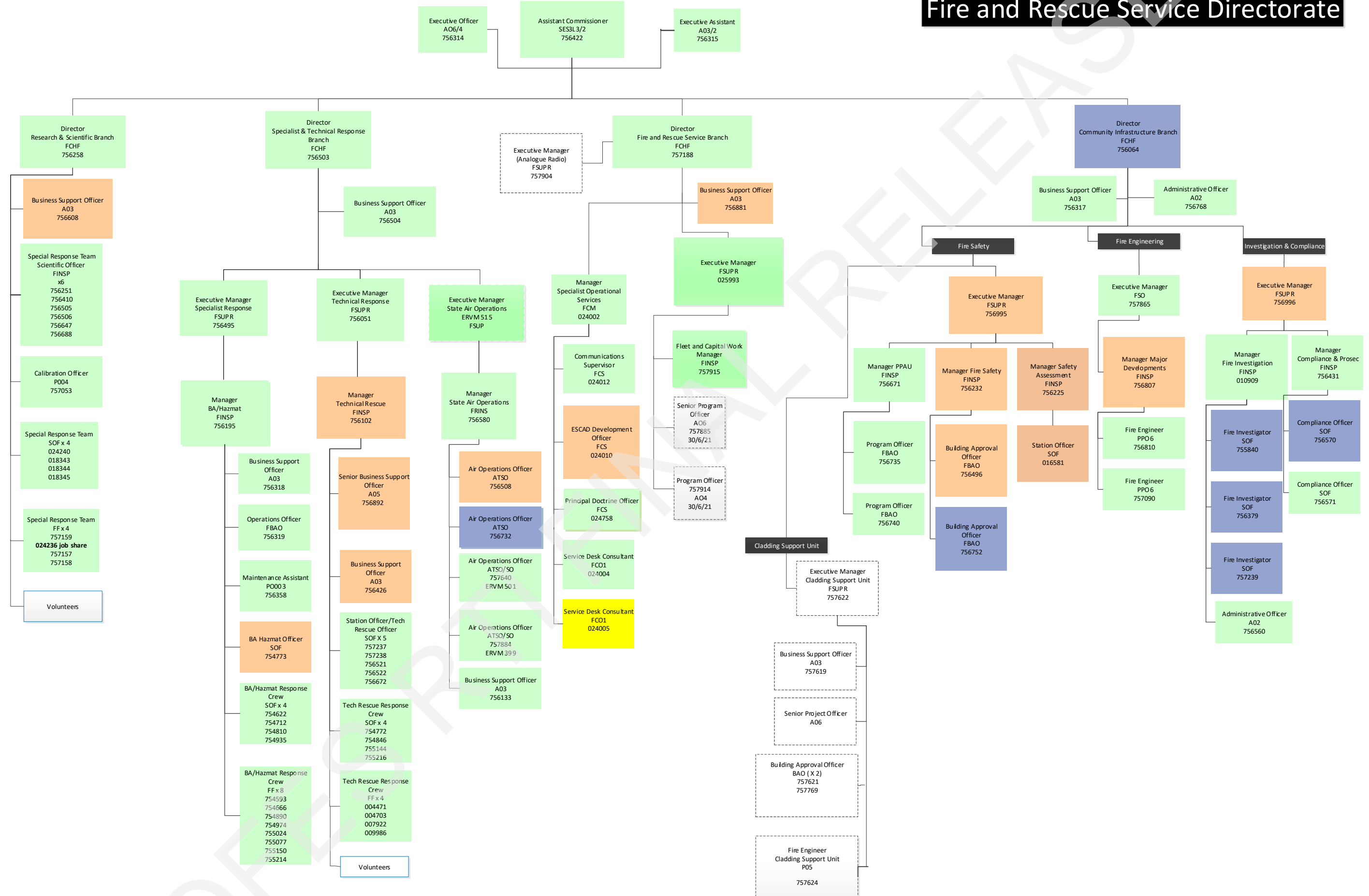
# Fire and Rescue Service Directorate



Position is owned and currently unoccupied
Position is currently vacant
Owner in position
Owner not currently in position
Over establishment position
Business Partner
ERM 30/4/20

Last Updated 22/06/2020

# Fire and Rescue Service Directorate



Last Updated 14/07/2020

## Wanda Kropp

---

**From:** Jasmine Siggs  
**Sent:** Tuesday, 25 August 2020 5:26 PM  
**To:** Abby Blair  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** a 2020-06 ERVMs for SABC Consideration - ADC SCS Comments.pdf; b 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; c 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; d 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; e FRS Directorate Version 19.pdf

**Importance:** High

Hello Abby

Sorry to muck you around, but I think this has already been approved – both have start dates of 1/9/20 so I'm not sure that I will need to do ERVM?


Jasmine

**Jasmine Siggs**

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or 

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Thursday, 20 August 2020 2:21 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M 

 Please consider the environment before printing this email.



---

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:55 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the '*Air Operations Officer – RPAS Coordination*' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

---

P 07 3635 2564

M contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

## State Air Operations Unit Summary

### History of the Inspector Role

- Inspector FRS – Contrary to the public interest
- Inspector FRS – Contrary to the public interest
- Inspector FRS – Contrary to the public interest
- Inspector RFS Created – Contrary to the public interest appointed permanently

### Creation of three new roles

- ERVM approved on 25/06/2020
  - o #571 – Air Operations Officer (ATSO-1/SOF)
  - o #572 – Air Operations Officer (ATSO-1/SOF)
  - o #573 – Executive Manager (Supt – RFS/FRS)
  - o Approved, pending positions being available (TEM),
  - o Air Operations Officer with comment: position to be advertised as either RFS ATSO or FRS SO
- SABC approved (advised on 12/08/2020)
  - o Approves 3 new FTE's as either RFS, SES or EM permanent positions
  - o Approves funding to be allocated to each of the 3 new FTE positions
  - o Notes the title of 'Air Operations Officer – RPAS Coordination' position is not approved; the title should be Air Operations Officer.
- Outcome advice from SABC provided to FRS, including classifications.
- Email from FRS on 12/10/2020 advising AC FRS was aware and discussing with DC RRS.
- Email from DC RRS on 21/10/2020 advising DC RRS and EMVCR had discussed & were planning to talk further.
- **No decision** has been made to date on the classification of the EM SAOU position.
- Positions created in Aurion in September 2020 (using TEM FTE?)
  - o #571 – Air Operations Officer (ATSO-1)
  - o #572 – Air Operations Officer (ATSO-1)
  - o #573 – Executive Manager (Supt – RFS)
- Manager Air Operations advertised late 2020 as Insp/AO7 (internal EOI)
  - o UFUQ correspondence on 30 November 2020
  - o CQFES reply on 7 December 2020 advising the process was suspended.
- Executive Manager Air Operations advertised August 2020 as internal EOI FRS Inspector; Contrary to the public interest successful applicant in EOI. Marty acted since July 2020.



Superintendent – RFS / FRS?  
Pos ID: 756503 / ERVM #573  
Sub Occ: Vacant  
Actual: Contrary to the public interest

Inspector RFS  
Pos ID: 758159  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756508  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756732  
Sub Occ: Contrary to the public interest  
Actual: Vacant

ATSO / SO ?  
Pos ID: 758160 / #571  
Sub Occ: Vacant  
Actual: Contrary to the public interest

ATSO / SO ?  
Pos ID: 758161 / #572  
Sub Occ: Vacant  
Actual: Contrary to the public interest



## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	24 June 2020
<b>Time</b>	10am – 12pm
<b>Location</b>	Meeting Room B2.32
<b>Members</b>	Deputy Commissioner Wassing, A/Deputy Commissioner Stevenson, Assistant Commissioner Neil Gallant
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Danni Olding, Patrick Gillmore, Sam Anstee
<b>Apologies</b>	Deputy Commissioner Roche
<b>Secretariat</b>	Abby Blair

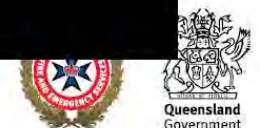
Item	Action
<b>1.0 Preliminary matters</b>	
1.1 Welcome and apologies	
1.3 Minutes from previous meeting	
1.4 Actions arising from previous minutes - ERVM Policy and Procedure – to be uploaded	Danni Olding
<b>2.0 Out of session items</b>	
2.1	
<b>3.0 Matters for discussion</b>	
3.1 EMM Dashboard overview	PSBA HR
3.2 Review of current state - Vacant permanent positions - Temporary positions - Priority listing for conversion to permanent	PSBA HR



### Establishment, Resourcing and Vacancy Management Committee Minutes

4.0 Matters for decision				
ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome

s.73 - Irrelevant information



Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

QFES RTI FINAL RELEASE

Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available

**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

QFES RTI FINAL RELEASE



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

<b>5.0</b>	<b>Other business</b>	
<b>5.1</b>	Review of ERMC requirements	ERVM to reinforce HCOM principles are a guide.
<b>5.2</b>	Internal EOI's	ERVM supports internal EOI's to be conducted to ensure transparent recruitment processes during the recruitment freeze. Managers to consider calling back staff that are seconded to other agencies.
<b>5.3</b>	Terms of Reference	To be discussed at July meeting.
<b>5.4</b>	Other	<ul style="list-style-type: none"> <li>- No longer communicate with people if their position is on the priority list for conversion, the list is a evolving list.</li> <li>- HR to work with managers on end dates and educate around using an establishment report.</li> <li>- HR to provide list of people finishing</li> <li>- Remove Comms positions from priority list until deep dive is complete</li> </ul>
<b>6.0</b>	<b>Next meeting and close</b>	
	Next meeting: 3 August 2020, 2:30pm	



## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	25 June 2020
<b>Time</b>	3.30 – 4.30pm
<b>Location</b>	Meeting Room B1.24
<b>Members</b>	Deputy Commissioner Wassing (telephone), A/Deputy Commissioner Stevenson, Deputy Commissioner Roche
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Louise Snowdon
<b>Apologies</b>	
<b>Secretariat</b>	Abby Blair

### 4.0 Matters for decision

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
------	----------------	--------------------	-----------------------------	---------

**s.73 - Irrelevant information**



Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

Note: Prior to the delegation changes, DC Stevenson had approved the temporary movement of Knowledge Hub to EMCS and Legal Services to SS until the 31 July 2020.

Note: ERVM's were discussed and finalised in meeting on 25/06/2020 but recorded in minutes for 24/06/2020; [redacted], 571, 572, 573, [redacted].



## Wanda Kropp

---

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 1:40 PM  
**To:** Abby Blair  
**Cc:** Kelly Salter  
**Subject:** Air Operations  
**Attachments:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions

Hello Abby

I thought as much. I have passed on this info to AC Gallant and as well I have attached the most recent info I have ( SABC approval).

If you find the out of session emails, if you could please share them with Kelly Salter as I am heading off on leave from today and will return on 2 November 2020.

Not to sure where to from now? Kelly can follow up with Neil on Monday to see if he wants to meet with AC Smith.

Thanks Abby,

Kind regards

Jasmine

### Jasmine Siggs

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

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---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Friday, 9 October 2020 1:02 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

I have, but AC Smith recalls an out of session.... Trying to find those emails. Sorry



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
QFES People | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

---

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 12:52 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

Hey Abby

Have you had a chance to look for most recent ERVM info for Air Operations?

Thanks

Jasmine

**Jasmine Siggs**

Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire and Emergency Services  
Phone: (07) 3635 1957 or Contrary to the public interest  
Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)  
GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**



---

**From:** Abby Blair <[abby.blair@qfes.qld.gov.au](mailto:abby.blair@qfes.qld.gov.au)>  
**Sent:** Thursday, 8 October 2020 3:55 PM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>; Jasmine Siggs <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Subject:** Abby Blair sent you a message in Skype for Business

**Abby Blair 3:52 PM:**

I havent forgotten about you! Sorry just a crazy day

## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	24 June 2020
<b>Time</b>	10am – 12pm
<b>Location</b>	Meeting Room B2.32
<b>Members</b>	Deputy Commissioner Wassing, A/Deputy Commissioner Stevenson, Assistant Commissioner Neil Gallant
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Danni Olding, Patrick Gillmore, Sam Anstee
<b>Apologies</b>	Deputy Commissioner Roche
<b>Secretariat</b>	Abby Blair

Item	Action
<b>1.0 Preliminary matters</b>	
1.1 Welcome and apologies	
1.3 Minutes from previous meeting	
1.4 Actions arising from previous minutes - ERVM Policy and Procedure – to be uploaded	Danni Olding
<b>2.0 Out of session items</b>	
2.1	
<b>3.0 Matters for discussion</b>	
3.1 EMM Dashboard overview	PSBA HR
3.2 Review of current state - Vacant permanent positions - Temporary positions - Priority listing for conversion to permanent	PSBA HR



### Establishment, Resourcing and Vacancy Management Committee Minutes

4.0 Matters for decision				
ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome

**s.73 - Irrelevant information**

QUEENSLAND FIRE AND EMERGENCY SERVICES RTI FINAL RELEASE

Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

QFES RTI FINAL RELEASE



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available

**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

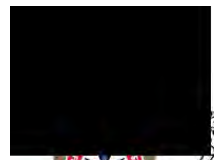
s.73 - Irrelevant information

QFES RTI FINAL RELEASE

Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

<b>5.0</b>	<b>Other business</b>	
<b>5.1</b>	Review of ERMC requirements	ERVM to reinforce HCOM principles are a guide.
<b>5.2</b>	Internal EOI's	ERVM supports internal EOI's to be conducted to ensure transparent recruitment processes during the recruitment freeze. Managers to consider calling back staff that are seconded to other agencies.
<b>5.3</b>	Terms of Reference	To be discussed at July meeting.
<b>5.4</b>	Other	<ul style="list-style-type: none"> <li>- No longer communicate with people if their position is on the priority list for conversion, the list is a evolving list.</li> <li>- HR to work with managers on end dates and educate around using an establishment report.</li> <li>- HR to provide list of people finishing</li> <li>- Remove Comms positions from priority list until deep dive is complete</li> </ul>
<b>6.0</b>	<b>Next meeting and close</b>	
	Next meeting: 3 August 2020, 2:30pm	



## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	25 June 2020
<b>Time</b>	3.30 – 4.30pm
<b>Location</b>	Meeting Room B1.24
<b>Members</b>	Deputy Commissioner Wassing (telephone), A/Deputy Commissioner Stevenson, Deputy Commissioner Roche
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Louise Snowdon
<b>Apologies</b>	
<b>Secretariat</b>	Abby Blair

### 4.0 Matters for decision

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
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**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

Note: Prior to the delegation changes, DC Stevenson had approved the temporary movement of Knowledge Hub to EMCS and Legal Services to SS until the 31 July 2020.

Note: ERVM's were discussed and finalised in meeting on 25/06/2020 but recorded in minutes for 24/06/2020; [redacted] 571, 572, 573, [redacted]



## Wanda Kropp

---

**From:** Brad Commens  
**Sent:** Sunday, 26 March 2023 4:42 PM  
**To:** Neil Francis  
**Cc:** QFES Human Resource  
**Subject:** FW: [redacted] - HD Conversion  
**Attachments:** QFES Establishment Management - Executive Manager Air Operations Position no. 13718.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; Resume - [redacted] - March 2023.pdf; Statement of Suitability - [redacted] - March 2023.pdf; RE: Review of Higher Duties; 3b\_Higher-classification-conversion-template-letter-[redacted] Declined.docx; [redacted] - Conversion-checklist-review-of-acting-or-secondment-at-higher-classification...pdf; OBM 177 [redacted].pdf; OBM 177 [redacted] - Transition.pdf

**Importance:** High

**Follow Up Flag:** Follow up

**Flag Status:** Completed

Good afternoon A/AC Francis,

The attached documents refer to the application for HD conversion by A/Superintendent [redacted].

I have signed the OBM177 at my comment line as requested by HR, although this may not be required on the official record (No location box for my signature).

This is not the outcome that A/Supt [redacted] was looking forward, however I am confident that the governance and due diligence around this decision will stand scrutiny.

Can you please finalise the documents as requested by HR, and return them to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) for actioning.

Natalie, Thank you for your thorough analysis of the position's origin. This work has likely protected the QFES from external challenges.

Regards

Brad

Please call if you have any queries

Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**  
**Fire and Rescue Service**

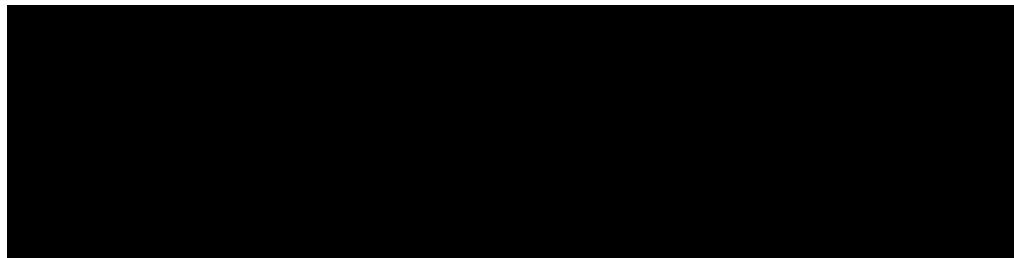
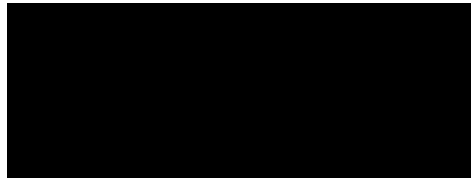
**Queensland Fire and Emergency Services**

T: +61 7 3909 4309 | M: [redacted] | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)

Level 1, 24 Corporate Drive, Cannon Hill 4170

GPO Box 1425 Brisbane QLD 4001, Australia | [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

**Respect | Integrity | Courage | Loyalty | Trust |**



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**From:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Sent:** Thursday, 23 March 2023 5:05 PM  
**To:** Brad Commens <Brad.Commens@qfes.qld.gov.au>  
**Cc:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Subject:** Contrary to the public interest - HD Conversion

Hi Brad

Thank you for your time last week discussing Contrary to the public interest HD Conversion.

After further investigation I can confirm that the origin of the State Air Ops – Superintendent PN758159 is that it belongs within the Fire and Rescue Directorate and is a F&R classified position.

In December 2019 Neil Gallant approved the upgrade of the Executive manager Air Operations position PN13718 to a Superintendent position PN7598159.

This position was created (ERVM 573) in lieu of PN757161, Business Planning Officer, a position that sat within the Training and Emergency Management (TAM) unit, this position was abolished and the FTE was reallocated to the new Superintendent position. This background information has deemed the role a Fire and Rescue position which if filled through a HD conversion process would require the following Mandatory qualifications.

- Eligible to apply for, or hold a current Blue Card;
- Manual Medium Rigid (MRV) driver's licence as recognised by the Department of Transport and Main Roads; and QFES Applicants
- Have successfully completed all the requirements for Station Officer Level 3 qualifications (or equivalent) and maintained the operational competencies appropriate to the rank of Inspector within the Fire and Rescue Service of the QFES; or
- Currently hold the rank of Inspector or above

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) Contrary to the public interest is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to the merit principle
- the genuine operational requirements of the department

While Contrary to the public interest meets the eligibility of a HD conversion regarding time he does not meet the other requirements as he holds qualifications that align with a Rural Fire Service Superintendent and not that of an Fire & Rescue Superintendent.

As per the directive we need to provide a formal response to [redacted], attached is a QFES OBM-177 form recommending that [redacted] HD conversion request not be approved along with a declined letter.

Could you please sign the OBM-177 form and forward through to A/AC Francis and obtain his approval. Then return it back to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

Attached documents

- ERVM 02/12/2019 – Neil Gallant’s approval – detailing approving option one, creation of new perm position
- ERVM 573 – Approved Neil Gallant 22/06/2020 and all three DC’s – Approval to advertise perm State Air Ops – SuperIntendent position as dual classified.
- [redacted] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [redacted] detailing mandatory requirements
- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – declined

Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

**E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237**







Queensland Fire and  
Emergency Services

Contrary to the public interest

Key points:

1. You are not being converted to permanent employment in the higher classification and will continue your current engagement.
2. The reason for this decision is that the origin of this position is that it is a Fire & Rescue SuperIntendent position which you do not hold the qualifications for which prevents your conversion at this time.
3. Additional information about the decision-making framework and your appeal rights is at the end of this letter.

Dear Contrary to the public interest,

Thank you for your submissions received on 07/03/2023 in relation to your request for employment on a permanent basis in the higher classification position of Superintendent, QFES, Fire & Rescue Service that you are currently acting in.

I have considered your request. My decision and response is based on the requirements of [section 120](#) or [section 121](#) of the *Public Sector Act 2022* (the Act) and [Review of acting or secondment to higher classification level \(Directive 03/23\)](#).

Thank you for your performance in the role over the period 20/07/2020 – 30/06/2023.

Unfortunately, I am unable to offer to convert your employment to the position at the higher classification level on a permanent basis because you do not meet the relevant mandatory condition/s of the role (as provided for in the role description)

You will continue to be engaged according to the terms of your existing acting arrangement until a decision is made around the organisation service delivery of the State Air Operations unit.

I have attached additional information about the decision-making framework and appeal rights at the end of this letter. As you have been in the position for more than two years you do have the option to appeal this decision.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie Muharem on 3635 2237.

Yours sincerely

Decision maker

[Address]

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## Additional information

### Decision making framework

This review is conducted in accordance with the [Public Sector Act 2022](#) (the Act) and the [review of acting or secondment at higher classification level directive \(Directive 03/23\)](#).

### Eligibility to request review – section 119 and 120

A public service employee is eligible to request a review if:

- acting at, or seconded to (refer [section 160](#)), a higher classification level in the public sector entity in which the employee is employed (see [section 119\(1\)](#)).
- acting at, or seconded to a higher classification level for a continuous period of at least 1 year (refer to clause 8 of the directive for meaning of continuous period)

A public service employee is not eligible to request review if:

- a casual employee
- a non-industrial instrument employee
- an employee who is acting at, or seconded to, a position that is ordinarily held by a non-industrial instrument employee.

### Decision making – section 120(3) and (4)

The chief executive may decide to employ the employee in the position at the higher classification level on a permanent basis only if the chief executive considers the employee is suitable to perform the role. Clause 9 of the directive provides for the meaning of suitable.

In making the decision, the department's chief executive must have regard to—

- (a) the genuine operational requirements of the public sector entity; and
- (b) the reasons for each decision previously made, or taken to have been made, under this section in relation to the person during the person's continuous period of acting at, or secondment to, the higher classification level.

### Notice of decision – section 120(5)

If the public sector entity's chief executive decides to refuse the request, the chief executive must give the employee a notice stating:

- (a) reasons for the decision
- (b) the total continuous period for which the person has been acting at, or seconded to, the higher classification level in the public sector entity
- (c) how many times the person's acting arrangement or secondment has been extended
- (d) each decision previously made, or taken to have been made, under this section in relation to the person during the person's continuous period of acting at, or secondment to, the higher classification level.

### Appeal rights – sections 194(1)(e), 196(e)

A public sector employee not permanently employed in the position the higher classification level following a review after acting at, or being seconded to, the higher classification level for a continuous period of at least two years may appeal the decision not to appoint at the higher

level. There is no appeal of a one-year review decision not to appoint.

There are procedural requirements, including time limits, under the [Industrial Relations Act 2016](#) that you must fulfil in order to appeal this decision. Refer to the [Appeals directive 04/23](#).

### **Human rights**

Under the [Human Rights Act 2019](#), decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights.

If you consider that a relevant human right has not been taken into account in making this decision, you may make a complaint using your agency's process for making a human rights complaint. If you appeal a decision, you can include information about your human rights complaint.

Further information about your human rights is available: <https://www.qhrc.qld.gov.au/your-rights/human-rights-law>.



## Role Description

### Regional Manager, Rural Fire Service (FSUPIN)

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

### 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

The position of Regional Manager, RFS is responsible for developing strong cooperative working relationships that contribute to an effective, efficient and sustainable approach to rural fire services within the region.

### Key requirements

#### Mandatory requirements

- Eligible to apply for, or hold a current Blue Card; and
- 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

- Demonstrated ability to provide operational leadership and management of large-scale incidents using the AIIMS/IMS methodology.
- Experience in or knowledge of the concepts, strategies and issues associated with managing rural fire service / bushfire prevention and or control organisation particularly in a volunteer environment.
- Demonstrated ability and understanding of best practice policies and procedures when managing a diverse workforce incorporating volunteers, where strategic oversight and coordination has been utilised to assist with the continuity of service delivery and development of operational teams.

- Ability to advise and assist government departments and agencies, local government authorities, indigenous communities and non-government agencies on comprehensive risk management / mitigation strategies, volunteer matters and the development and maintenance of fire response plans.
- Demonstrated success in leading complex projects, along with the ability to lead a multidisciplinary team in the achievement of organisational outcomes.
- Demonstrated analytical, written and presentation skills and the ability to prepare reports, submissions and briefings regarding complex strategic resource management, operational and legislative issues.
- Ability to liaise with other agencies and sectors to ensure government service delivery is contestable, relevant, and effective, provides value for money for the community and meets the needs of the people of Queensland.

## 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:

- Develop and maintain strategic working relationships with internal and external stakeholders that contribute to an effective, efficient and sustainable approach to comprehensive risk management and mitigation within a rural fire context.
- Provide strategic guidance and direction to Area Directors to enhance the planning, implementation, management and evaluation of RFS operations within the region.
- Provide leadership in mitigating the impact of bushfire through the role of the Bushfire Safety Officer in promoting community awareness and education on fire prevention, protection and management.
- Provide expert advice to the Director Operations RFS and other Senior Officers on rural service delivery planning, development of standards, community safety initiatives and other operational issues affecting the region.
- Liaise with the Regional Assistant Commissioner, QFES to provide a cooperative approach to operational issues, community safety, strategic planning and any other issues affecting the region.
- Contribute to the development, implementation and evaluation of strategic and operational plans to ensure proactive rural fire management.

## 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](http://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.

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## Role Specifications Statement

### Executive Manager, State Air Operations

#### Purpose of specific work area and position

State Air Operations provides air support to ground crews during bushfire or other emergency events through the provision of safe aircraft, trained personnel and relevant aviation resources.

The Executive Manager will provide leadership and manage the effective coordination of Air Operations and work with representatives of portfolio business partners, other Queensland government agencies and local government to coordinate the design and delivery of projects and systems to improve QFES capability to better respond to community impact during emergency events.

You will be responsible for the development, delivery, review and implementation of competency based air operations programs, policy and procedures that ensure the operational readiness required to provide the safe, effective and efficient deployment of air operations resources that support firefighting operations.

We are seeking Expressions of Interest from QFES staff in conjunction with their current operational or equivalent role description (see additional information below).

Only applicants with relevant senior officer operational or equivalent operational experience should apply.

#### Special requirements:

- Demonstrated knowledge and experience of safety management and contemporary rural fire management practices in an aviation context.

#### Primary duties

In addition to the generic role descriptions as prescribed above, the purpose of the Executive Manager, State Air Operations includes but is not limited to:

- Lead and manage the operations and multi-disciplinary team responsible for the delivery of air operations activities and resources ensuring business and legislative objectives and requirements are met.
- Contribute to the development and implementation of air operations service delivery plan and state based emergency aviation resources that meet the requirements of operational readiness.
- Lead and manage the development, review, assessment and implementation of competency based air operations safety programs and training, ensuring alignment with national and industry standards.
- Maintain high-level knowledge and practical application of legislation, state strategies, implementation plans and guidelines relating to Air Operations.
- Support the development and implementation of regional airbases and operations response services ensuring risk management and air operations safety programs.
- Manage human resources, industrial relations and financial management, including procurement and contract management.
- Represent QFES at local, state and national forums relating to aerial firefighting.
- Facilitate capacity for engagement in post event analysis, debriefs and lessons learned, including development of improvement strategies and resolving gaps in operational capacity and/or capability.

#### Additional information

- This role is restricted to internal QFES applicants that must:
  - have detailed knowledge of QFES and operational experience in the Fire and Rescue Service or Rural Fire Service and/or equivalent operational experience within State Emergency Service.
  - hold the rank of substantive Inspector and above or Area Controller and above.
  - Have proven commitment to maintaining competencies and operating in a team environment and will actively participate in an 'On-Call' roster system as required.
- Extensive knowledge of incident management principles and/or coordination centre management principles.



- Knowledge of, or experience working with volunteers and/or within a volunteer organisation.
- Capacity to participate out of hours (i.e. night or weekends) shift roster during disaster operations.
- Incumbent's will be required to travel and work within the area of responsibility and may also be required to undertake intrastate, interstate deployment travel as required.
- This is a day work position and depending on regional requirements may require flexible hours of work to meet functional demands, including working at night on weekends as part of the role.
- Officers appointed to this position will participate in a personal professional development programme developed in conjunction with their supervisor.
- This Role Specification Statement (RSS) is linked to the generic role description, that provides the "key accountabilities" and "capabilities" to be addressed by the applicant. Applicants are strongly encouraged to review this RSS in conjunction with the role description and consider the requirements when preparing their application.

### 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](http://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.

Please refer to the appropriate operational generic role description located on the [QFES gateway](#).

APPROVED / NOT APPROVED  
.....  
Assistant Commissioner  
DATE: 2 / 7 / 20

Contrary to the public interest

Contrary to the public interest

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QFES RTI FINAL RELEASE

Contrary to the public interest

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# Acting or secondment at a higher classification – conversion checklist

Review the status of an employee acting or seconded to a higher classification level under the Public Sector Act 2022 (the Act) and Review of acting or secondment at higher classification level (Directive 03/23).

## Purpose

Use this checklist to assist you as a public sector entity to meet obligations to review the status of an employee acting at, or seconded to, a higher classification level under the *Public Sector Act 2022 (Act)* and the Review of acting or secondment at a higher classification level (Directive 03/23). You should consider:

- if the employee is employed in the entity in which they are acting at, or seconded to, a higher classification level
- if the employee been acting at, or seconded to, a higher classification level for a continuous period of at least one year
- if the employee is considered suitable to perform the role
- the genuine operational requirements of the public sector entity.

The employee must not be a public sector employee who is employed on a casual basis, or a non-industrial instrument employee (such as a senior officer, a senior executive, or chief executive), or an employee who is acting in, or seconded to, a position that is ordinarily held by a non-industrial instrument employee.

You must also consider any previous review decisions and that any decision is [compatible with human rights](#).

## Step one – eligibility for review

To be eligible for review the employee must be an employee in the public sector entity in which they are acting at, or seconded to, a higher classification level. They must also have been acting at, or seconded to, the higher classification level for a continuous period of at least one year. Clause 8 of the review of acting or secondment at a higher classification level directive 03/23 sets out the meaning of continuous period.

<p><b>1.1</b> Is the employee a public sector employee who is currently acting at, or seconded to a higher classification level?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they are not currently acting in, or seconded to, a higher classification level.</p>
<p><b>1.2</b> Is the role at the higher classification level within the same public sector entity in which the employee is employed?</p> <p>Noting that secondments between public sector entities do not meet the conditions for appointment.</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.3</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because the role at the higher classification level is not in the same entity as the employee is employed.</p>
<p><b>1.3</b> Has the employee requested appointment to the higher classification level within the last 12 months?</p>	<p><input checked="" type="checkbox"/> No <b>Go to 1.4</b></p>	<p><input type="checkbox"/> Yes <b>Go to 1.3a</b></p>
<p><b>1.3a</b> Is the employee requesting an additional review due to the role recently become substantively vacant?</p> <p>OR</p> <p>Is the employee requesting an additional review because they consider that they have become suitable to perform the role (in circumstances where a decision was previously made not to convert the employee because they were considered not suitable to perform the role)?</p>	<p><input type="checkbox"/> Yes <b>Go to 1.4</b></p> <p><input type="checkbox"/> Yes <b>Go to 1.4</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months and they do not meet the requirements for requesting an additional request for review.</p> <p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months AND they do not meet the requirements for requesting an additional request for review.</p>
<p><b>1.4</b> Has the employee been engaged at the higher classification for a continuous period of at least one year?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to step 2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have not been acting at, or seconded to, a higher classification level for a continuous period of at least 12 months.</p>

<p>Clause 8 of the directive provides for the meaning of continuous period, inclusive of the following relevant factors:</p> <ul style="list-style-type: none"> <li>• unbroken engagement at the higher classification level in the same role, in the same public sector entity</li> <li>• inclusion of periods of authorised leave, or absence</li> <li>• remuneration at the full rate of the higher classification level during the unbroken engagement.</li> </ul>		
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## Step 2 – suitable to perform the role

To be permanently employed in the position at the higher classification level on a permanent basis, the chief executive must determine whether the employee is suitable to perform the role (as per the meaning provided for in clause 9 of the directive). There is no comparative assessment for this step against other employees. Being suitable to perform the role is the required consideration.

<p><b>2.1</b> Has the employee provided evidence of possessing any relevant mandatory qualification/s (as provided for in the role description)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory qualifications</p> <p><b>Go to 2.2</b></p>	<p><input checked="" type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>
<p><b>2.2</b> Does the employee meet any relevant mandatory condition/s of the role (as provided for in the role description)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory conditions</p> <p><b>Go to 2.3</b></p>	<p><input type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p>

		The notice of decision must include reasons for not converting and the information relied on in making that decision.
<p><b>2.3</b> Is the employee currently the subject of a formal and unresolved performance improvement or discipline process?</p>	<p><input type="checkbox"/> No</p> <p><b>Go to 2.4</b></p>	<p><input type="checkbox"/> Yes</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>
<p><b>2.4</b> Is the employee currently the subject of any unresolved conduct or performance concerns?</p>	<p><input type="checkbox"/> No</p> <p><b>Considered suitable to perform the role, go to step 3.</b></p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 2.5</b></p>
<p><b>2.5</b> Have the unresolved conduct or performance concerns been raised with the employee in writing and, where relevant, managed in accordance with a relevant directive*?</p> <p>*For example, the directive relating to positive performance management or discipline.</p>	<p><input type="checkbox"/> No</p> <p>As the unresolved conduct or performance concerns have not been raised in writing and, where relevant, managed in accordance with a relevant directive, the decision maker cannot rely on the requirement to be suitable to perform the role to refuse conversion for the employee.</p> <p><b>Considered suitable to perform the role, go to step 3.</b></p>	<p><input type="checkbox"/> Yes</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>



### Step 3 – considering whether to permanently employ the employee in the higher level classification

In making a decision, the decision maker must have regard to the genuine operational requirements of the public sector and reasons for decisions previously made (if any) – see section 120(4) of the Act.

The decision maker may consider the information in the following table when deciding whether there may be genuine operational requirements not to employ the employee in the position at higher level classification on a permanent basis.

When deciding the request, the decision maker must also have regard to the reasons for each decision previously made, or deemed to have been made, in relation to the employee during their continuous period of acting at, or being seconded to the higher classification level under section 120 of the Act.

<p><b>3.1</b> Have any previous reviews been conducted under section 120 of the <i>Public Sector Act 2022</i>?</p>	<p><input type="checkbox"/> Yes</p> <p>Include details of the consideration of previous review decisions under section 120 of the PS Act in the decision letter.</p> <p><b>Go to 3.2</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.2</b></p>
<p><b>3.2</b> Is the employee engaged to fill a temporary need arising because another employee is absent for a known period? Examples of absences for a known period include approved leave (including parental leave) and secondment.</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.3</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.3</b></p>
<p><b>3.3</b> Is the employee predominantly required to perform work necessary to meet an unexpected short-term increase in workload? For example, has the employee been engaged to meet an unexpected increase in workload for disaster management and recovery?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.4</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.4</b></p>
<p><b>3.4</b> Is the employee engaged to perform work for a particular project or purpose that has a known end date?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.5</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.5</b></p>

<p><b>3.5</b> Are there any other genuine operational requirements that are relevant to the decision about employing the employee permanently to the higher classification role?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.6</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.6</b></p>
<p><b>3.6</b> Considering your answers to questions 3.2 to 3.5 and any other relevant factors, do the genuine operational requirements of the entity support employment of the employee in the position at the higher classification on a per?</p>	<p><input type="checkbox"/> Yes</p> <p>The genuine operational requirements of the entity support employment of the employee permanently to the position at the higher higher classification level.</p> <p><a href="#">[Insert link to template letter approving conversion]</a></p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p>	<p><input type="checkbox"/> No</p> <p>The genuine operational requirements of the entity do not support employment of the employee permanently to the position at the higher classification level at this time.</p> <p><a href="#">[Insert link to template letter declining conversion]</a></p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p> <p><b>Go to step 4</b></p>

## Step four – Human rights assessment

Under the *Human Rights Act 2019* (HR Act), decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights. Where a decision maker decides not to offer to convert a non-permanent employee's employment to a permanent basis, a human rights assessment should be undertaken and documented in accordance with the HR Act. Additional information and guidance can be found at [human rights resources](#).

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2008 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	Contrary to the public interest	Employee number:	Contrary to the public interest
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome must be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

### Placement History

**Contrary to the public interest**



ATTACH PSC CHECKLIST

Outcome (Manager/HR)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	All reasons to be documented.	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as I believe that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave <span style="background-color: black; color: red;">[REDACTED]</span> in the acting role. He considers that the UFUQ and SOU may contest the review if it is progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure. <span style="background-color: black; color: red;">[REDACTED]</span>		
HR Comments:	26/03/2023 HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate and holds the ranking of FR SuperIntendent.		
Name of Reviewer:	Natalie Muharem	Employee No:	<span style="background-color: black; color: red;">[REDACTED]</span>
Signature:	<span style="background-color: black; color: red;">[REDACTED]</span>	Date:	21/03/23
Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:		Position Title:	
Classification:		Branch:	
Directorate:		Division:	
Probation Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Probation should only be used in exceptional circumstances.	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	
Name:		Signature:	
ERVM Approval			
Convert employee to higher classification:	<input type="checkbox"/> Endorsed	ERVM Date	
Name:	Name:	Name:	
Signature	Signature	Signature	
Date	Date	Date	



QFES RTI FINAL RELEASE

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2008 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	<small>Contrary to the public interest</small>	Employee number:	<small>Contrary to the public interest</small>
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome must be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

### Placement History

**Contrary to the public interest**



ATTACH PSC CHECKLIST

Outcome (Manager/HR)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>All reasons to be documented.</i>	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as I believe that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave <span style="background-color: black; color: red;">[REDACTED]</span> in the acting role. He considers that the UFUQ and SOU may contest the review if it is progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure. <span style="background-color: black; color: red;">[REDACTED]</span>		
HR Comments:	HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate and holds the ranking of FR SuperIntendent.		
Name of Reviewer:	Natalie Muharem	Employee No:	<span style="background-color: black; color: red;">[REDACTED]</span>
Signature:	<span style="background-color: black; color: red;">[REDACTED]</span>	Date:	21/03/23
Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:		Position Title:	
Classification:		Branch:	
Directorate:		Division:	
Probation Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	
Name:		Signature:	
ERVM Approval			
Convert employee to higher classification:	<input type="checkbox"/> Endorsed	ERVM Date	
Name:	Name:	Name:	
Signature	Signature	Signature	
Date	Date	Date	



QFES RTI FINAL RELEASE



# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

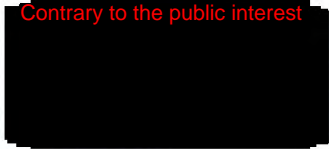
Effective Date: 19/05/2020

Registration No.:

573

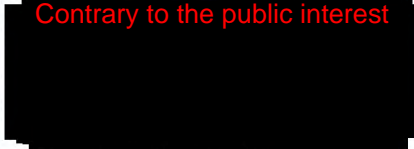
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



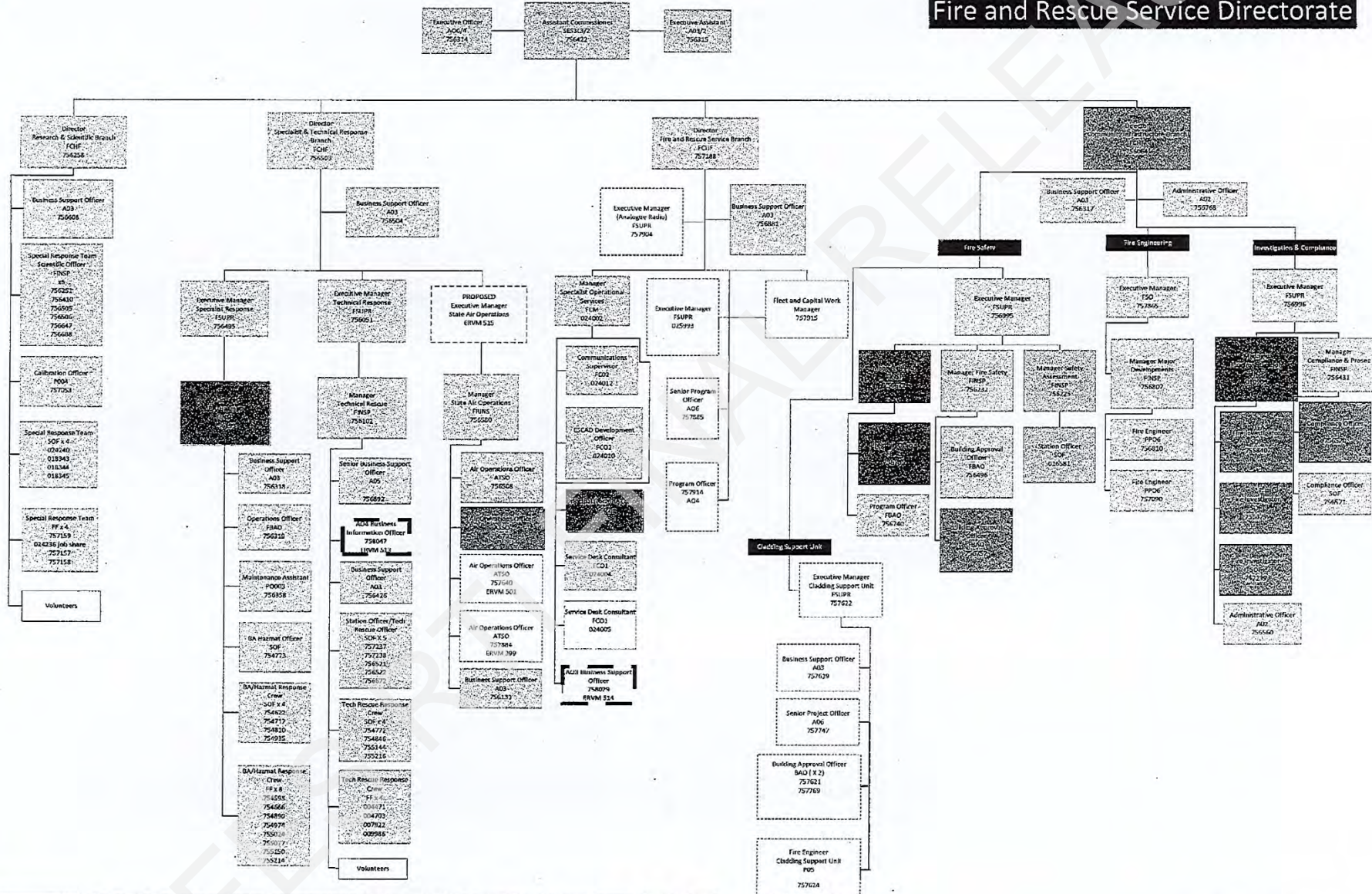
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020

## QFES Establishment Management

**Category (please x)**     Permanent                       Temporary                       Casual

- \*Create new permanent position
- \*Create new Over-established position

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

- \* Over-established position extension (*Inc. extension of incumbent if applicable*)

### Advertising

- Smart Jobs and Careers Website (permanent positions/or temporary positions greater than 12 months)
- EOI (positions over 3 months but less than 12 months)
- Exemption to advertise and appoint on merit

### Position Details

<b>Position Title</b>	Executive Manager Air Operations		
<b>Position No.</b>	13718 (from TEM Inspector position)	<b>Classification</b>	Superintendent
<b>Have multiple classifications been considered?</b>		No – Existing FRS position number	
<b>Branch/ Unit</b>	Air Operations	<b>Role Status (FT)</b>	Over Establishment, - Re assigned Inspector position from TEM closure
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	Budget to be transferred from TEM Inspector FTE (Pos No.: 13718) to be transferred to State Air Operations Unit.

\* Funding source (e.g.: Externally Funded, BAU Budget, BAU Salaries Underspend, Project)

<b>Position Title</b>	Manager Support – Air Operations		
<b>Position No.</b>	TBC	<b>Classification</b>	Inspector
<b>Have multiple classifications been considered?</b>		Yes	
<b>Branch/ Unit</b>	Air Operations	<b>Role Status (FT)</b>	Over Establishment
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	BAU Budget

<b>Position Title</b>	Operations and Compliance Officer (ATSO)		
<b>Position No.</b>	026299	<b>Classification</b>	ATSO
<b>Have multiple classifications been considered?</b>		No	
<b>Branch/ Unit</b>	Air Operations	<b>Role Status (FT)</b>	Current Over Establishment to 15/5/2020, Ongoing extension is a priority.
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	BAU Budget

<b>Position Title</b>	RPAS officer Air Operations		
<b>Position No.</b>	02867	<b>Classification</b>	RPAS officer
<b>Have multiple classifications been considered?</b>	Yes		
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Over Establishment to 30/9/2020</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>BAU Budget</b>

<b>Position Title</b>	Senior Business Support Officer - Air Operations		
<b>Position No.</b>	010747	<b>Classification</b>	Upgrade AO3 to AO5
<b>Have multiple classifications been considered?</b>	No		
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Upgrade existing position from AO3 to AO5</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>Currently FTE</b>

### Employee Details

<b>Name</b>	Contrary to the public interest		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

<b>Name</b>	Superintendent position – Currently Inspector position filled by Contrary to the public interest		
<b>Employee Number</b>	TBA	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT FTE 13718
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

<b>Name</b>	Various (Superintendent, Inspector, ATSO & RPAS)		
<b>Employee Number</b>	TBA	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

**Contact Officer:** AC Neil Gallant  
*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone:** 3635 1955

<b>Reason for Request/Impact if not approved</b>
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## Background

The State Air Operations Unit (SAOU) for Queensland Fire and Emergency Services originated in 2005 through Commissioner direction to establish a means of coordinating aviation assets within QFES activities. Initially two Fire and Rescue staff members were allocated to the unit.

Since that time, the SAOU has raised its profile and established a greater aviation capability recognised within the organisation as an essential response asset(s) to bushfire and other emergency activities including disaster response.

The staffing level involved increased in 2011 to a Rural Fire Service Inspector and two Air Operations Officers (RFMO-2 Level). In 2018 the Unit was able to include an over-established position for another Air Operations Officer due to the complex nature of the aviation capability, allowing for a division of the unit into portfolios as, but not limited to;

- Operations and Compliance
  - Responsible for ensuring the operational readiness and compliance with organisational and regulatory requirements of aviation for emergency response. Included in this portfolio is coordination with Regions in planning and gap analysis of capability both aircraft and specialist. As well as consultation and coordination with Commercial Aircraft operators for their resources.
- Training
  - Responsible for the development, review, implementation and facilitating of all aviation related courses, accredited and complimentary. The compliance with RTO requirements and processing as well as coordination with Regions on refresher and competency maintenance requirements is integral to this role.
- Innovation and Technology
  - Responsible for the research, development, integration and facilitation of equipment, software and concepts relating to aviation resourcing.

In mid-2019 the SAOU was also tasked to coordinate the state level QFES internal capability for Remotely Piloted Aircraft Systems (RPAS) and generated an over-established position (at RFMO-2 level) to manage the implementation and integration of unmanned aircraft into the QFES response.

## Issues

The growth of the State Air Operations Unit in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner.

The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.



The level of aviation involvement in both fire and severe weather seasons has been on a steady incline. The following table represents the amount of investment in aircraft, hours flown per year, and the comparison to the current fire seasons activities. The trend is that the amount of aircraft usage will only increase to a level that is labour intensive to sustain and requires an extra element of coordination and support to be able to meet the growth.

In addition, the administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 4/12)	\$30.1 Million	6690	1648 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.
- 2019-20 involved a dramatic increase in fire weather behaviour due to several surrounding weather phenomenon occurring at one time. This made for an extended and severe weather pattern over much of Australia condensing in the southern half of Queensland and Northern half of New South Wales. The responses experienced by QFES increased dramatically and hence the current expenditure and dispatch figures. The Bureau of Meteorology is advising that although weather patters are on the incline, the season just experienced is not considered to be common.

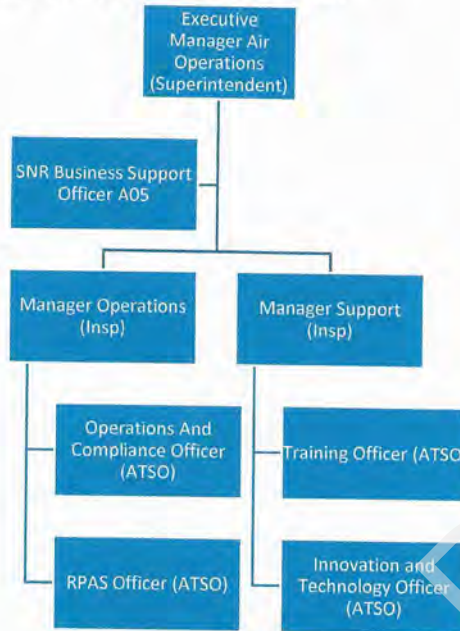
**Opportunities**

The Fire and Rescue Service Directorate has been made aware of an Inspector level Full Time Equivalent (FTE) position within Training and Emergency Management (TEM) that has become available. This FTE is Position Number: 13718 in Lattice, or 756384 in Aurion.

Relocating this FTE to State Air Operations Unit and upgrading to a Superintendent rank would alleviate some organisational issues with the current FTE cap in effect and allow for appropriate budgeting to support the increase of staff within the unit.

The following Options are expected to manage the aviation capability appropriately with the mechanisms in place to provide operational and support functions.

**Option One – Executive Manager, Two Arms - Coordination**



The inclusions from the current SAOU staff model is:

- 1 x Executive Manager
  - Superintendent level position, sourced from the existing Inspector position at TEM.
  - Responsible for the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.
- 1 x Manager - Support
  - Inspector level position.
  - Responsible for either the Operations profile or Support profile of the unit.
- Senior Business Support Officer upgrade to A05.
  - Report directly to the Executive Manager.
  - Inclusion of documentation support with MECS and EBN editing capability and proficiency.

The justification behind Option 1 is to allow for concerted focus on the different aspects of the aviation capability.

**Operations Arm**

Under the Operations profile, the Manager Operations will facilitate and promote the operational and compliance requirements of the capability, whilst also coordinating RPAS within the organisation.

This arm of the unit will be directly responsible for the oversight and management of;

- NAFC Contracted Aircraft Fleet
  - Dispatch and Management of the aircraft contracts
  - Planning and forward staging of the fleet response.
  - Rostering and coordination of 60+ airborne and ground crew personnel for the airbases.
- Call When Needed compliance
  - Standing Offer Arrangement management for the 40+ Commercial aircraft Operators, and 140+ accepted aircraft.
- Operational rostering and coordination with the SOC during activated periods.
- Management of RPAS requirements for the organisation

- Manager Operations expected to be QFES Chief Remote Pilot.
- RPAS Officer expected to be the QFES Chief Maintenance Controller.
- Coordination, currency and accountability for 180+ Remote pilots and 40+ RPAS devices.

#### **Support Arm**

Under the Support profile the elements of training and equipment/technology/innovation are to be managed. Operational requirements are gauged against current and future technology, as well as the knowledge enhancement of specialist personnel.

This arm will be responsible for the oversight and management of;

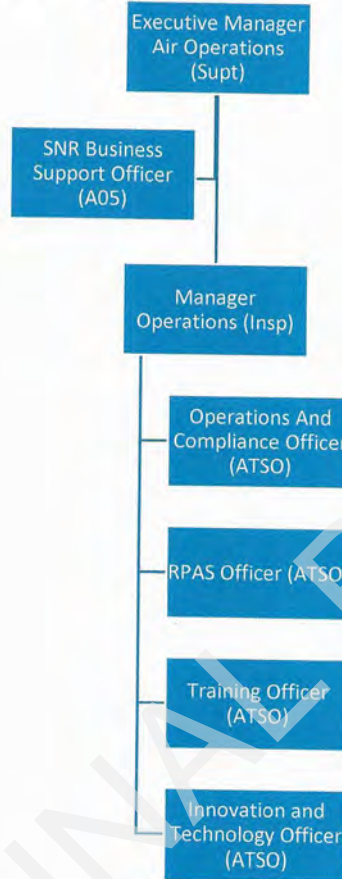
- NAFC Contracts
  - Consultation with Operations Arm and Regions for positioning and provision of future NAFC fleet.
  - Coordination through NAFC for the procurement of the Queensland contracts
  - Facilitation of the airbase support at required locations.
- Training
  - Refresher and certification training for existing 60+ air and 300+ ground crews.
  - Review and development of training courses with RTO consultation.
  - Facilitation of training courses, both new and refresher.
- Equipment
  - Management of equipment requirements for airbase standardisation.
  - Management of existing airbase locations for serviceability and operational readiness.
  - Establishment of equipment needs in alignment with operational response plans.
  - Procurement of equipment and consumables for state caches.
  - Policy and process review and/or development for new or existing equipment.
  - Management of state-owned equipment and tech for continued operational readiness and BAU activities.
- Innovation
  - Research and development of new products, processes, or modified equipment and technology for consultation with the Operations Arm.
  - Procurement and concept testing of new technology or innovation, in consultation with Operations Arm and Regions.
  - Policy and procedure for new equipment and/or technology.

#### **Staffing**

Each Arm of the Air Operations Unit is intended to have an Inspector level manager and two Rural Officer 2 (SO / RFMO2) level subordinates. This is considered a minimum staffing level to fully manage the aspects of each Arm, and allow for appropriate coordination, consultation, expenditure and reporting outcomes to be effectively managed and reported to senior management.

This is the preferred staffing model outcome to appropriately manage the current aviation growth within QFES and allow for the ability to forecast and adequately manage the future growth potential for the capability within QFES.

Option Two – Executive Manager, Current Air Ops Staffing



Option two includes a dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. Additionally, the AO3 position currently existing in the SAOU would be intended to be upgraded to an A05 and report to the Executive Manager.

The current responsibility of the unit is unchanged, with the overarching direction, reporting and financial management being coordinated at a higher senior officer level.

This option is not recommended due to the ability to coordinate current issues and growth but will not manage the continuous growth and responsibility of the SAOU in the Medium to Long term.

**Recommendation**

The SAOU is experiencing growth in the last 18 months not ever seen before. The recognition of aircraft usage within the organisation has increased and the staffing model to support this has not changed substantively to respond to the growth.

Options two is not recommended due to the longer term forecast for aviation usage and required resourcing being unmanageable for the SAOU in the medium to long term.

Approve Option one as the preferred staffing model.

Supported/Not Supported:

HR Business Partner

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

HR Business Partner Comments if not supported

**Funding availability confirmed, and submission is:**

**Contrary to the public interest**

**Endorsed / Not Endorsed**

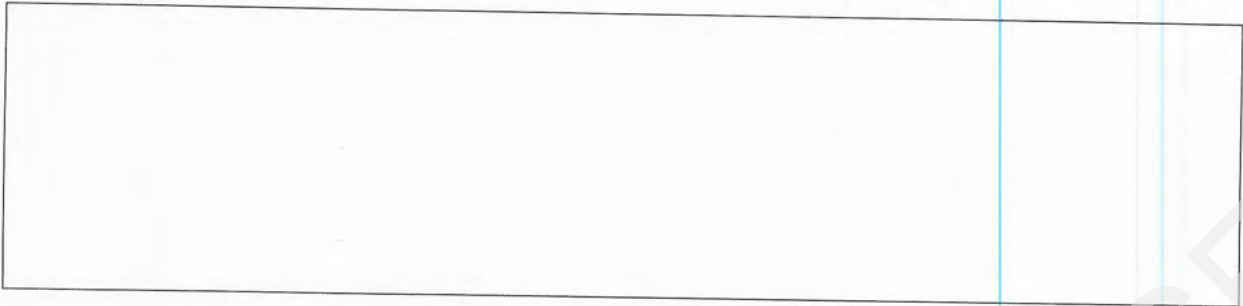
Neil Gallant

Assistant Commissioner

Fire and Rescue Service Directorate

2/12/2019

**Advice on alignment with the strategic intent of the new organisational model  
(For Service Alignment Unit only)**



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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Mike Wassing AFSM**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_



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## Wanda Kropp

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**From:** QFES Human Resource  
**Sent:** Wednesday, 5 April 2023 7:16 AM  
**To:** Neil Francis  
**Subject:** FW: [REDACTED] - HD Conversion  
**Attachments:** QFES Establishment Management - Executive Manager Air Operations Position no. 13718.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; Resume - [REDACTED] - March 2023.pdf; Statement of Suitability - [REDACTED] - March 2023.pdf; RE: Review of Higher Duties; [REDACTED] - Conversion-checklist-review-of-acting-or-secondment-at-higher-classification\_V2.pdf; QFES Form-OBM-177 HD Conversion [REDACTED] V2.doc; 3a\_Higher-classification-conversion-template-letter-approved [REDACTED].docx

Morning Neil

As discussed at our meeting yesterday, please find attached new updated forms

- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – approved.

The conversion checklist has been amended and now includes [REDACTED] qualifications required for a RFS Superintendent position and the OBM 177 form has been updated with the below HR comments.

*HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate. HR supports the HD conversion request as [REDACTED] meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent position within F&R that holds the RFS qualification and the FTE available from the current FRS Superintendent position be transferred to the new RFS Superintendent position to allow for the HD conversion to occur.*

Please let me know if you would like further information included or alternative wording.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



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**From:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Wednesday, 29 March 2023 10:37 AM  
**To:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Subject:** Fwd: [REDACTED] - HD Conversion

Morning Natalie,

I'm currently reviewing the attached application and need to confirm that this position is a FRS position and not a RFS position. I am aware this has been bouncing around for some time, however we now need to be definitive.

Whilst I accept and understand the ERVM submissions etc as attached, do we have a HR report (?) that clearly identifies this position as FRS?

This is very important as it would appear that this is the basis of not supporting the HD conversion application for

Contrary to the public interest

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES

Contrary to the public interest



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**From:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>

**Sent:** Sunday, March 26, 2023 4:41:30 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** FW: Contrary to the public interest - HD Conversion

Good afternoon A/AC Francis,

The attached documents refer to the application for HD conversion by A/Superintendent Contrary to the public interest

I have signed the OBM177 at my comment line as requested by HR, although this may not be required on the official record (No location box for my signature).

This is not the outcome that A/Supt Contrary to the public interest was looking forward, however I am confident that the governance and due diligence around this decision will stand scrutiny.

Can you please finalise the documents as requested by HR, and return them to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) for actioning.

Natalie, Thank you for your thorough analysis of the position's origin. This work has likely protected the QFES from external challenges.

Regards

Brad

Please call if you have any queries

Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**

## Fire and Rescue Service

### Queensland Fire and Emergency Services

T: +61 7 3909 4309 | M: Contrary to the public interest | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)

Level 1, 24 Corporate Drive, Cannon Hill 4170

GPO Box 1425 Brisbane QLD 4001, Australia | [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

**Respect | Integrity | Courage | Loyalty | Trust |**



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**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 23 March 2023 5:05 PM  
**To:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Contrary to the public interest - HD Conversion

Hi Brad

Thank you for your time last week discussing Contrary to the public interest HD Conversion.

After further investigation I can confirm that the origin of the State Air Ops – Superintendent PN758159 is that it belongs within the Fire and Rescue Directorate and is a F&R classified position.

In December 2019 Neil Gallant approved the upgrade of the Executive manager Air Operations position PN13718 to a Superintendent position PN7598159.

This position was created (ERVM 573) in lieu of PN757161, Business Planning Officer, a position that sat within the Training and Emergency Management (TAM) unit, this position was abolished and the FTE was reallocated to the new Superintendent position. This background information has deemed the role a Fire and Rescue position which if filled through a HD conversion process would require the following

Mandatory qualifications.

- Eligible to apply for, or hold a current Blue Card;
- Manual Medium Rigid (MRV) driver's licence as recognised by the Department of Transport and Main Roads; and QFES Applicants
- Have successfully completed all the requirements for Station Officer Level 3 qualifications (or equivalent) and maintained the operational competencies appropriate to the rank of Inspector within the Fire and Rescue Service of the QFES; or
- Currently hold the rank of Inspector or above

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) Contrary to the public interest is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to the merit principle

- the genuine operational requirements of the department

While [redacted] meets the eligibility of a HD conversion regarding time he does not meet the other requirements as he holds qualifications that align with a Rural Fire Service Superintendent and not that of an Fire & Rescue Superintendent.

As per the directive we need to provide a formal response to [redacted], attached is a QFES OBM-177 form recommending that [redacted] HD conversion request not be approved along with a declined letter.

Could you please sign the OBM-177 form and forward through to A/AC Francis and obtain his approval. Then return it back to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

Attached documents

- ERVM 02/12/2019 – Neil Gallant’s approval – detailing approving option one, creation of new perm position
- ERVM 573 – Approved Neil Gallant 22/06/2020 and all three DC’s – Approval to advertise perm State Air Ops – SuperIntendent position as dual classified.
- [redacted] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [redacted] detailing mandatory requirements
- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – declined

Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

**E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237**





Queensland Fire and  
Emergency Services

Contrary to the public interest

Dear **Contrary to the public interest**,

**Key points:**

1. This letter is an offer to convert your employment to a permanent in the role that you are currently acting in.
2. Subject to your agreement, your conversion will take effect from 6 April 2023.
3. The details of your permanent employment offer are enclosed at the end of this letter.

Thank you for your submissions received on 07/03/2023 in relation to your request for employment on a permanent basis in the higher classification position of RFS Superintendent, QFES, Fire & Rescue Service that you are currently acting in.

I have considered your request and am pleased to advise that, if you agree, you will be permanently employed in the position of RFS Superintendent, QFES, Fire & Rescue Services from 6 April 2023. The details of your permanent employment in this role are:

<b>Role:</b>	RFS Superintendent State Air Operations Specialist & Tech Response Fire & Rescue Service Capability & State Service Queensland Fire and Emergency Services
<b>Classification/Rank:</b>	FSPRIL
<b>Salary rate:</b>	\$5990.54 per fortnight
<b>Employment Status:</b>	Permanent Full Time
<b>Hours per fortnight:</b>	38
<b>Basis of appointment:</b>	Fire and Rescue Act 1990
<b>Award:</b>	Queensland Fire and Emergency Services Employees Award 2016
<b>Certified Agreement:</b>	Queensland Fire and Emergency Services Certified Agreement - 2019

My decision and response are based on the requirements of [section 120](#) or [section 121](#) of the *Public Sector Act* (Act) and [Review of acting or secondment at higher classification level \(Directive 03/23\)](#).

In relation to genuine operational requirements, your employment in the position on a permanent basis is supported because the role is substantively vacant and you meet the relevant mandatory condition/s of the role (as provided for in the role description).

I would also like to take this opportunity to thank you for the contribution you have made to Queensland Fire and Emergency Services and look forward to working with you on an ongoing basis.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie on Contrary to the public interest.

Yours sincerely

Neil Francis  
A/Assistant Commissioner  
Fire & Rescue Service

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# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the **Public Sector Act 2008** and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	contrary to the public interest	Employee number:	contrary to the public interest
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome <b>must</b> be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

### Placement History

**Contrary to the public interest**





**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>All reasons to be documented.</i>	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as he believes that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave [redacted] in the acting role. He considers that the UFUQ and SOU may contest the review if it is progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure.		
HR Comments:	HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate. HR supports the HD conversion request as [redacted] meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent position within F&R that holds the RFS qualification and the FTE available from the current FRS Superintendent position be transferred to the new RFS Superintendent position to allow for the HD conversion to occur.		
Name of Reviewer:	Natalie Muharem	Employee No:	[redacted] <small>Contrary to the public interest</small>
Signature:	[redacted] <small>Contrary to the public interest</small>	Date:	04.04.2023

Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	TBC	Position Title:	Superintendent
Classification:	FSPRI	Branch:	Specialist & Tech Resp
Directorate:	Fire & Rescue Service	Division:	Capability & State Servs
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	

Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	
Name:		Signature:	

ERVM Approval			
Convert employee to higher classification:	<input type="checkbox"/> Endorsed	ERVM Date	
Name:	Name:	Name:	
Signature	Signature	Signature	



Date	Date	Date
------	------	------

QFES RTI FINAL RELEASE



## Role Description

### Regional Manager, Rural Fire Service (FSUPIN)

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

### 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

The position of Regional Manager, RFS is responsible for developing strong cooperative working relationships that contribute to an effective, efficient and sustainable approach to rural fire services within the region.

### Key requirements

#### Mandatory requirements

- Eligible to apply for, or hold a current Blue Card; and
- 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

- Demonstrated ability to provide operational leadership and management of large-scale incidents using the AIIMS/IMS methodology.
- Experience in or knowledge of the concepts, strategies and issues associated with managing rural fire service / bushfire prevention and or control organisation particularly in a volunteer environment.
- Demonstrated ability and understanding of best practice policies and procedures when managing a diverse workforce incorporating volunteers, where strategic oversight and coordination has been utilised to assist with the continuity of service delivery and development of operational teams.

- Ability to advise and assist government departments and agencies, local government authorities, indigenous communities and non-government agencies on comprehensive risk management / mitigation strategies, volunteer matters and the development and maintenance of fire response plans.
- Demonstrated success in leading complex projects, along with the ability to lead a multidisciplinary team in the achievement of organisational outcomes.
- Demonstrated analytical, written and presentation skills and the ability to prepare reports, submissions and briefings regarding complex strategic resource management, operational and legislative issues.
- Ability to liaise with other agencies and sectors to ensure government service delivery is contestable, relevant, and effective, provides value for money for the community and meets the needs of the people of Queensland.

## 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:

- Develop and maintain strategic working relationships with internal and external stakeholders that contribute to an effective, efficient and sustainable approach to comprehensive risk management and mitigation within a rural fire context.
- Provide strategic guidance and direction to Area Directors to enhance the planning, implementation, management and evaluation of RFS operations within the region.
- Provide leadership in mitigating the impact of bushfire through the role of the Bushfire Safety Officer in promoting community awareness and education on fire prevention, protection and management.
- Provide expert advice to the Director Operations RFS and other Senior Officers on rural service delivery planning, development of standards, community safety initiatives and other operational issues affecting the region.
- Liaise with the Regional Assistant Commissioner, QFES to provide a cooperative approach to operational issues, community safety, strategic planning and any other issues affecting the region.
- Contribute to the development, implementation and evaluation of strategic and operational plans to ensure proactive rural fire management.

## 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](http://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



## Role Specifications Statement

### Executive Manager, State Air Operations

#### Purpose of specific work area and position

State Air Operations provides air support to ground crews during bushfire or other emergency events through the provision of safe aircraft, trained personnel and relevant aviation resources.

The Executive Manager will provide leadership and manage the effective coordination of Air Operations and work with representatives of portfolio business partners, other Queensland government agencies and local government to coordinate the design and delivery of projects and systems to improve QFES capability to better respond to community impact during emergency events.

You will be responsible for the development, delivery, review and implementation of competency based air operations programs, policy and procedures that ensure the operational readiness required to provide the safe, effective and efficient deployment of air operations resources that support firefighting operations.

We are seeking Expressions of Interest from QFES staff in conjunction with their current operational or equivalent role description (see additional information below).

Only applicants with relevant senior officer operational or equivalent operational experience should apply.

#### Special requirements:

- Demonstrated knowledge and experience of safety management and contemporary rural fire management practices in an aviation context.

#### Primary duties

In addition to the generic role descriptions as prescribed above, the purpose of the Executive Manager, State Air Operations includes but is not limited to:

- Lead and manage the operations and multi-disciplinary team responsible for the delivery of air operations activities and resources ensuring business and legislative objectives and requirements are met.
- Contribute to the development and implementation of air operations service delivery plan and state based emergency aviation resources that meet the requirements of operational readiness.
- Lead and manage the development, review, assessment and implementation of competency based air operations safety programs and training, ensuring alignment with national and industry standards.
- Maintain high-level knowledge and practical application of legislation, state strategies, implementation plans and guidelines relating to Air Operations.
- Support the development and implementation of regional airbases and operations response services ensuring risk management and air operations safety programs.
- Manage human resources, industrial relations and financial management, including procurement and contract management.
- Represent QFES at local, state and national forums relating to aerial firefighting.
- Facilitate capacity for engagement in post event analysis, debriefs and lessons learned, including development of improvement strategies and resolving gaps in operational capacity and/or capability.

#### Additional information

- This role is restricted to internal QFES applicants that must:
  - have detailed knowledge of QFES and operational experience in the Fire and Rescue Service or Rural Fire Service and/or equivalent operational experience within State Emergency Service.
  - hold the rank of substantive Inspector and above or Area Controller and above.
  - Have proven commitment to maintaining competencies and operating in a team environment and will actively participate in an 'On-Call' roster system as required.
- Extensive knowledge of incident management principles and/or coordination centre management principles.

- Knowledge of, or experience working with volunteers and/or within a volunteer organisation.
- Capacity to participate out of hours (i.e. night or weekends) shift roster during disaster operations.
- Incumbent's will be required to travel and work within the area of responsibility and may also be required to undertake intrastate, interstate deployment travel as required.
- This is a day work position and depending on regional requirements may require flexible hours of work to meet functional demands, including working at night on weekends as part of the role.
- Officers appointed to this position will participate in a personal professional development programme developed in conjunction with their supervisor.
- This Role Specification Statement (RSS) is linked to the generic role description, that provides the "key accountabilities" and "capabilities" to be addressed by the applicant. Applicants are strongly encouraged to review this RSS in conjunction with the role description and consider the requirements when preparing their application.

### 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](http://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.

Please refer to the appropriate operational generic role description located on the [QFES gateway](#).

APPROVED / NOT APPROVED  
Contrary to the public interest  
.....  
Assistant Commissioner  
DATE: 2 / 7 / 20

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**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

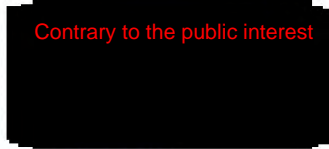
Effective Date: 19/05/2020

Registration No.:

573

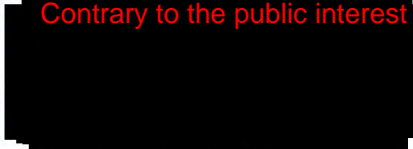
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



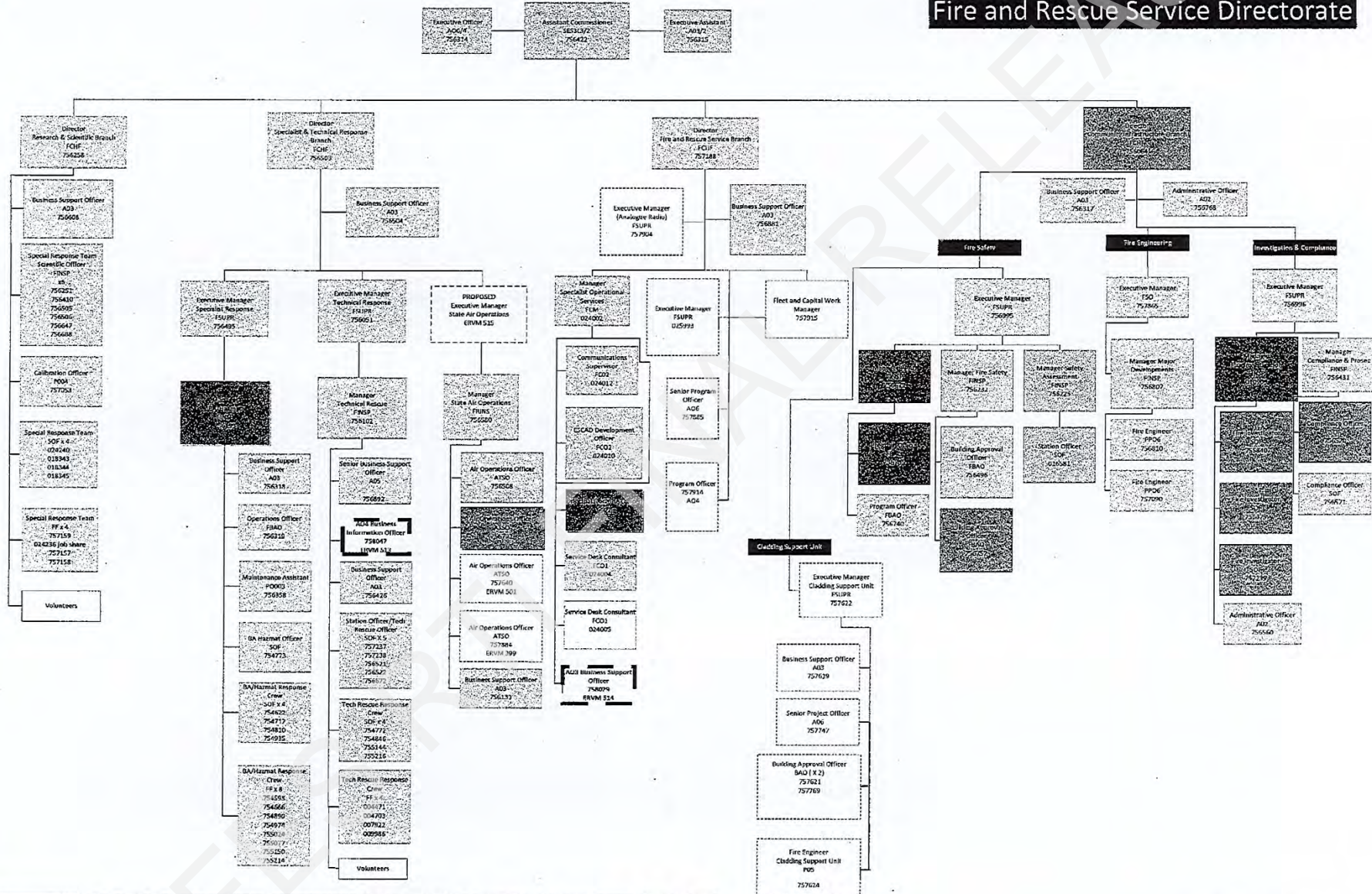
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERMV 30/4/20							

Last Updated 22/06/2020



# Acting or secondment at a higher classification – conversion checklist

Review the status of an employee acting or seconded to a higher classification level under the Public Sector Act 2022 (the Act) and Review of acting or secondment at higher classification level (Directive 03/23).

## Purpose

Use this checklist to assist you as a public sector entity to meet obligations to review the status of an employee acting at, or seconded to, a higher classification level under the *Public Sector Act 2022 (Act)* and the Review of acting or secondment at a higher classification level (Directive 03/23). You should consider:

- if the employee is employed in the entity in which they are acting at, or seconded to, a higher classification level
- if the employee been acting at, or seconded to, a higher classification level for a continuous period of at least one year
- if the employee is considered suitable to perform the role
- the genuine operational requirements of the public sector entity.

The employee must not be a public sector employee who is employed on a casual basis, or a non-industrial instrument employee (such as a senior officer, a senior executive, or chief executive), or an employee who is acting in, or seconded to, a position that is ordinarily held by a non-industrial instrument employee.

You must also consider any previous review decisions and that any decision is [compatible with human rights](#).



## Step one – eligibility for review

To be eligible for review the employee must be an employee in the public sector entity in which they are acting at, or seconded to, a higher classification level. They must also have been acting at, or seconded to, the higher classification level for a continuous period of at least one year. Clause 8 of the review of acting or secondment at a higher classification level directive 03/23 sets out the meaning of continuous period.

<p><b>1.1</b> Is the employee a public sector employee who is currently acting at, or seconded to a higher classification level?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they are not currently acting in, or seconded to, a higher classification level.</p>
<p><b>1.2</b> Is the role at the higher classification level within the same public sector entity in which the employee is employed?</p> <p>Noting that secondments between public sector entities do not meet the conditions for appointment.</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.3</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because the role at the higher classification level is not in the same entity as the employee is employed.</p>
<p><b>1.3</b> Has the employee requested appointment to the higher classification level within the last 12 months?</p>	<p><input checked="" type="checkbox"/> No <b>Go to 1.4</b></p>	<p><input type="checkbox"/> Yes <b>Go to 1.3a</b></p>
<p><b>1.3a</b> Is the employee requesting an additional review due to the role recently become substantively vacant?</p> <p>OR</p> <p>Is the employee requesting an additional review because they consider that they have become suitable to perform the role (in circumstances where a decision was previously made not to convert the employee because they were considered not suitable to perform the role)?</p>	<p><input type="checkbox"/> Yes <b>Go to 1.4</b></p> <p><input type="checkbox"/> Yes <b>Go to 1.4</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months and they do not meet the requirements for requesting an additional request for review.</p> <p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months AND they do not meet the requirements for requesting an additional request for review.</p>
<p><b>1.4</b> Has the employee been engaged at the higher classification for a continuous period of at least one year?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to step 2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have not been acting at, or seconded to, a higher classification level for a continuous period of at least 12 months.</p>

<p>Clause 8 of the directive provides for the meaning of continuous period, inclusive of the following relevant factors:</p> <ul style="list-style-type: none"> <li>• unbroken engagement at the higher classification level in the same role, in the same public sector entity</li> <li>• inclusion of periods of authorised leave, or absence</li> <li>• remuneration at the full rate of the higher classification level during the unbroken engagement.</li> </ul>		
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## Step 2 – suitable to perform the role

To be permanently employed in the position at the higher classification level on a permanent basis, the chief executive must determine whether the employee is suitable to perform the role (as per the meaning provided for in clause 9 of the directive). There is no comparative assessment for this step against other employees. Being suitable to perform the role is the required consideration.

<p><b>2.1</b> Has the employee provided evidence of possessing any relevant mandatory qualification/s (as provided for in the role description)?</p> <ul style="list-style-type: none"> <li>•Blue Card (No. 1823808/2, Exp. 07/06/2025),</li> <li>•Unrestricted Class C Drivers Licence (No. 99169205, Exp. 28/09/2027).</li> <li>•Holds the substantive rank of RFS Inspector per the QFES Employee Award, and have been Acting in the Executive Manager (RFS Superintendent Rank) position since July 2020.</li> </ul>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory qualifications</p> <p><b>Go to 2.2</b></p>	<p><input type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>
<p><b>2.2</b> Does the employee meet any relevant mandatory condition/s of the role (as provided for in the role description)?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory conditions</p> <p><b>Go to 2.3</b></p>	<p><input type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p>

		The notice of decision must include reasons for not converting and the information relied on in making that decision.
<p><b>2.3</b> Is the employee currently the subject of a formal and unresolved performance improvement or discipline process?</p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 2.4</b></p>	<p><input type="checkbox"/> Yes</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>
<p><b>2.4</b> Is the employee currently the subject of any unresolved conduct or performance concerns?</p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Considered suitable to perform the role, go to step 3.</b></p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 2.5</b></p>
<p><b>2.5</b> Have the unresolved conduct or performance concerns been raised with the employee in writing and, where relevant, managed in accordance with a relevant directive*?</p> <p>*For example, the directive relating to positive performance management or discipline.</p>	<p><input checked="" type="checkbox"/> No</p> <p>As the unresolved conduct or performance concerns have not been raised in writing and, where relevant, managed in accordance with a relevant directive, the decision maker cannot rely on the requirement to be suitable to perform the role to refuse conversion for the employee.</p> <p><b>Considered suitable to perform the role, go to step 3.</b></p>	<p><input type="checkbox"/> Yes</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>

### Step 3 – considering whether to permanently employ the employee in the higher level classification

In making a decision, the decision maker must have regard to the genuine operational requirements of the public sector and reasons for decisions previously made (if any) – see section 120(4) of the Act.

The decision maker may consider the information in the following table when deciding whether there may be genuine operational requirements not to employ the employee in the position at higher level classification on a permanent basis.

When deciding the request, the decision maker must also have regard to the reasons for each decision previously made, or deemed to have been made, in relation to the employee during their continuous period of acting at, or being seconded to the higher classification level under section 120 of the Act.

<p><b>3.1</b> Have any previous reviews been conducted under section 120 of the <i>Public Sector Act 2022</i>?</p>	<p><input type="checkbox"/> Yes</p> <p>Include details of the consideration of previous review decisions under section 120 of the PS Act in the decision letter.</p> <p><b>Go to 3.2</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.2</b></p>
<p><b>3.2</b> Is the employee engaged to fill a temporary need arising because another employee is absent for a known period? Examples of absences for a known period include approved leave (including parental leave) and secondment.</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.3</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.3</b></p>
<p><b>3.3</b> Is the employee predominantly required to perform work necessary to meet an unexpected short-term increase in workload? For example, has the employee been engaged to meet an unexpected increase in workload for disaster management and recovery?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.4</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.4</b></p>
<p><b>3.4</b> Is the employee engaged to perform work for a particular project or purpose that has a known end date?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.5</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.5</b></p>

<p><b>3.5</b> Are there any other genuine operational requirements that are relevant to the decision about employing the employee permanently to the higher classification role?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.6</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.6</b></p>
<p><b>3.6</b> Considering your answers to questions 3.2 to 3.5 and any other relevant factors, do the genuine operational requirements of the entity support employment of the employee in the position at the higher classification on a per?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>The genuine operational requirements of the entity support employment of the employee permanently to the position at the higher higher classification level.</p> <p><a href="#">[Insert link to template letter approving conversion]</a></p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p>	<p><input type="checkbox"/> No</p> <p>The genuine operational requirements of the entity do not support employment of the employee permanently to the position at the higher classification level at this time.</p> <p><a href="#">[Insert link to template letter declining conversion]</a></p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p> <p><b>Go to step 4</b></p>

## Step four – Human rights assessment

Under the *Human Rights Act 2019* (HR Act), decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights. Where a decision maker decides not to offer to convert a non-permanent employee's employment to a permanent basis, a human rights assessment should be undertaken and documented in accordance with the HR Act. Additional information and guidance can be found at [human rights resources](#).

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## QFES Establishment Management

**Category (please x)**     Permanent                       Temporary                       Casual

- \*Create new permanent position
- \*Create new Over-established position

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

- \* Over-established position extension (*Inc. extension of incumbent if applicable*)

### Advertising

- Smart Jobs and Careers Website (permanent positions/or temporary positions greater than 12 months)
- EOI (positions over 3 months but less than 12 months)
- Exemption to advertise and appoint on merit

### Position Details

<b>Position Title</b>	Executive Manager Air Operations		
<b>Position No.</b>	<b>13718 (from TEM Inspector position)</b>	<b>Classification</b>	Superintendent
<b>Have multiple classifications been considered?</b>		<b>No – Existing FRS position number</b>	
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Over Establishment, - Re assigned Inspector position from TEM closure</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>Budget to be transferred from TEM Inspector FTE (Pos No.: 13718) to be transferred to State Air Operations Unit.</b>

\* Funding source (e.g.: Externally Funded, BAU Budget, BAU Salaries Underspend, Project)

<b>Position Title</b>	Manager Support – Air Operations		
<b>Position No.</b>	TBC	<b>Classification</b>	Inspector
<b>Have multiple classifications been considered?</b>		<b>Yes</b>	
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Over Establishment</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>BAU Budget</b>

<b>Position Title</b>	Operations and Compliance Officer (ATSO)		
<b>Position No.</b>	026299	<b>Classification</b>	ATSO
<b>Have multiple classifications been considered?</b>		<b>No</b>	
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Current Over Establishment to 15/5/2020, Ongoing extension is a priority.</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>BAU Budget</b>

<b>Position Title</b>	RPAS officer Air Operations		
<b>Position No.</b>	02867	<b>Classification</b>	RPAS officer
<b>Have multiple classifications been considered?</b>	Yes		
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Over Establishment to 30/9/2020</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>BAU Budget</b>

<b>Position Title</b>	Senior Business Support Officer - Air Operations		
<b>Position No.</b>	010747	<b>Classification</b>	Upgrade AO3 to AO5
<b>Have multiple classifications been considered?</b>	No		
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Upgrade existing position from AO3 to AO5</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>Currently FTE</b>

### Employee Details

<b>Name</b>	Contrary to the public interest		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

<b>Name</b>	Superintendent position – Currently Inspector position filled by Contrary to the public interest		
<b>Employee Number</b>	TBA	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT FTE 13718
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

<b>Name</b>	Various (Superintendent, Inspector, ATSO & RPAS)		
<b>Employee Number</b>	TBA	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

**Contact Officer: AC Neil Gallant**  
*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone: 3635 1955**

<b>Reason for Request/Impact if not approved</b>
--

## Background

The State Air Operations Unit (SAOU) for Queensland Fire and Emergency Services originated in 2005 through Commissioner direction to establish a means of coordinating aviation assets within QFES activities. Initially two Fire and Rescue staff members were allocated to the unit.

Since that time, the SAOU has raised its profile and established a greater aviation capability recognised within the organisation as an essential response asset(s) to bushfire and other emergency activities including disaster response.

The staffing level involved increased in 2011 to a Rural Fire Service Inspector and two Air Operations Officers (RFMO-2 Level). In 2018 the Unit was able to include an over-established position for another Air Operations Officer due to the complex nature of the aviation capability, allowing for a division of the unit into portfolios as, but not limited to;

- Operations and Compliance
  - Responsible for ensuring the operational readiness and compliance with organisational and regulatory requirements of aviation for emergency response. Included in this portfolio is coordination with Regions in planning and gap analysis of capability both aircraft and specialist. As well as consultation and coordination with Commercial Aircraft operators for their resources.
- Training
  - Responsible for the development, review, implementation and facilitating of all aviation related courses, accredited and complimentary. The compliance with RTO requirements and processing as well as coordination with Regions on refresher and competency maintenance requirements is integral to this role.
- Innovation and Technology
  - Responsible for the research, development, integration and facilitation of equipment, software and concepts relating to aviation resourcing.

In mid-2019 the SAOU was also tasked to coordinate the state level QFES internal capability for Remotely Piloted Aircraft Systems (RPAS) and generated an over-established position (at RFMO-2 level) to manage the implementation and integration of unmanned aircraft into the QFES response.

## Issues

The growth of the State Air Operations Unit in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner.

The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The level of aviation involvement in both fire and severe weather seasons has been on a steady incline. The following table represents the amount of investment in aircraft, hours flown per year, and the comparison to the current fire seasons activities. The trend is that the amount of aircraft usage will only increase to a level that is labour intensive to sustain and requires an extra element of coordination and support to be able to meet the growth.

In addition, the administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 4/12)	\$30.1 Million	6690	1648 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.
- 2019-20 involved a dramatic increase in fire weather behaviour due to several surrounding weather phenomenon occurring at one time. This made for an extended and severe weather pattern over much of Australia condensing in the southern half of Queensland and Northern half of New South Wales. The responses experienced by QFES increased dramatically and hence the current expenditure and dispatch figures. The Bureau of Meteorology is advising that although weather patters are on the incline, the season just experienced is not considered to be common.

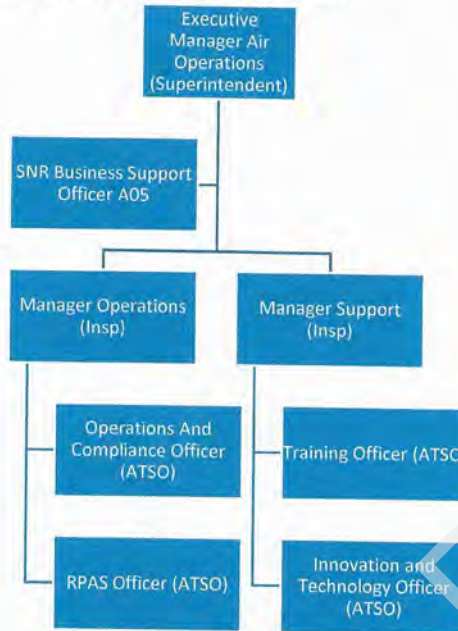
**Opportunities**

The Fire and Rescue Service Directorate has been made aware of an Inspector level Full Time Equivalent (FTE) position within Training and Emergency Management (TEM) that has become available. This FTE is Position Number: 13718 in Lattice, or 756384 in Aurion.

Relocating this FTE to State Air Operations Unit and upgrading to a Superintendent rank would alleviate some organisational issues with the current FTE cap in effect and allow for appropriate budgeting to support the increase of staff within the unit.

The following Options are expected to manage the aviation capability appropriately with the mechanisms in place to provide operational and support functions.

**Option One – Executive Manager, Two Arms - Coordination**



The inclusions from the current SAOU staff model is:

- 1 x Executive Manager
  - Superintendent level position, sourced from the existing Inspector position at TEM.
  - Responsible for the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.
- 1 x Manager - Support
  - Inspector level position.
  - Responsible for either the Operations profile or Support profile of the unit.
- Senior Business Support Officer upgrade to A05.
  - Report directly to the Executive Manager.
  - Inclusion of documentation support with MECS and EBN editing capability and proficiency.

The justification behind Option 1 is to allow for concerted focus on the different aspects of the aviation capability.

**Operations Arm**

Under the Operations profile, the Manager Operations will facilitate and promote the operational and compliance requirements of the capability, whilst also coordinating RPAS within the organisation.

This arm of the unit will be directly responsible for the oversight and management of;

- NAFC Contracted Aircraft Fleet
  - Dispatch and Management of the aircraft contracts
  - Planning and forward staging of the fleet response.
  - Rostering and coordination of 60+ airborne and ground crew personnel for the airbases.
- Call When Needed compliance
  - Standing Offer Arrangement management for the 40+ Commercial aircraft Operators, and 140+ accepted aircraft.
- Operational roosting and coordination with the SOC during activated periods.
- Management of RPAS requirements for the organisation

- Manager Operations expected to be QFES Chief Remote Pilot.
- RPAS Officer expected to be the QFES Chief Maintenance Controller.
- Coordination, currency and accountability for 180+ Remote pilots and 40+ RPAS devices.

#### **Support Arm**

Under the Support profile the elements of training and equipment/technology/innovation are to be managed. Operational requirements are gauged against current and future technology, as well as the knowledge enhancement of specialist personnel.

This arm will be responsible for the oversight and management of;

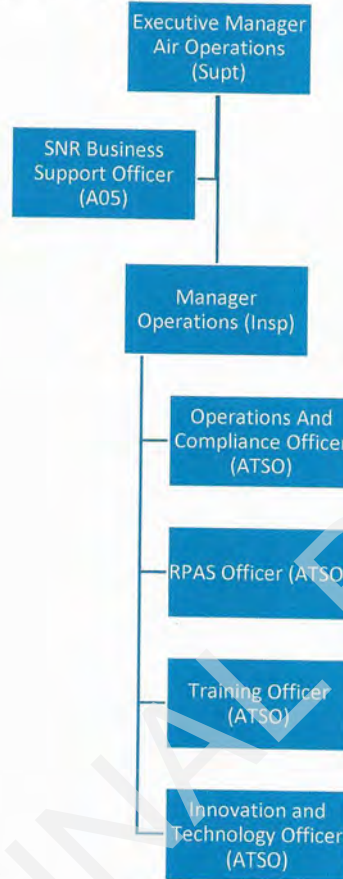
- NAFC Contracts
  - Consultation with Operations Arm and Regions for positioning and provision of future NAFC fleet.
  - Coordination through NAFC for the procurement of the Queensland contracts
  - Facilitation of the airbase support at required locations.
- Training
  - Refresher and certification training for existing 60+ air and 300+ ground crews.
  - Review and development of training courses with RTO consultation.
  - Facilitation of training courses, both new and refresher.
- Equipment
  - Management of equipment requirements for airbase standardisation.
  - Management of existing airbase locations for serviceability and operational readiness.
  - Establishment of equipment needs in alignment with operational response plans.
  - Procurement of equipment and consumables for state caches.
  - Policy and process review and/or development for new or existing equipment.
  - Management of state-owned equipment and tech for continued operational readiness and BAU activities.
- Innovation
  - Research and development of new products, processes, or modified equipment and technology for consultation with the Operations Arm.
  - Procurement and concept testing of new technology or innovation, in consultation with Operations Arm and Regions.
  - Policy and procedure for new equipment and/or technology.

#### **Staffing**

Each Arm of the Air Operations Unit is intended to have an Inspector level manager and two Rural Officer 2 (SO / RFMO2) level subordinates. This is considered a minimum staffing level to fully manage the aspects of each Arm, and allow for appropriate coordination, consultation, expenditure and reporting outcomes to be effectively managed and reported to senior management.

This is the preferred staffing model outcome to appropriately manage the current aviation growth within QFES and allow for the ability to forecast and adequately manage the future growth potential for the capability within QFES.

Option Two – Executive Manager, Current Air Ops Staffing



Option two includes a dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. Additionally, the AO3 position currently existing in the SAOU would be intended to be upgraded to an A05 and report to the Executive Manager.

The current responsibility of the unit is unchanged, with the overarching direction, reporting and financial management being coordinated at a higher senior officer level.

This option is not recommended due to the ability to coordinate current issues and growth but will not manage the continuous growth and responsibility of the SAOU in the Medium to Long term.

**Recommendation**

The SAOU is experiencing growth in the last 18 months not ever seen before. The recognition of aircraft usage within the organisation has increased and the staffing model to support this has not changed substantively to respond to the growth.

Options two is not recommended due to the longer term forecast for aviation usage and required resourcing being unmanageable for the SAOU in the medium to long term.

Approve Option one as the preferred staffing model.

Supported/Not Supported:

HR Business Partner

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

HR Business Partner Comments if not supported

**Funding availability confirmed, and submission is:**

**Contrary to the public interest**

**Endorsed / Not Endorsed**

Neil Gallant

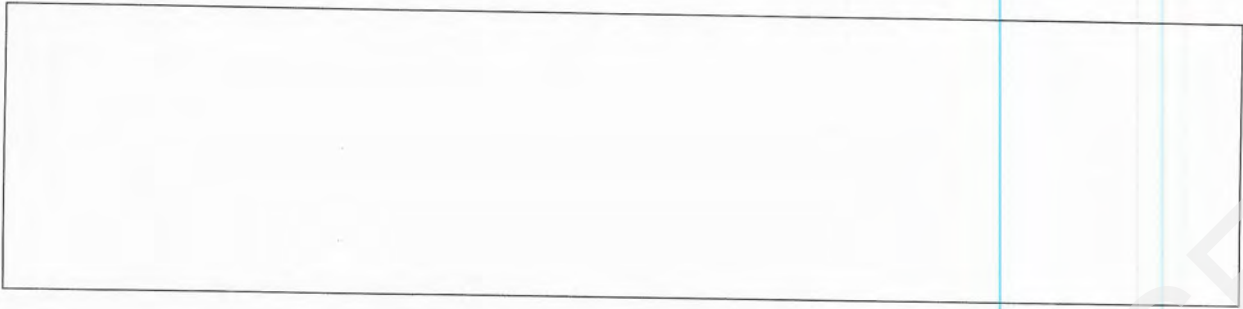
Assistant Commissioner

Fire and Rescue Service Directorate

2/12/2019

**Advice on alignment with the strategic intent of the new organisational model  
(For Service Alignment Unit only)**





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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Mike Wassing AFSM**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_



## Wanda Kropp

---

**From:** Natalie Muharem  
**Sent:** Wednesday, 5 April 2023 3:01 PM  
**To:** Neil Francis  
**Subject:** FW: [REDACTED] - HD Conversion  
**Attachments:** QFES Form-OBM-177 HD Conversion [REDACTED] V3.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Neil

As discussed – updated form for you.

Kind regards,

### Natalie Muharem

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



---

**From:** QFES Human Resource  
**Sent:** Wednesday, 5 April 2023 7:16 AM  
**To:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Subject:** FW: [REDACTED] - HD Conversion

Morning Neil

As discussed at our meeting yesterday, please find attached new updated forms

- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – approved.

The conversion checklist has been amended and now includes [REDACTED] qualifications required for a RFS Superintendent position and the OBM 177 form has been updated with the below HR comments.

*HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate. HR supports the HD conversion request as [REDACTED] meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent position within F&R that holds the RFS qualification and the FTE available from the current FRS Superintendent position be transferred to the new RFS Superintendent position to allow for the HD conversion to occur.*

Please let me know if you would like further information included or alternative wording.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



---

**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 29 March 2023 10:37 AM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Subject:** Fwd: Contrary to the public interest - HD Conversion

Morning Natalie,

I'm currently reviewing the attached application and need to confirm that this position is a FRS position and not a RFS position. I am aware this has been bouncing around for some time, however we now need to be definitive.

Whilst I accept and understand the ERVM submissions etc as attached, do we have a HR report (?) that clearly identifies this position as FRS?

This is very important as it would appear that this is the basis of not supporting the HD conversion application for Contrary to the public interest

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES  
Contrary to the public interest



---

**From:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Sent:** Sunday, March 26, 2023 4:41:30 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** FW: Contrary to the public interest - HD Conversion

Good afternoon A/AC Francis,

The attached documents refer to the application for HD conversion by A/Superintendent [redacted] [redacted]  
I have signed the OBM177 at my comment line as requested by HR, although this may not be required on the official record (No location box for my signature).

This is not the outcome that A/Supt [redacted] [redacted] was looking forward, however I am confident that the governance and due diligence around this decision will stand scrutiny.

Can you please finalise the documents as requested by HR, and return them to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) for actioning.

Natalie, Thank you for your thorough analysis of the position's origin. This work has likely protected the QFES from external challenges.

Regards

Brad

Please call if you have any queries  
Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**  
**Fire and Rescue Service**

**Queensland Fire and Emergency Services**

T: +61 7 3909 4309 | M: [redacted] [redacted] | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)  
Level 1, 24 Corporate Drive, Cannon Hill 4170  
GPO Box 1425 Brisbane QLD 4001, Australia | [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

**Respect | Integrity | Courage | Loyalty | Trust |**



---

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 23 March 2023 5:05 PM  
**To:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** [redacted] [redacted] - HD Conversion

Hi Brad

Thank you for your time last week discussing [redacted] [redacted] HD Conversion.

After further investigation I can confirm that the origin of the State Air Ops – Superintendent PN758159 is that it belongs within the Fire and Rescue Directorate and is a F&R classified position.

In December 2019 Neil Gallant approved the upgrade of the Executive manager Air Operations position PN13718 to a Superintendent position PN7598159.

This position was created (ERVM 573) in lieu of PN757161, Business Planning Officer, a position that sat within the Training and Emergency Management (TAM) unit, this position was abolished and the FTE was reallocated to the new Superintendent position. This background information has deemed the role a Fire and Rescue position which if filled through a HD conversion process would require the following

Mandatory qualifications.

- Eligible to apply for, or hold a current Blue Card;
- Manual Medium Rigid (MRV) driver's licence as recognised by the Department of Transport and Main Roads; and QFES Applicants
- Have successfully completed all the requirements for Station Officer Level 3 qualifications (or equivalent) and maintained the operational competencies appropriate to the rank of Inspector within the Fire and Rescue Service of the QFES; or
- Currently hold the rank of Inspector or above

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) [redacted] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to the merit principle
- the genuine operational requirements of the department

While [redacted] meets the eligibility of a HD conversion regarding time he does not meet the other requirements as he holds qualifications that align with a Rural Fire Service Superintendent and not that of an Fire & Rescue Superintendent.

As per the directive we need to provide a formal response to [redacted], attached is a QFES OBM-177 form recommending that [redacted] HD conversion request not be approved along with a declined letter.

Could you please sign the OBM-177 form and forward through to A/AC Francis and obtain his approval. Then return it back to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

Attached documents

- ERVM 02/12/2019 – Neil Gallant's approval – detailing approving option one, creation of new perm position
- ERVM 573 – Approved Neil Gallant 22/06/2020 and all three DC's – Approval to advertise perm State Air Ops – SuperIntendent position as dual classified.
- [redacted] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [redacted] detailing mandatory requirements
- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – declined

Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

[E Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



QFES RTI FINAL RELEASE

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the **Public Sector Act 2008** and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	contrary to the public interest	Employee number:	contrary to the public interest
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome <b>must</b> be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

Placement History
<p style="font-size: 2em; color: red; font-weight: bold;">Contrary to the public interest</p>



**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>All reasons to be documented.</i>	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as he believes that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave [redacted] in the acting role. He considers that the UFUQ and SOU may contest the review if it is progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure.		
HR Comments:	HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue established and holds a FTE within the Fire and Rescue directorate. HR supports the HD conversion request as [redacted] meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent Rural Fire Service Superintendent position within the current Fire * Rescue Service directorate that holds the relevant RFS qualifications.  The FRS Superintendent FTE position will be 'banked' for consideration as part of the QFD structure and [redacted] is appointed to the newly established RFS Superintendent position to allow for the HD conversion to occur.		
Name of Reviewer:	Natalie Muharem	Employee No:	[redacted] <i>Contrary to the public interest</i>
Signature:	[redacted] <i>Contrary to the public interest</i>	Date:	04.04.2023

Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	TBC	Position Title:	Superintendent
Classification:	FSPRI	Branch:	Specialist & Tech Resp
Directorate:	Fire & Rescue Service	Division:	Capability & State Servs
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	

Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	
Name:		Signature:	

ERVM Approval			
Convert employee to higher classification:	<input type="checkbox"/> Endorsed	ERVM Date	
Name:	Name:	Name:	
Signature	Signature	Signature	





Date	Date	Date

QFES RTI FINAL RELEASE

## Wanda Kropp

---

**From:** Neil Francis  
**Sent:** Wednesday, 5 April 2023 4:05 PM  
**To:** Natalie Muharem  
**Subject:** FW: [redacted] - HD Conversion  
**Attachments:** 3a\_Higher-classification-conversion-template-letter-approved [redacted].docx

Hey Nat,

As below.

Neil

### Neil Francis

Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1955 M [redacted]

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



---

**From:** Neil Francis  
**Sent:** Wednesday, 5 April 2023 4:04 PM  
**To:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Subject:** RE: [redacted] - HD Conversion

Afternoon Nat,

Pls see track changes on attached corro to [redacted].

Whilst I have verbally informed [redacted] of his successful application, this corro hasn't been sent to him as yet.

Can you pls review and advise?

Thanks

Neil

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1955 M [redacted]

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Wednesday, 5 April 2023 7:16 AM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Subject:** FW: [redacted] - HD Conversion

Morning Neil

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- Conversion Checklist
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Please let me know if you would like further information included or alternative wording.

Kind regards,

**Natalie Muharem**  
A/Senior HR Advisor  
HR Services | QFES People – Strategy and Services Branch

Queensland Fire and Emergency Services

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



---

**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 29 March 2023 10:37 AM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Subject:** Fwd: Contrary to the public interest - HD Conversion

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Contrary to the public interest.

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES

Contrary to the public interest



---

**From:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Sent:** Sunday, March 26, 2023 4:41:30 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** FW: Contrary to the public interest - HD Conversion

Good afternoon A/AC Francis,

The attached documents refer to the application for HD conversion by A/Superintendent Contrary to the public interest.

I have signed the OBM177 at my comment line as requested by HR, although this may not be required on the official record (No location box for my signature).

This is not the outcome that A/Supt [redacted] was looking forward, however I am confident that the governance and due diligence around this decision will stand scrutiny.

Can you please finalise the documents as requested by HR, and return them to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) for actioning.

Natalie, Thank you for your thorough analysis of the position's origin. This work has likely protected the QFES from external challenges.

Regards

Brad

Please call if you have any queries  
Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**  
**Fire and Rescue Service**

**Queensland Fire and Emergency Services**  
T: +61 7 3909 4309 | M: [redacted] | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)  
Level 1, 24 Corporate Drive, Cannon Hill 4170  
GPO Box 1425 Brisbane QLD 4001, Australia | [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)  
**Respect | Integrity | Courage | Loyalty | Trust |**



---

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 23 March 2023 5:05 PM  
**To:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** [redacted] - HD Conversion

Hi Brad

Thank you for your time last week discussing [redacted] HD Conversion.

After further investigation I can confirm that the origin of the State Air Ops – Superintendent PN758159 is that it belongs within the Fire and Rescue Directorate and is a F&R classified position.

In December 2019 Neil Gallant approved the upgrade of the Executive manager Air Operations position PN13718 to a Superintendent position PN7598159.  
This position was created (ERVM 573) in lieu of PN757161, Business Planning Officer, a position that sat within the Training and Emergency Management (TAM) unit, this position was abolished and the FTE was reallocated to the new Superintendent position. This background information has deemed the role a Fire and Rescue position which if filled through a HD conversion process would require the following Mandatory qualifications.

- Eligible to apply for, or hold a current Blue Card;
- Manual Medium Rigid (MRV) driver's licence as recognised by the Department of Transport and Main Roads; and QFES Applicants
- Have successfully completed all the requirements for Station Officer Level 3 qualifications (or equivalent) and maintained the operational competencies appropriate to the rank of Inspector within the Fire and Rescue Service of the QFES; or
- Currently hold the rank of Inspector or above

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) [redacted] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to the merit principle
- the genuine operational requirements of the department

While [redacted] meets the eligibility of a HD conversion regarding time he does not meet the other requirements as he holds qualifications that align with a Rural Fire Service Superintendent and not that of an Fire & Rescue Superintendent.

As per the directive we need to provide a formal response to [redacted], attached is a QFES OBM-177 form recommending that [redacted] HD conversion request not be approved along with a declined letter.

Could you please sign the OBM-177 form and forward through to A/AC Francis and obtain his approval. Then return it back to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

Attached documents

- ERVM 02/12/2019 – Neil Gallant's approval – detailing approving option one, creation of new perm position
- ERVM 573 – Approved Neil Gallant 22/06/2020 and all three DC's – Approval to advertise perm State Air Ops – Superintendent position as dual classified.
- [redacted] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [redacted] detailing mandatory requirements
- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – declined

Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

[E Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237





Contrary to the public interest



Queensland Fire and Emergency Services

Field Code Changed

Dear [redacted],

Key points:

1. This letter is an offer to convert your employment to a permanent in the role that you are currently acting in.
2. Subject to your agreement, your conversion will take effect from 6 April 2023.
3. The details of your permanent employment offer are enclosed at the end of this letter.

Thank you for your submissions received on 07/03/2023 in relation to your request for employment on a permanent basis in the higher classification position of Rural Fire Service (RFS) Superintendent, QFES, Fire & Rescue Service that you are currently acting in.

I have considered your request and am pleased to advise that, if you agree, you will be permanently employed in the position of RFS Superintendent, QFES, Fire & Rescue Services from 6 April 2023. The details of your permanent employment in this role are:

<b>Role:</b>	RFS Superintendent State Air Operations Specialist & Technical Response <u>Branch</u> Fire & Rescue Service <u>Directorate</u> <u>Capability &amp; State Service</u> Queensland Fire and Emergency Services
<b>Classification/Rank:</b>	FSPRIL
<b>Salary rate:</b>	\$5990.54 per fortnight
<b>Employment Status:</b>	Permanent Full Time
<b>Hours per fortnight:</b>	38
<b>Basis of appointment:</b>	Fire and <u>Emergency Services Rescue</u> Act 1990
<b>Award:</b>	Queensland Fire and Emergency Services Employees Award 2016
<b>Certified Agreement:</b>	Queensland Fire and Emergency Services Certified Agreement - 2019

My decision and response are based on the requirements of [\[section 120 or section 121\]](#) of the *Public Sector Act* (Act) and [Review of acting or secondment at higher classification level \(Directive 03/23\)](#).

In relation to genuine operational requirements, your employment in the position on a permanent basis is supported because the role is substantively vacant and you meet the relevant mandatory condition/s of the role (as provided for in the role description).

Commented [NF1]: Can we confirm is this both or one section?

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Telephone 13 QGOV  
Website [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)  
ABN 93 035 163 778

I would also like to take this opportunity to thank you for the contribution you have made to Queensland Fire and Emergency Services and look forward to working with you on an ongoing basis.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie on [\[redacted\]](#).

Yours sincerely

Neil Francis  
A/Assistant Commissioner  
Fire & Rescue Service

QFES RTI FINAL RELEASE



## Wanda Kropp

---

**From:** Natalie Muharem  
**Sent:** Thursday, 6 April 2023 6:16 AM  
**To:** Neil Francis  
**Subject:** FW: [REDACTED] - HD Conversion  
**Attachments:** 3a\_Higher-classification-conversion-template-letter-approved [REDACTED] (002).docx

Hi Neil

Apologies for the errors on my part.

Reviewed and confirmed section 120 relates to this situation.

**120 - Employee may request employment at higher classification level after 1 year of continuous acting or secondment**

(1)If **121- Employee's right to make additional request for review**

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



---

**From:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Wednesday, 5 April 2023 4:05 PM  
**To:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Subject:** FW: [REDACTED] - HD Conversion

Hey Nat,

As below.

Neil

**Neil Francis**

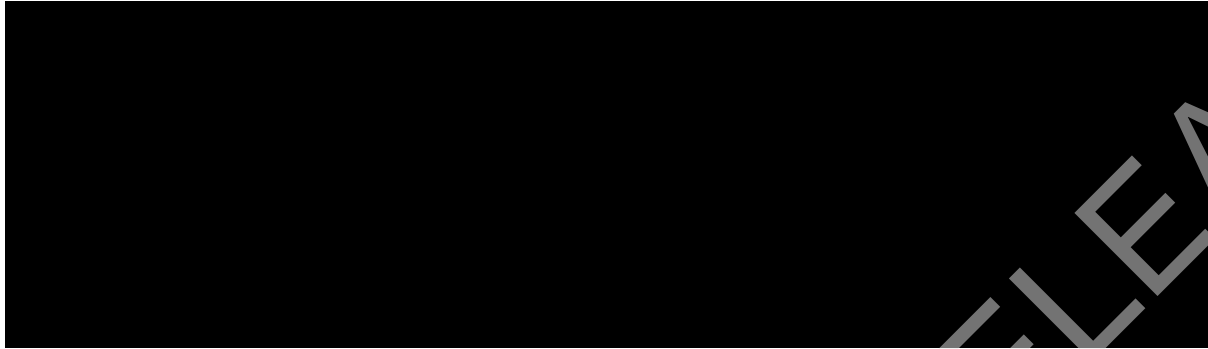
Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1955 M [redacted] Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



---

**From:** Neil Francis  
**Sent:** Wednesday, 5 April 2023 4:04 PM  
**To:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** RE: [redacted] Contrary to the public interest - HD Conversion

Afternoon Nat,

Pls see track changes on attached corro to [redacted] Contrary to the public interest.

Whilst I have verbally informed [redacted] Contrary to the public interest of his successful application, this corro hasn't been sent to him as yet.

Can you pls review and advise?

Thanks

Neil

**Neil Francis**  
Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**

P 07 3635 1955 M [redacted] Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Sent:** Wednesday, 5 April 2023 7:16 AM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Subject:** FW: Contrary to the public interest - HD Conversion

Morning Neil

As discussed at our meeting yesterday, please find attached new updated forms

- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – approved.

The conversion checklist has been amended and now includes Contrary to the public interest qualifications required for a RFS Superintendent position and the OBM 177 form has been updated with the below HR comments.

*HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate. HR supports the HD conversion request as Contrary to the public interest meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent position within F&R that holds the RFS qualification and the FTE available from the current FRS Superintendent position be transferred to the new RFS Superintendent position to allow for the HD conversion to occur.*

Please let me know if you would like further information included or alternative wording.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Sent:** Wednesday, 29 March 2023 10:37 AM

**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>

**Subject:** Fwd: Contrary to the public interest - HD Conversion

Morning Natalie,

I'm currently reviewing the attached application and need to confirm that this position is a FRS position and not a RFS position. I am aware this has been bouncing around for some time, however we now need to be definitive.

Whilst I accept and understand the ERVM submissions etc as attached, do we have a HR report (?) that clearly identifies this position as FRS?

This is very important as it would appear that this is the basis of not supporting the HD conversion application for

Contrary to the public interest

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES

Contrary to the public interest



---

**From:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>

**Sent:** Sunday, March 26, 2023 4:41:30 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** FW: Contrary to the public interest - HD Conversion

Good afternoon A/AC Francis,

The attached documents refer to the application for HD conversion by A/Superintendent Contrary to the public interest.

I have signed the OBM177 at my comment line as requested by HR, although this may not be required on the official record (No location box for my signature).

This is not the outcome that A/Supt Contrary to the public interest was looking forward, however I am confident that the governance and due diligence around this decision will stand scrutiny.

Can you please finalise the documents as requested by HR, and return them to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) for actioning.

Natalie, Thank you for your thorough analysis of the position's origin. This work has likely protected the QFES from external challenges.

Regards

Brad

Please call if you have any queries

Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**

## Fire and Rescue Service

### Queensland Fire and Emergency Services

T: +61 7 3909 4309 | M: Contrary to the public interest | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)

Level 1, 24 Corporate Drive, Cannon Hill 4170

GPO Box 1425 Brisbane QLD 4001, Australia | [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

**Respect | Integrity | Courage | Loyalty | Trust |**



---

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 23 March 2023 5:05 PM  
**To:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Contrary to the public interest - HD Conversion

Hi Brad

Thank you for your time last week discussing Contrary to the public interest HD Conversion.

After further investigation I can confirm that the origin of the State Air Ops – Superintendent PN758159 is that it belongs within the Fire and Rescue Directorate and is a F&R classified position.

In December 2019 Neil Gallant approved the upgrade of the Executive manager Air Operations position PN13718 to a Superintendent position PN7598159.

This position was created (ERVM 573) in lieu of PN757161, Business Planning Officer, a position that sat within the Training and Emergency Management (TAM) unit, this position was abolished and the FTE was reallocated to the new Superintendent position. This background information has deemed the role a Fire and Rescue position which if filled through a HD conversion process would require the following

Mandatory qualifications.

- Eligible to apply for, or hold a current Blue Card;
- Manual Medium Rigid (MRV) driver's licence as recognised by the Department of Transport and Main Roads; and QFES Applicants
- Have successfully completed all the requirements for Station Officer Level 3 qualifications (or equivalent) and maintained the operational competencies appropriate to the rank of Inspector within the Fire and Rescue Service of the QFES; or
- Currently hold the rank of Inspector or above

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) Contrary to the public interest is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to the merit principle

- the genuine operational requirements of the department

While [redacted] meets the eligibility of a HD conversion regarding time he does not meet the other requirements as he holds qualifications that align with a Rural Fire Service Superintendent and not that of an Fire & Rescue Superintendent.

As per the directive we need to provide a formal response to [redacted], attached is a QFES OBM-177 form recommending that [redacted] HD conversion request not be approved along with a declined letter.

Could you please sign the OBM-177 form and forward through to A/AC Francis and obtain his approval. Then return it back to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

Attached documents

- ERVM 02/12/2019 – Neil Gallant’s approval – detailing approving option one, creation of new perm position
- ERVM 573 – Approved Neil Gallant 22/06/2020 and all three DC’s – Approval to advertise perm State Air Ops – SuperIntendent position as dual classified.
- [redacted] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [redacted] detailing mandatory requirements
- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – declined

Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

**E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237**





Contrary to the public interest

Queensland Fire and  
Emergency Services

Dear **contrary to the public interest**,

**Key points:**

1. This letter is an offer to convert your employment to a permanent in the role that you are currently acting in.
2. Subject to your agreement, your conversion will take effect from 6 April 2023.
3. The details of your permanent employment offer are enclosed at the end of this letter.

Thank you for your submissions received on 07/03/2023 in relation to your request for employment on a permanent basis in the higher classification position of Rural Fire Service (RFS) Superintendent, QFES, that you are currently acting in.

I have considered your request and am pleased to advise that, if you agree, you will be permanently employed in the position of RFS Superintendent, QFES, Fire & Rescue Services from 6 April 2023. The details of your permanent employment in this role are:

<b>Role:</b>	RFS Superintendent State Air Operations Specialist & Technical Response Branch Fire & Rescue Service Directorate Queensland Fire and Emergency Services
<b>Classification/Rank:</b>	FSPRIL
<b>Salary rate:</b>	\$5990.54 per fortnight
<b>Employment Status:</b>	Permanent Full Time
<b>Hours per fortnight:</b>	38
<b>Basis of appointment:</b>	Fire and Emergency Services Act 1990
<b>Award:</b>	Queensland Fire and Emergency Services Employees Award 2016
<b>Certified Agreement:</b>	Queensland Fire and Emergency Services Certified Agreement - 2019

My decision and response are based on the requirements of [section 120](#) of the *Public Sector Act* (Act) and [Review of acting or secondment at higher classification level \(Directive 03/23\)](#).

In relation to genuine operational requirements, your employment in the position on a permanent basis is supported because the role is substantively vacant and you meet the relevant mandatory condition/s of the role (as provided for in the role description).

I would also like to take this opportunity to thank you for the contribution you have made to Queensland Fire and Emergency Services and look forward to working with you on an ongoing basis.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie on Contrary to the public interest.

Yours sincerely

Neil Francis  
A/Assistant Commissioner  
Fire & Rescue Service

QFES RTI FINAL RELEASE



## Wanda Kropp

---

**From:** Neil Francis  
**Sent:** Wednesday, 29 March 2023 10:37 AM  
**To:** Natalie Muharem  
**Subject:** Fwd: [REDACTED] - HD Conversion  
**Attachments:** QFES Establishment Management - Executive Manager Air Operations Position no. 13718.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; Resume - [REDACTED] - March 2023.pdf; Statement of Suitability - [REDACTED] - March 2023.pdf; RE: Review of Higher Duties; 3b\_Higher-classification-conversion-template-letter-[REDACTED] Declined.docx; [REDACTED] - Conversion-checklist-review-of-acting-or-secondment-at-higher-classification...pdf; OBM 177 [REDACTED].pdf; OBM 177 [REDACTED] - Transition.pdf

Morning Natalie,

I'm currently reviewing the attached application and need to confirm that this position is a FRS position and not a RFS position. I am aware this has been bouncing around for some time, however we now need to be definitive.

Whilst I accept and understand the ERVM submissions etc as attached, do we have a HR report (?) that clearly identifies this position as FRS?

This is very important as it would appear that this is the basis of not supporting the HD conversion application for [REDACTED].

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES  
[REDACTED]



---

**From:** Brad Commens <Brad.Commens@qfes.qld.gov.au>

**Sent:** Sunday, March 26, 2023 4:41:30 PM

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**Subject:** FW: [REDACTED] - HD Conversion

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Regards

Brad

Please call if you have any queries

Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**  
**Fire and Rescue Service**

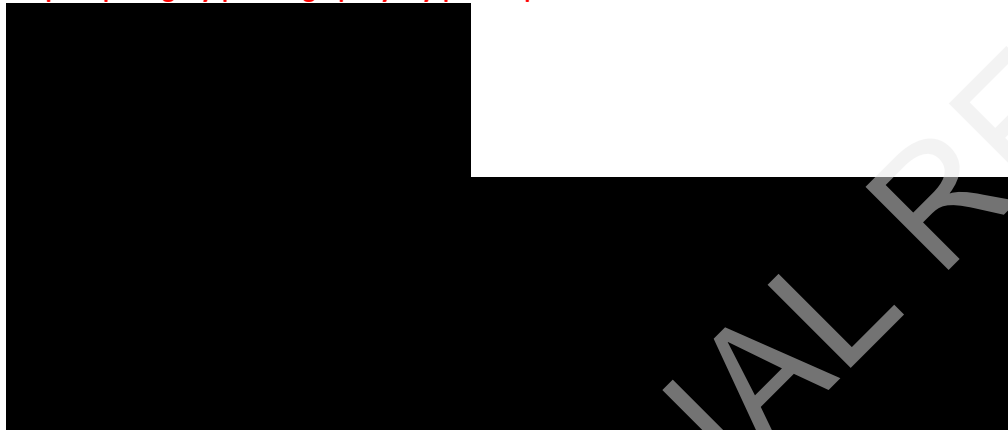
### Queensland Fire and Emergency Services

T: +61 7 3909 4309 | M: contrary to the public interest | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)

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GPO Box 1425 Brisbane QLD 4001, Australia | [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

**Respect | Integrity | Courage | Loyalty | Trust |**



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**Sent:** Thursday, 23 March 2023 5:05 PM

**To:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** contrary to the public interest - HD Conversion

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- [redacted] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [redacted] detailing mandatory requirements
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Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237





Queensland Fire and  
Emergency Services

Contrary to the public interest

Key points:

1. You are not being converted to permanent employment in the higher classification and will continue your current engagement.
2. The reason for this decision is that the origin of this position is that it is a Fire & Rescue SuperIntendent position which you do not hold the qualifications for which prevents your conversion at this time.
3. Additional information about the decision-making framework and your appeal rights is at the end of this letter.

Dear Contrary to the public interest,

Thank you for your submissions received on 07/03/2023 in relation to your request for employment on a permanent basis in the higher classification position of Superintendent, QFES, Fire & Rescue Service that you are currently acting in.

I have considered your request. My decision and response is based on the requirements of [section 120](#) or [section 121](#) of the *Public Sector Act 2022* (the Act) and [Review of acting or secondment to higher classification level \(Directive 03/23\)](#).

Thank you for your performance in the role over the period 20/07/2020 – 30/06/2023.

Unfortunately, I am unable to offer to convert your employment to the position at the higher classification level on a permanent basis because you do not meet the relevant mandatory condition/s of the role (as provided for in the role description)

You will continue to be engaged according to the terms of your existing acting arrangement until a decision is made around the organisation service delivery of the State Air Operations unit.

I have attached additional information about the decision-making framework and appeal rights at the end of this letter. As you have been in the position for more than two years you do have the option to appeal this decision.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie Muharem on 3635 2237.

Yours sincerely

Decision maker

[Address]

QFES RTI FINAL RELEASE

## Additional information

### Decision making framework

This review is conducted in accordance with the [Public Sector Act 2022](#) (the Act) and the [review of acting or secondment at higher classification level directive \(Directive 03/23\)](#).

### Eligibility to request review – section 119 and 120

A public service employee is eligible to request a review if:

- acting at, or seconded to (refer [section 160](#)), a higher classification level in the public sector entity in which the employee is employed (see [section 119\(1\)](#)).
- acting at, or seconded to a higher classification level for a continuous period of at least 1 year (refer to clause 8 of the directive for meaning of continuous period)

A public service employee is not eligible to request review if:

- a casual employee
- a non-industrial instrument employee
- an employee who is acting at, or seconded to, a position that is ordinarily held by a non-industrial instrument employee.

### Decision making – section 120(3) and (4)

The chief executive may decide to employ the employee in the position at the higher classification level on a permanent basis only if the chief executive considers the employee is suitable to perform the role. Clause 9 of the directive provides for the meaning of suitable.

In making the decision, the department's chief executive must have regard to—

- (a) the genuine operational requirements of the public sector entity; and
- (b) the reasons for each decision previously made, or taken to have been made, under this section in relation to the person during the person's continuous period of acting at, or secondment to, the higher classification level.

### Notice of decision – section 120(5)

If the public sector entity's chief executive decides to refuse the request, the chief executive must give the employee a notice stating:

- (a) reasons for the decision
- (b) the total continuous period for which the person has been acting at, or seconded to, the higher classification level in the public sector entity
- (c) how many times the person's acting arrangement or secondment has been extended
- (d) each decision previously made, or taken to have been made, under this section in relation to the person during the person's continuous period of acting at, or secondment to, the higher classification level.

### Appeal rights – sections 194(1)(e), 196(e)

A public sector employee not permanently employed in the position the higher classification level following a review after acting at, or being seconded to, the higher classification level for a continuous period of at least two years may appeal the decision not to appoint at the higher

level. There is no appeal of a one-year review decision not to appoint.

There are procedural requirements, including time limits, under the [Industrial Relations Act 2016](#) that you must fulfil in order to appeal this decision. Refer to the [Appeals directive 04/23](#).

### **Human rights**

Under the [Human Rights Act 2019](#), decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights.

If you consider that a relevant human right has not been taken into account in making this decision, you may make a complaint using your agency's process for making a human rights complaint. If you appeal a decision, you can include information about your human rights complaint.

Further information about your human rights is available: <https://www.qhrc.qld.gov.au/your-rights/human-rights-law>.



## Role Specifications Statement

### Executive Manager, State Air Operations

#### Purpose of specific work area and position

State Air Operations provides air support to ground crews during bushfire or other emergency events through the provision of safe aircraft, trained personnel and relevant aviation resources.

The Executive Manager will provide leadership and manage the effective coordination of Air Operations and work with representatives of portfolio business partners, other Queensland government agencies and local government to coordinate the design and delivery of projects and systems to improve QFES capability to better respond to community impact during emergency events.

You will be responsible for the development, delivery, review and implementation of competency based air operations programs, policy and procedures that ensure the operational readiness required to provide the safe, effective and efficient deployment of air operations resources that support firefighting operations.

We are seeking Expressions of Interest from QFES staff in conjunction with their current operational or equivalent role description (see additional information below).

Only applicants with relevant senior officer operational or equivalent operational experience should apply.

#### Special requirements:

- Demonstrated knowledge and experience of safety management and contemporary rural fire management practices in an aviation context.

#### Primary duties

In addition to the generic role descriptions as prescribed above, the purpose of the Executive Manager, State Air Operations includes but is not limited to:

- Lead and manage the operations and multi-disciplinary team responsible for the delivery of air operations activities and resources ensuring business and legislative objectives and requirements are met.
- Contribute to the development and implementation of air operations service delivery plan and state based emergency aviation resources that meet the requirements of operational readiness.
- Lead and manage the development, review, assessment and implementation of competency based air operations safety programs and training, ensuring alignment with national and industry standards.
- Maintain high-level knowledge and practical application of legislation, state strategies, implementation plans and guidelines relating to Air Operations.
- Support the development and implementation of regional airbases and operations response services ensuring risk management and air operations safety programs.
- Manage human resources, industrial relations and financial management, including procurement and contract management.
- Represent QFES at local, state and national forums relating to aerial firefighting.
- Facilitate capacity for engagement in post event analysis, debriefs and lessons learned, including development of improvement strategies and resolving gaps in operational capacity and/or capability.

#### Additional information

- This role is restricted to internal QFES applicants that must:
  - have detailed knowledge of QFES and operational experience in the Fire and Rescue Service or Rural Fire Service and/or equivalent operational experience within State Emergency Service.
  - hold the rank of substantive Inspector and above or Area Controller and above.
  - Have proven commitment to maintaining competencies and operating in a team environment and will actively participate in an 'On-Call' roster system as required.
- Extensive knowledge of incident management principles and/or coordination centre management principles.



- Knowledge of, or experience working with volunteers and/or within a volunteer organisation.
- Capacity to participate out of hours (i.e. night or weekends) shift roster during disaster operations.
- Incumbent's will be required to travel and work within the area of responsibility and may also be required to undertake intrastate, interstate deployment travel as required.
- This is a day work position and depending on regional requirements may require flexible hours of work to meet functional demands, including working at night on weekends as part of the role.
- Officers appointed to this position will participate in a personal professional development programme developed in conjunction with their supervisor.
- This Role Specification Statement (RSS) is linked to the generic role description, that provides the "key accountabilities" and "capabilities" to be addressed by the applicant. Applicants are strongly encouraged to review this RSS in conjunction with the role description and consider the requirements when preparing their application.

### 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](http://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.

Please refer to the appropriate operational generic role description located on the [QFES gateway](#).

APPROVED / NOT APPROVED  
.....  
Assistant Commissioner  
DATE: 2 / 7 / 20

Contrary to the public interest



## Role Description

### Regional Manager, Rural Fire Service (FSUPIN)

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

### 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

The position of Regional Manager, RFS is responsible for developing strong cooperative working relationships that contribute to an effective, efficient and sustainable approach to rural fire services within the region.

### Key requirements

#### Mandatory requirements

- Eligible to apply for, or hold a current Blue Card; and
- 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

- Demonstrated ability to provide operational leadership and management of large-scale incidents using the AIIMS/IMS methodology.
- Experience in or knowledge of the concepts, strategies and issues associated with managing rural fire service / bushfire prevention and or control organisation particularly in a volunteer environment.
- Demonstrated ability and understanding of best practice policies and procedures when managing a diverse workforce incorporating volunteers, where strategic oversight and coordination has been utilised to assist with the continuity of service delivery and development of operational teams.

- Ability to advise and assist government departments and agencies, local government authorities, indigenous communities and non-government agencies on comprehensive risk management / mitigation strategies, volunteer matters and the development and maintenance of fire response plans.
- Demonstrated success in leading complex projects, along with the ability to lead a multidisciplinary team in the achievement of organisational outcomes.
- Demonstrated analytical, written and presentation skills and the ability to prepare reports, submissions and briefings regarding complex strategic resource management, operational and legislative issues.
- Ability to liaise with other agencies and sectors to ensure government service delivery is contestable, relevant, and effective, provides value for money for the community and meets the needs of the people of Queensland.

## 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:

- Develop and maintain strategic working relationships with internal and external stakeholders that contribute to an effective, efficient and sustainable approach to comprehensive risk management and mitigation within a rural fire context.
- Provide strategic guidance and direction to Area Directors to enhance the planning, implementation, management and evaluation of RFS operations within the region.
- Provide leadership in mitigating the impact of bushfire through the role of the Bushfire Safety Officer in promoting community awareness and education on fire prevention, protection and management.
- Provide expert advice to the Director Operations RFS and other Senior Officers on rural service delivery planning, development of standards, community safety initiatives and other operational issues affecting the region.
- Liaise with the Regional Assistant Commissioner, QFES to provide a cooperative approach to operational issues, community safety, strategic planning and any other issues affecting the region.
- Contribute to the development, implementation and evaluation of strategic and operational plans to ensure proactive rural fire management.

## 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](http://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.

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# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

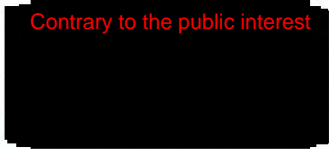
Effective Date: 19/05/2020

Registration No.:

573

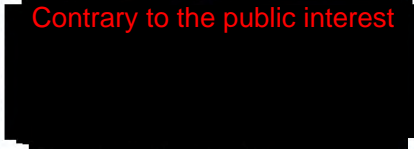
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



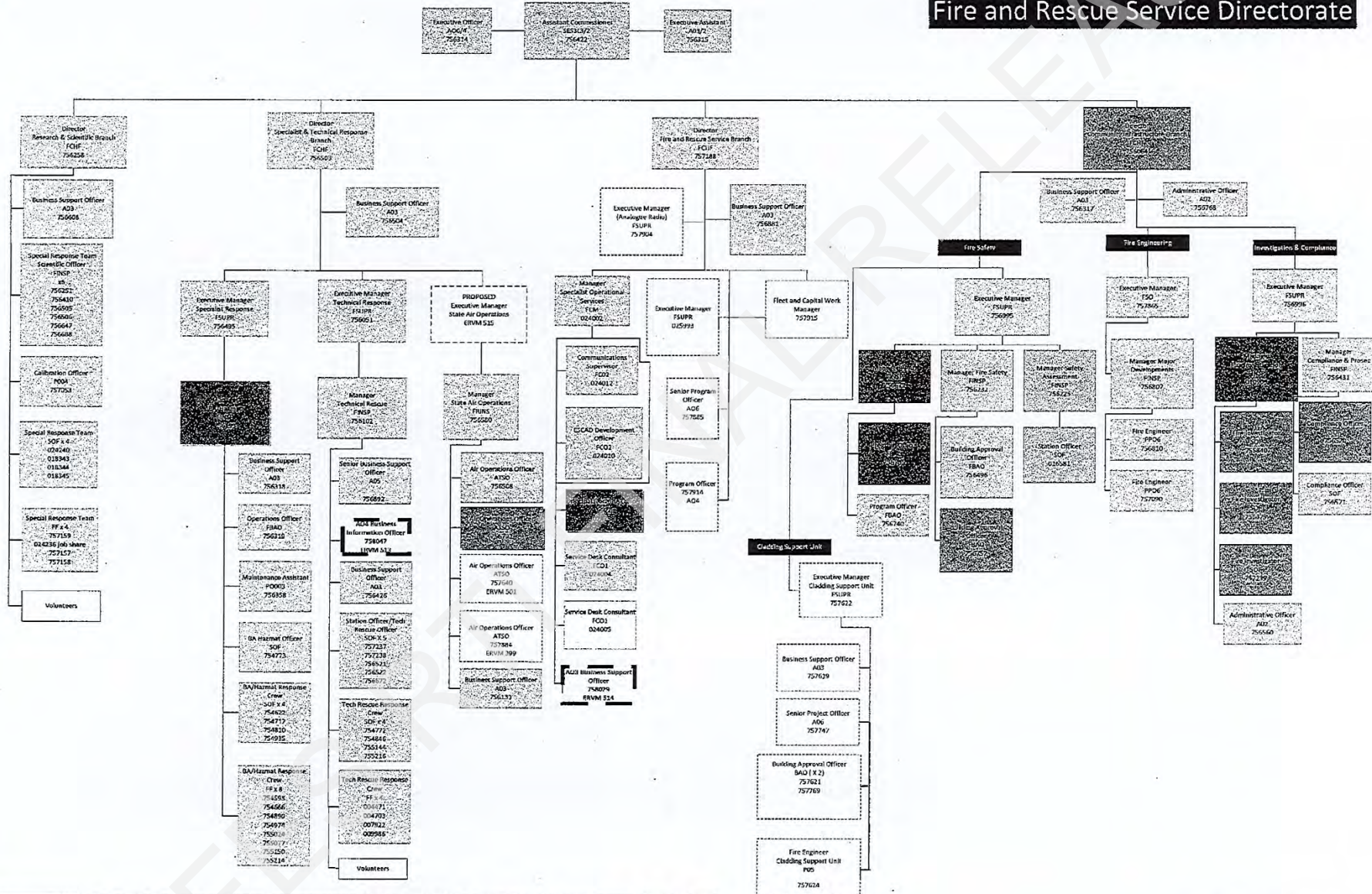
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERVM 30/4/20
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Last Updated 22/06/2020



# Acting or secondment at a higher classification – conversion checklist

Review the status of an employee acting or seconded to a higher classification level under the Public Sector Act 2022 (the Act) and Review of acting or secondment at higher classification level (Directive 03/23).

## Purpose

Use this checklist to assist you as a public sector entity to meet obligations to review the status of an employee acting at, or seconded to, a higher classification level under the *Public Sector Act 2022 (Act)* and the Review of acting or secondment at a higher classification level (Directive 03/23). You should consider:

- if the employee is employed in the entity in which they are acting at, or seconded to, a higher classification level
- if the employee been acting at, or seconded to, a higher classification level for a continuous period of at least one year
- if the employee is considered suitable to perform the role
- the genuine operational requirements of the public sector entity.

The employee must not be a public sector employee who is employed on a casual basis, or a non-industrial instrument employee (such as a senior officer, a senior executive, or chief executive), or an employee who is acting in, or seconded to, a position that is ordinarily held by a non-industrial instrument employee.

You must also consider any previous review decisions and that any decision is [compatible with human rights](#).

## Step one – eligibility for review

To be eligible for review the employee must be an employee in the public sector entity in which they are acting at, or seconded to, a higher classification level. They must also have been acting at, or seconded to, the higher classification level for a continuous period of at least one year. Clause 8 of the review of acting or secondment at a higher classification level directive 03/23 sets out the meaning of continuous period.

<p><b>1.1</b> Is the employee a public sector employee who is currently acting at, or seconded to a higher classification level?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they are not currently acting in, or seconded to, a higher classification level.</p>
<p><b>1.2</b> Is the role at the higher classification level within the same public sector entity in which the employee is employed?</p> <p>Noting that secondments between public sector entities do not meet the conditions for appointment.</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.3</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because the role at the higher classification level is not in the same entity as the employee is employed.</p>
<p><b>1.3</b> Has the employee requested appointment to the higher classification level within the last 12 months?</p>	<p><input checked="" type="checkbox"/> No <b>Go to 1.4</b></p>	<p><input type="checkbox"/> Yes <b>Go to 1.3a</b></p>
<p><b>1.3a</b> Is the employee requesting an additional review due to the role recently become substantively vacant?</p> <p>OR</p> <p>Is the employee requesting an additional review because they consider that they have become suitable to perform the role (in circumstances where a decision was previously made not to convert the employee because they were considered not suitable to perform the role)?</p>	<p><input type="checkbox"/> Yes <b>Go to 1.4</b></p> <p><input type="checkbox"/> Yes <b>Go to 1.4</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months and they do not meet the requirements for requesting an additional request for review.</p> <p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months AND they do not meet the requirements for requesting an additional request for review.</p>
<p><b>1.4</b> Has the employee been engaged at the higher classification for a continuous period of at least one year?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to step 2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have not been acting at, or seconded to, a higher classification level for a continuous period of at least 12 months.</p>

<p>Clause 8 of the directive provides for the meaning of continuous period, inclusive of the following relevant factors:</p> <ul style="list-style-type: none"> <li>unbroken engagement at the higher classification level in the same role, in the same public sector entity</li> <li>inclusion of periods of authorised leave, or absence</li> <li>remuneration at the full rate of the higher classification level during the unbroken engagement.</li> </ul>		
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## Step 2 – suitable to perform the role

To be permanently employed in the position at the higher classification level on a permanent basis, the chief executive must determine whether the employee is suitable to perform the role (as per the meaning provided for in clause 9 of the directive). There is no comparative assessment for this step against other employees. Being suitable to perform the role is the required consideration.

<p><b>2.1</b> Has the employee provided evidence of possessing any relevant mandatory qualification/s (as provided for in the role description)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory qualifications</p> <p><b>Go to 2.2</b></p>	<p><input checked="" type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>
<p><b>2.2</b> Does the employee meet any relevant mandatory condition/s of the role (as provided for in the role description)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory conditions</p> <p><b>Go to 2.3</b></p>	<p><input type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p>

		The notice of decision must include reasons for not converting and the information relied on in making that decision.
<p><b>2.3</b> Is the employee currently the subject of a formal and unresolved performance improvement or discipline process?</p>	<input type="checkbox"/> No  <b>Go to 2.4</b>	<input type="checkbox"/> Yes  The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a>  <b>Not considered suitable to perform the role, go to step 4.</b>  The notice of decision must include reasons for not converting and the information relied on in making that decision.
<p><b>2.4</b> Is the employee currently the subject of any unresolved conduct or performance concerns?</p>	<input type="checkbox"/> No  <b>Considered suitable to perform the role, go to step 3.</b>	<input type="checkbox"/> Yes  <b>Go to 2.5</b>
<p><b>2.5</b> Have the unresolved conduct or performance concerns been raised with the employee in writing and, where relevant, managed in accordance with a relevant directive*?</p> <p>*For example, the directive relating to positive performance management or discipline.</p>	<input type="checkbox"/> No  As the unresolved conduct or performance concerns have not been raised in writing and, where relevant, managed in accordance with a relevant directive, the decision maker cannot rely on the requirement to be suitable to perform the role to refuse conversion for the employee.  <b>Considered suitable to perform the role, go to step 3.</b>	<input type="checkbox"/> Yes  The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a>  <b>Not considered suitable to perform the role, go to step 4.</b>  The notice of decision must include reasons for not converting and the information relied on in making that decision.



### Step 3 – considering whether to permanently employ the employee in the higher level classification

In making a decision, the decision maker must have regard to the genuine operational requirements of the public sector and reasons for decisions previously made (if any) – see section 120(4) of the Act.

The decision maker may consider the information in the following table when deciding whether there may be genuine operational requirements not to employ the employee in the position at higher level classification on a permanent basis.

When deciding the request, the decision maker must also have regard to the reasons for each decision previously made, or deemed to have been made, in relation to the employee during their continuous period of acting at, or being seconded to the higher classification level under section 120 of the Act.

<p><b>3.1</b> Have any previous reviews been conducted under section 120 of the <i>Public Sector Act 2022</i>?</p>	<p><input type="checkbox"/> Yes</p> <p>Include details of the consideration of previous review decisions under section 120 of the PS Act in the decision letter.</p> <p><b>Go to 3.2</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.2</b></p>
<p><b>3.2</b> Is the employee engaged to fill a temporary need arising because another employee is absent for a known period? Examples of absences for a known period include approved leave (including parental leave) and secondment.</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.3</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.3</b></p>
<p><b>3.3</b> Is the employee predominantly required to perform work necessary to meet an unexpected short-term increase in workload? For example, has the employee been engaged to meet an unexpected increase in workload for disaster management and recovery?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.4</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.4</b></p>
<p><b>3.4</b> Is the employee engaged to perform work for a particular project or purpose that has a known end date?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.5</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.5</b></p>

<p><b>3.5</b> Are there any other genuine operational requirements that are relevant to the decision about employing the employee permanently to the higher classification role?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.6</b></p>	<p><input type="checkbox"/> No</p> <p><b>Go to 3.6</b></p>
<p><b>3.6</b> Considering your answers to questions 3.2 to 3.5 and any other relevant factors, do the genuine operational requirements of the entity support employment of the employee in the position at the higher classification on a per?</p>	<p><input type="checkbox"/> Yes</p> <p>The genuine operational requirements of the entity support employment of the employee permanently to the position at the higher higher classification level.</p> <p>[Insert link to template letter approving conversion]</p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p>	<p><input type="checkbox"/> No</p> <p>The genuine operational requirements of the entity do not support employment of the employee permanently to the position at the higher classification level at this time.</p> <p>[Insert link to template letter declining conversion]</p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p> <p><b>Go to step 4</b></p>

## Step four – Human rights assessment

Under the *Human Rights Act 2019* (HR Act), decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights. Where a decision maker decides not to offer to convert a non-permanent employee's employment to a permanent basis, a human rights assessment should be undertaken and documented in accordance with the HR Act. Additional information and guidance can be found at [human rights resources](#).

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2008 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	<small>Contrary to the public interest</small>	Employee number:	<small>Contrary to the public interest</small>
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome must be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

### Placement History

**Contrary to the public interest**



ATTACH PSC CHECKLIST

Outcome (Manager/HR)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>All reasons to be documented.</i>	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as I believe that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave [redacted] in the acting role. He considers that the UFUQ and SOU may contest the review if it is progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure. [redacted] 26/03/2023		
HR Comments:	HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate and holds the ranking of FR SuperIntendent.		
Name of Reviewer:	Natalie Muharem	Employee No:	[redacted]
Signature:	[redacted]	Date:	21/03/23
Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:		Position Title:	
Classification:		Branch:	
Directorate:		Division:	
Probation Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	
Name:		Signature:	
ERVM Approval			
Convert employee to higher classification:	<input type="checkbox"/> Endorsed	ERVM Date	
Name:	Name:	Name:	
Signature	Signature	Signature	
Date	Date	Date	



QFES RTI FINAL RELEASE

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2008 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	Contrary to the public interest	Employee number:	Contrary to the public interest
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome must be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

### Placement History

**Contrary to the public interest**



ATTACH PSC CHECKLIST

Outcome (Manager/HR)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>All reasons to be documented.</i>	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as I believe that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave [REDACTED] in the acting role. He considers that the UFUQ and SOU may contest the review if it is progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure.		
HR Comments:	HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate and holds the ranking of FR SuperIntendent.		
Name of Reviewer:	Natalie Muharem	Employee No:	[REDACTED]
Signature:	[REDACTED]	Date:	21/03/23
Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:		Position Title:	
Classification:		Branch:	
Directorate:		Division:	
Probation Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	
Name:		Signature:	
ERVM Approval			
Convert employee to higher classification:	<input type="checkbox"/> Endorsed	ERVM Date	
Name:	Name:	Name:	
Signature	Signature	Signature	
Date	Date	Date	



QFES RTI FINAL RELEASE



## QFES Establishment Management

**Category (please x)**     Permanent                       Temporary                       Casual

- \*Create new permanent position
- \*Create new Over-established position

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

- \* Over-established position extension (*Inc. extension of incumbent if applicable*)

### Advertising

- Smart Jobs and Careers Website (permanent positions/or temporary positions greater than 12 months)
- EOI (positions over 3 months but less than 12 months)
- Exemption to advertise and appoint on merit

### Position Details

<b>Position Title</b>	Executive Manager Air Operations		
<b>Position No.</b>	<b>13718 (from TEM Inspector position)</b>	<b>Classification</b>	Superintendent
<b>Have multiple classifications been considered?</b>		<b>No – Existing FRS position number</b>	
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Over Establishment, - Re assigned Inspector position from TEM closure</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>Budget to be transferred from TEM Inspector FTE (Pos No.: 13718) to be transferred to State Air Operations Unit.</b>

\* Funding source (e.g.: Externally Funded, BAU Budget, BAU Salaries Underspend, Project)

<b>Position Title</b>	Manager Support – Air Operations		
<b>Position No.</b>	TBC	<b>Classification</b>	Inspector
<b>Have multiple classifications been considered?</b>		<b>Yes</b>	
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Over Establishment</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>BAU Budget</b>

<b>Position Title</b>	Operations and Compliance Officer (ATSO)		
<b>Position No.</b>	026299	<b>Classification</b>	ATSO
<b>Have multiple classifications been considered?</b>		<b>No</b>	
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Current Over Establishment to 15/5/2020, Ongoing extension is a priority.</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>BAU Budget</b>

<b>Position Title</b>	RPAS officer Air Operations		
<b>Position No.</b>	02867	<b>Classification</b>	RPAS officer
<b>Have multiple classifications been considered?</b>	Yes		
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Over Establishment to 30/9/2020</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>BAU Budget</b>

<b>Position Title</b>	Senior Business Support Officer - Air Operations		
<b>Position No.</b>	010747	<b>Classification</b>	Upgrade AO3 to AO5
<b>Have multiple classifications been considered?</b>	No		
<b>Branch/ Unit</b>	<b>Air Operations</b>	<b>Role Status (FT)</b>	<b>Upgrade existing position from AO3 to AO5</b>
<b>Region/Directorate</b>	<b>Fire and Rescue Service Directorate</b>	<b>Location</b>	<b>Kedron</b>
<b>Cost Centre</b>	<b>6899236</b>	<b>Funding Source *</b>	<b>Currently FTE</b>

### Employee Details

<b>Name</b>	Contrary to the public interest		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

<b>Name</b>	Superintendent position – Currently Inspector position filled by Contrary to the public interest		
<b>Employee Number</b>	TBA	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT FTE 13718
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

<b>Name</b>	Various (Superintendent, Inspector, ATSO & RPAS)		
<b>Employee Number</b>	TBA	<b>Full time/Part Time (if PT, note hours/fn)</b>	FT
<b>Proposed Start Date</b>	1 May 2020	<b>Proposed End Date (if Applicable)</b>	Ongoing

**Contact Officer:** AC Neil Gallant  
*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone:** 3635 1955

<b>Reason for Request/Impact if not approved</b>
--

## Background

The State Air Operations Unit (SAOU) for Queensland Fire and Emergency Services originated in 2005 through Commissioner direction to establish a means of coordinating aviation assets within QFES activities. Initially two Fire and Rescue staff members were allocated to the unit.

Since that time, the SAOU has raised its profile and established a greater aviation capability recognised within the organisation as an essential response asset(s) to bushfire and other emergency activities including disaster response.

The staffing level involved increased in 2011 to a Rural Fire Service Inspector and two Air Operations Officers (RFMO-2 Level). In 2018 the Unit was able to include an over-established position for another Air Operations Officer due to the complex nature of the aviation capability, allowing for a division of the unit into portfolios as, but not limited to;

- Operations and Compliance
  - Responsible for ensuring the operational readiness and compliance with organisational and regulatory requirements of aviation for emergency response. Included in this portfolio is coordination with Regions in planning and gap analysis of capability both aircraft and specialist. As well as consultation and coordination with Commercial Aircraft operators for their resources.
- Training
  - Responsible for the development, review, implementation and facilitating of all aviation related courses, accredited and complimentary. The compliance with RTO requirements and processing as well as coordination with Regions on refresher and competency maintenance requirements is integral to this role.
- Innovation and Technology
  - Responsible for the research, development, integration and facilitation of equipment, software and concepts relating to aviation resourcing.

In mid-2019 the SAOU was also tasked to coordinate the state level QFES internal capability for Remotely Piloted Aircraft Systems (RPAS) and generated an over-established position (at RFMO-2 level) to manage the implementation and integration of unmanned aircraft into the QFES response.

## Issues

The growth of the State Air Operations Unit in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner.

The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The level of aviation involvement in both fire and severe weather seasons has been on a steady incline. The following table represents the amount of investment in aircraft, hours flown per year, and the comparison to the current fire seasons activities. The trend is that the amount of aircraft usage will only increase to a level that is labour intensive to sustain and requires an extra element of coordination and support to be able to meet the growth.

In addition, the administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 4/12)	\$30.1 Million	6690	1648 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.
- 2019-20 involved a dramatic increase in fire weather behaviour due to several surrounding weather phenomenon occurring at one time. This made for an extended and severe weather pattern over much of Australia condensing in the southern half of Queensland and Northern half of New South Wales. The responses experienced by QFES increased dramatically and hence the current expenditure and dispatch figures. The Bureau of Meteorology is advising that although weather patters are on the incline, the season just experienced is not considered to be common.

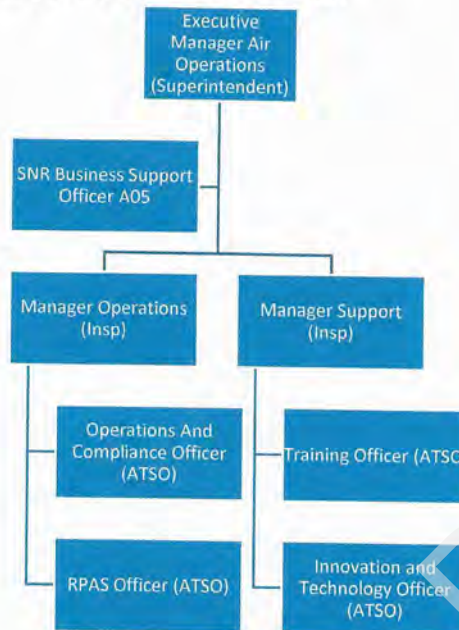
**Opportunities**

The Fire and Rescue Service Directorate has been made aware of an Inspector level Full Time Equivalent (FTE) position within Training and Emergency Management (TEM) that has become available. This FTE is Position Number: 13718 in Lattice, or 756384 in Aurion.

Relocating this FTE to State Air Operations Unit and upgrading to a Superintendent rank would alleviate some organisational issues with the current FTE cap in effect and allow for appropriate budgeting to support the increase of staff within the unit.

The following Options are expected to manage the aviation capability appropriately with the mechanisms in place to provide operational and support functions.

**Option One – Executive Manager, Two Arms - Coordination**



The inclusions from the current SAOU staff model is:

- 1 x Executive Manager
  - Superintendent level position, sourced from the existing Inspector position at TEM.
  - Responsible for the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.
- 1 x Manager - Support
  - Inspector level position.
  - Responsible for either the Operations profile or Support profile of the unit.
- Senior Business Support Officer upgrade to A05.
  - Report directly to the Executive Manager.
  - Inclusion of documentation support with MECS and EBN editing capability and proficiency.

The justification behind Option 1 is to allow for concerted focus on the different aspects of the aviation capability.

**Operations Arm**

Under the Operations profile, the Manager Operations will facilitate and promote the operational and compliance requirements of the capability, whilst also coordinating RPAS within the organisation.

This arm of the unit will be directly responsible for the oversight and management of;

- NAFC Contracted Aircraft Fleet
  - Dispatch and Management of the aircraft contracts
  - Planning and forward staging of the fleet response.
  - Rostering and coordination of 60+ airborne and ground crew personnel for the airbases.
- Call When Needed compliance
  - Standing Offer Arrangement management for the 40+ Commercial aircraft Operators, and 140+ accepted aircraft.
- Operational rostering and coordination with the SOC during activated periods.
- Management of RPAS requirements for the organisation

- Manager Operations expected to be QFES Chief Remote Pilot.
- RPAS Officer expected to be the QFES Chief Maintenance Controller.
- Coordination, currency and accountability for 180+ Remote pilots and 40+ RPAS devices.

#### **Support Arm**

Under the Support profile the elements of training and equipment/technology/innovation are to be managed. Operational requirements are gauged against current and future technology, as well as the knowledge enhancement of specialist personnel.

This arm will be responsible for the oversight and management of;

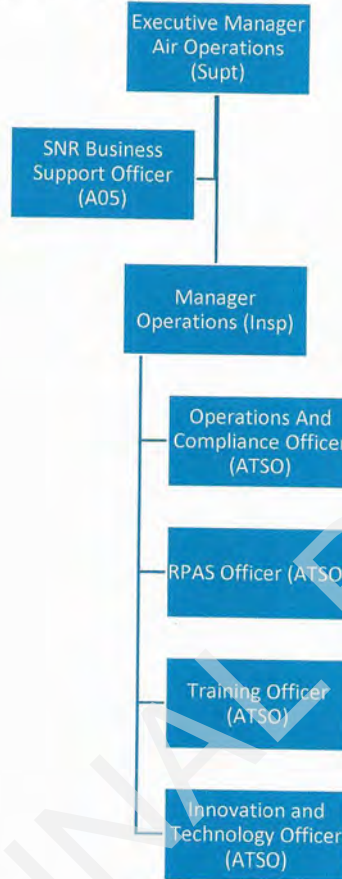
- NAFC Contracts
  - Consultation with Operations Arm and Regions for positioning and provision of future NAFC fleet.
  - Coordination through NAFC for the procurement of the Queensland contracts
  - Facilitation of the airbase support at required locations.
- Training
  - Refresher and certification training for existing 60+ air and 300+ ground crews.
  - Review and development of training courses with RTO consultation.
  - Facilitation of training courses, both new and refresher.
- Equipment
  - Management of equipment requirements for airbase standardisation.
  - Management of existing airbase locations for serviceability and operational readiness.
  - Establishment of equipment needs in alignment with operational response plans.
  - Procurement of equipment and consumables for state caches.
  - Policy and process review and/or development for new or existing equipment.
  - Management of state-owned equipment and tech for continued operational readiness and BAU activities.
- Innovation
  - Research and development of new products, processes, or modified equipment and technology for consultation with the Operations Arm.
  - Procurement and concept testing of new technology or innovation, in consultation with Operations Arm and Regions.
  - Policy and procedure for new equipment and/or technology.

#### **Staffing**

Each Arm of the Air Operations Unit is intended to have an Inspector level manager and two Rural Officer 2 (SO / RFMO2) level subordinates. This is considered a minimum staffing level to fully manage the aspects of each Arm, and allow for appropriate coordination, consultation, expenditure and reporting outcomes to be effectively managed and reported to senior management.

This is the preferred staffing model outcome to appropriately manage the current aviation growth within QFES and allow for the ability to forecast and adequately manage the future growth potential for the capability within QFES.

Option Two – Executive Manager, Current Air Ops Staffing



Option two includes a dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. Additionally, the AO3 position currently existing in the SAOU would be intended to be upgraded to an A05 and report to the Executive Manager.

The current responsibility of the unit is unchanged, with the overarching direction, reporting and financial management being coordinated at a higher senior officer level.

This option is not recommended due to the ability to coordinate current issues and growth but will not manage the continuous growth and responsibility of the SAOU in the Medium to Long term.

**Recommendation**

The SAOU is experiencing growth in the last 18 months not ever seen before. The recognition of aircraft usage within the organisation has increased and the staffing model to support this has not changed substantively to respond to the growth.

Options two is not recommended due to the longer term forecast for aviation usage and required resourcing being unmanageable for the SAOU in the medium to long term.

Approve Option one as the preferred staffing model.

Supported/Not Supported: HR Business Partner \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

HR Business Partner Comments if not supported

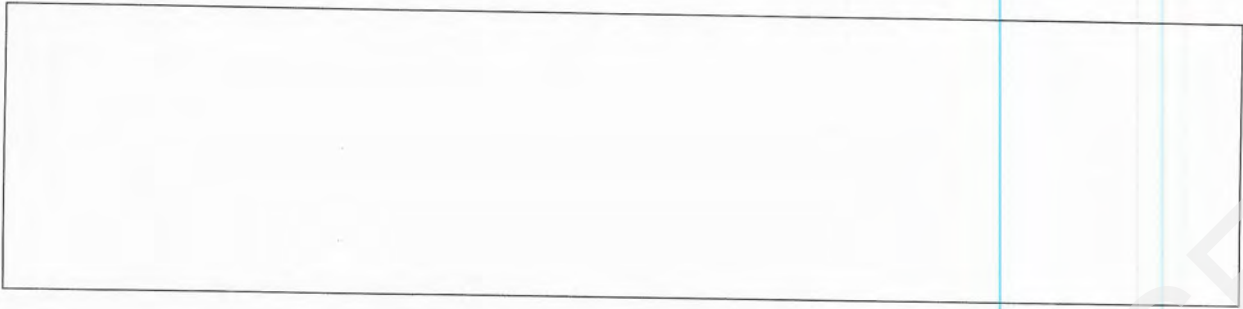
**Funding availability confirmed, and submission is:**

**Contrary to the public interest**

**Endorsed / Not Endorsed**  
Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate  
2/12/2019

**Advice on alignment with the strategic intent of the new organisational model  
(For Service Alignment Unit only)**





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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Mike Wassing AFSM**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_

**Approved / Not Approved**

\_\_\_/\_\_\_/\_\_\_



Contrary to the public interest

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## Wanda Kropp

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**Subject:** Meeting to discuss Air Ops Exec Manage EBN  
**Location:** Commissioner's Boardroom

**Start:** Tue 16/01/2024 1:00 PM  
**End:** Tue 16/01/2024 1:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Commissioner QFES  
**Required Attendees:** Stephen Smith (QFES A/ Commissioner); Brooke Gowland; Kevin Walsh (QFES Acting Deputy Commissioner); Neil Francis; Peter Hollier  
**Optional Attendees:** Commissioner Boardroom; Samantha Morrison; DC CSS

18/12 – Documents relating to the matter have been attached. Please review prior to the meeting on Thursday.  
Thanks, Sam

Hi all,

This meeting is to discuss the EBN regarding the Air Ops Exec Manager position and find a suitable resolution on the matter.

EBN is attached, supporting paperwork will be distributed in due course.

Attendees:

- CQFES
- CoS
- DC FRS
- CO RFS
- AC RFS
- AC FRS

Location: Commissioner's Boardroom

In person attendance is preferred - please advise if you will need to dial in.

## Wanda Kropp

---

**From:** Corro QFES FRS AC  
**Sent:** Tuesday, 19 September 2023 8:25 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Neil,

As discussed, please see below HR advice from Kylie Watson regarding the dual classification of the Executive Manager State Air Operations Unit position.

Kind regards,  
Cody

### **Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Monday, 28 August 2023 4:41 PM  
**To:** Kylie Watson <Kylie.Watson@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for the below advice and yes, I can confirm a work value review will be completed for the Air Operation roles.

Kind regards,  
Cody

### **Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**



*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](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Sent:** Monday, 28 August 2023 8:24 AM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

Thank you for adding in the further information on how the role will be filled in the future. The contents are good for me.

I note that CA22 (schedule 3), advises that Air Operations roles will have a work value review (JEMS or similar implemented during the life of the agreement. I imagine this will include all roles, which the Executive Manager would also be included?

Kind Regards

**Kylie Watson**

Senior HR Advisor, Brisbane Region

Strategy & Services Branch | QFES People

---

M [REDACTED] E [Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)

---

**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Friday, 18 August 2023 3:55 PM  
**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for your feedback and time on the telephone this afternoon.

Please find attached a copy of the updated brief for your consideration.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Sent:** Thursday, 17 August 2023 12:54 PM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

In addition to the below, I believe the Air Operations roles will be part of the Work Value Reviews. Will this include the Executive Manager and Manager? If so, should that be included in the EBN, that the roles will be reviewed?

Kind Regards

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

---

**From:** Kylie Watson

**Sent:** Thursday, 17 August 2023 11:27 AM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Morning Cody

Thank you for sending through. Currently I don't exactly concur with the contents of the brief, it has however been raised with HR as part of the consultation process.

With the recommendations, I don't believe it goes into enough detail of how this will be managed going forward (and whether that needs to be spelt out in an earlier section). For example applying for future vacancies, will this mean if the role becomes permanently vacant it will be advertised to RFS and FRS and whoever is successful will be appointed and the position would then be updated. Will it also be open to PS employees, who would then be appointed as RFS? Or is the thought if the role is permanently vacant, it will only be offered in the future on rotation (similar to Commissioners Staff Officer, or MLO). If Contrary to the public interest takes leave or relieves, the brief refers to temporary opportunities, is this the temporary opportunity being referenced, that it will be open for all, and dependent on the successful applicant would be RFS or FRS?

Also has there been thought with regards to this role and Air Operations Unit and the new QFD? Will there be change?

Does the Together RFS union need to be consulted in this?



The EBN also does not go into why this role should be a dual classified role. The various ERVM's and EMM's do not provide that level of detail either on why this should be a dual role, other than providing opportunities to employees. A role either requires Station Officer (FRS) qualifications or it does not. An FRS can still apply for a RFS position, so opportunities are still there. From my (albeit very limited understanding of Air Operations), I had thought Air Operations was more based in Rural Firefighting, as opposed to structural firefighting that FRS are more aligned to. However I am obviously not an Air Operations expert (or RFS/FRS). The EBN discusses the number of requests to assist did these include both rural and non rural related tasks? Is this why the request is for dual? The ERVM advises that the EM is responsible for the overall direction and reporting of the Air Ops unit, providing the conduit for reporting up and accountability of the unit actions, response and coordination, and the position carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

The Manager Air Operations became RFS in 03/03/2008, so the history of the unit and its growth since then has been under RFS. It appears that an FRS employee who had been relieving in the Manager role was permanently appointed at that time (04/2008) and was appointed as an RFS Manager.

The ERVM that was approved, that the brief references by saying it was approved as dual, the only reference to that is in the classification box, where it has RFS/FRS.

I believe there needs to be further information detailing why this role should be considered dual classified.

Cheers

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

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---

**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Monday, 14 August 2023 4:09 PM

**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Please find attached a copy of the draft Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position for your consideration.

May I please confirm if you concur with the contents of this brief?

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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QFES RTI FINAL RELEASE

## Wanda Kropp

---

**From:** Neil Francis  
**Sent:** Wednesday, 4 October 2023 5:05 PM  
**To:** Natalie Muharem; Abby Blair; Corro QFES FRS AC  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN 2122-2023 Clarification

Afternoon Nat, Abby and Cody,

As per below request from Brooke, can I pls ask that any information be provided in support as per the request?

ERVMC approved 'pending position' the submission for the dual classification of the role on about mid June 2020 (submission Number 573).

I'm unaware of any DC consultation before this submission was submitted, or any union consultation until the recent series of events which were raised by the QFR SOU.

I do understand that further discussions were taken off line between DC Roche and DC Wassing, but again unsure exactly what that was or any outcomes.

Nat, can you pls confirm the right process was followed?

Abby/Cody, any info in our records regarding DC and union consultation would be appreciated?

Thanks

Neil

Kind Regards,

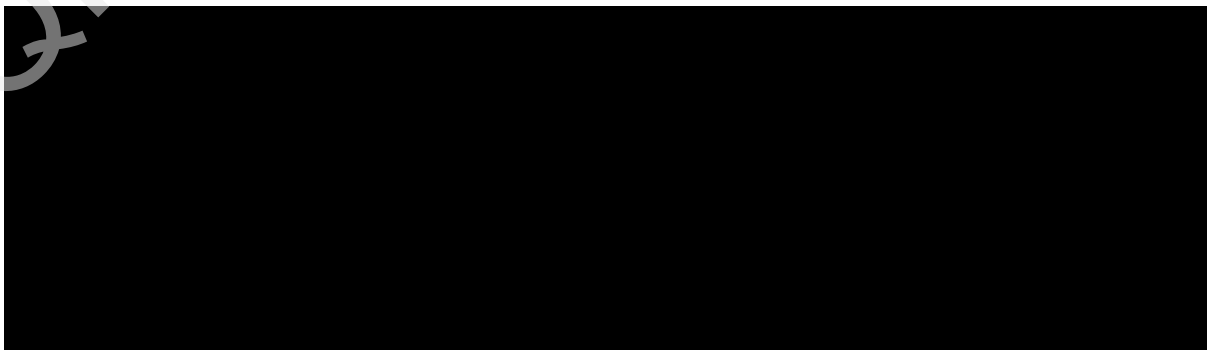
**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

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---

**From:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Sent:** Friday, 29 September 2023 4:19 PM  
**To:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
**Subject:** RE: EBN 2122-2023 Clarification

Good afternoon,

The Commissioner is meeting with TQ on 13 October. Can I please ask to have an update on this matter and any necessary background to what has occurred ahead on the meeting.

I am on leave next week, however it would be good to have the information provided by 10 October.

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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---



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**From:** Brooke Gowland  
**Sent:** Thursday, 21 September 2023 8:17 AM  
**To:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi all,

Thanks for looking into this. I have received multiple documents on the matter and its clear there is a detailed background to the matter.

Can I ask that before action is taken, that the matter is revisited and ensuring that all processes have been followed as needed, i.e. ERVMC approval, DC Consultation and Union consultation if needed.

For some context, we have had a union request a meeting with the Commissioner on some matters, one of which is this and I would like to ensure we have a clear understanding of the situation and have followed required processes. The meeting date is still to be arranged however is likely to be in about 2 weeks time.

Thanks

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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---

**From:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 6:37 AM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>; Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi Neil,  
Can you please retrieve the ERVM Minutes regarding this item. I spoke to A/DC Greenfield yesterday who advised that it had been rejected at ERVM. There has been considerable discussion regarding this issue over many years so would like to understand how all positions have become fully RFS when to my knowledge that was never the intention.  
Regards John

---

**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Tuesday, 19 September 2023 9:05 AM  
**To:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Morning Brooke,

Please see attached ERVMC submission that relates specifically to the EM role being dual classified for FRS and RFS.

This matter was raised by the SOU and several meetings occurred in explaining the process and current situation of being dual classified with the provision that any vacancy over 2 weeks (HCOM) will be EOI'd for FRS and RFS to apply.

As part of CA22, 'Air Operations roles' will go through a work value review. Kylie's feedback is attached.

I'm not able to advise on the DC consultation point in detail however I understand that conversations occurred.

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

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---

**From:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Sent:** Monday, 18 September 2023 6:00 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

**Subject:** EBN 2122-2023 Clarification

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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## Wanda Kropp

---

**From:** John Cawcutt  
**Sent:** Tuesday, 3 October 2023 12:29 PM  
**To:** Neil Francis  
**Subject:** RE: EBN 2122-2023 Clarification

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Abby might be able to help you with this one.  
Regards John

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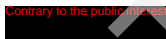
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**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
**Subject:** RE: EBN 2122-2023 Clarification

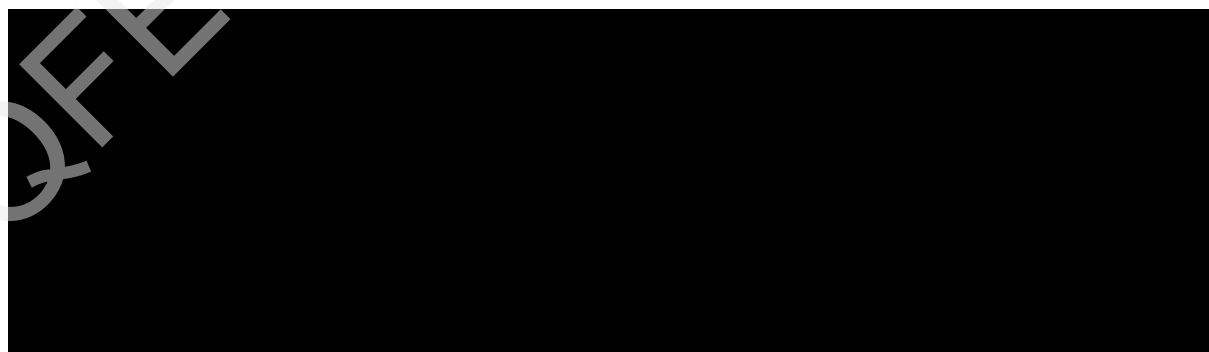
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Thank you

**Brooke Gowland**  
Chief of Staff | Office of the Commissioner  
**Queensland Fire and Emergency Services**  
P 07 3635 3912 | M   
Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001



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Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>; Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
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Morning Brooke,

Please see attached ERVMC submission that relates specifically to the EM role being dual classified for FRS and RFS.

This matter was raised by the SOU and several meetings occurred in explaining the process and current situation of being dual classified with the provision that any vacancy over 2 weeks (HCOM) will be EOI'd for FRS and RFS to apply.

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I'm not able to advise on the DC consultation point in detail however I understand that conversations occurred.

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**Neil Francis**

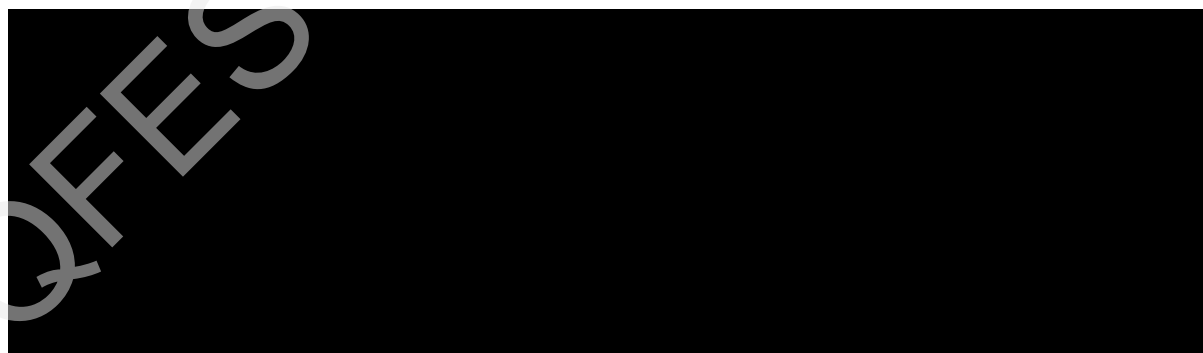
Acting Assistant Commissioner

Fire and Rescue Service Directorate

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**Sent:** Monday, 18 September 2023 6:00 PM

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**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES

Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

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**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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## Wanda Kropp

---

**From:** Brooke Gowland  
**Sent:** Tuesday, 19 September 2023 10:12 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC; John Cawcutt; QFES Commissioner Staff Officer  
**Subject:** RE: EBN 2122-2023 Clarification

Good morning,

Thanks for the information, I will review. It's still unclear however if/when the industrial bodies were consulted?

Can you please confirm.

### Brooke Gowland

Chief of Staff | Office of the Commissioner

Queensland Fire and Emergency Services

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---

**From:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Tuesday, 19 September 2023 9:05 AM  
**To:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
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Thanks

Neil

Kind Regards,

**Neil Francis**

Acting Assistant Commissioner

Fire and Rescue Service Directorate

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**From:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Sent:** Monday, 18 September 2023 6:00 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

**Subject:** EBN 2122-2023 Clarification

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

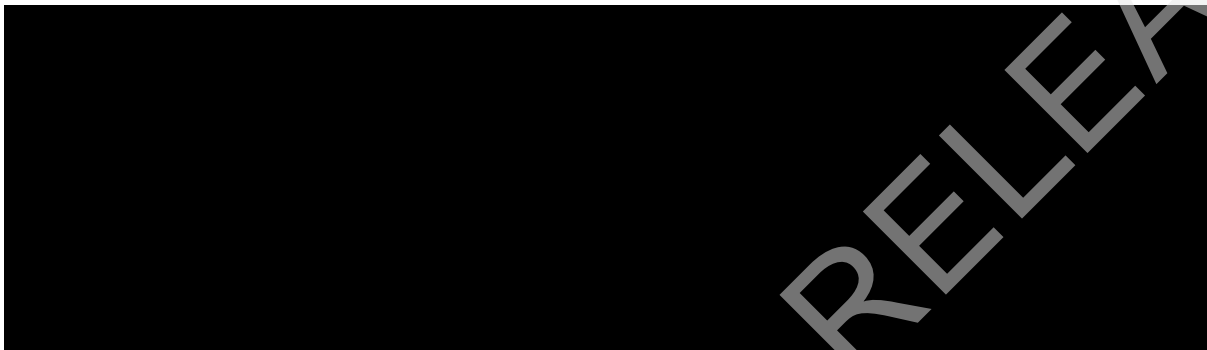
Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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QFES RTI FINAL RELEASE



# Executive Briefing Note



Requested by: Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

Critical  Urgent  General

Briefing note for approval  Briefing note for information

MECS #: 2122-2023

File #: QFS/15952

To: Commissioner, Queensland Fire and Emergency Services

Subject: Dual classification of the Executive Manager, State Air Operations Unit position

Date: 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.



9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

**10. Recommendation**

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**From:** Brooke Gowland  
**Sent:** Monday, 18 September 2023 6:00 PM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC; John Cawcutt; QFES Commissioner Staff Officer  
**Subject:** EBN 2122-2023 Clarification  
**Attachments:** EBN Air Ops Exec Manager Dual Classification.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M contrary to the public interest

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**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest		Full time/Part Time (if PT, note hours/fn) FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

**Contact Officer:** Martin Gibson  
(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

Registration No.:

571

**5. Reporting**

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

**Contrary to the public interest**

Neil Gallant  
 Assistant Commissioner  
 Fire and Rescue Service Directorate

22/6/20



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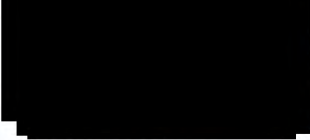
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Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

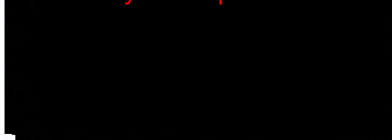


**Adam Stevenson**  
Acting Deputy Commissioner  
Chief Strategy Officer  
Strategy and Corporate Services

Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



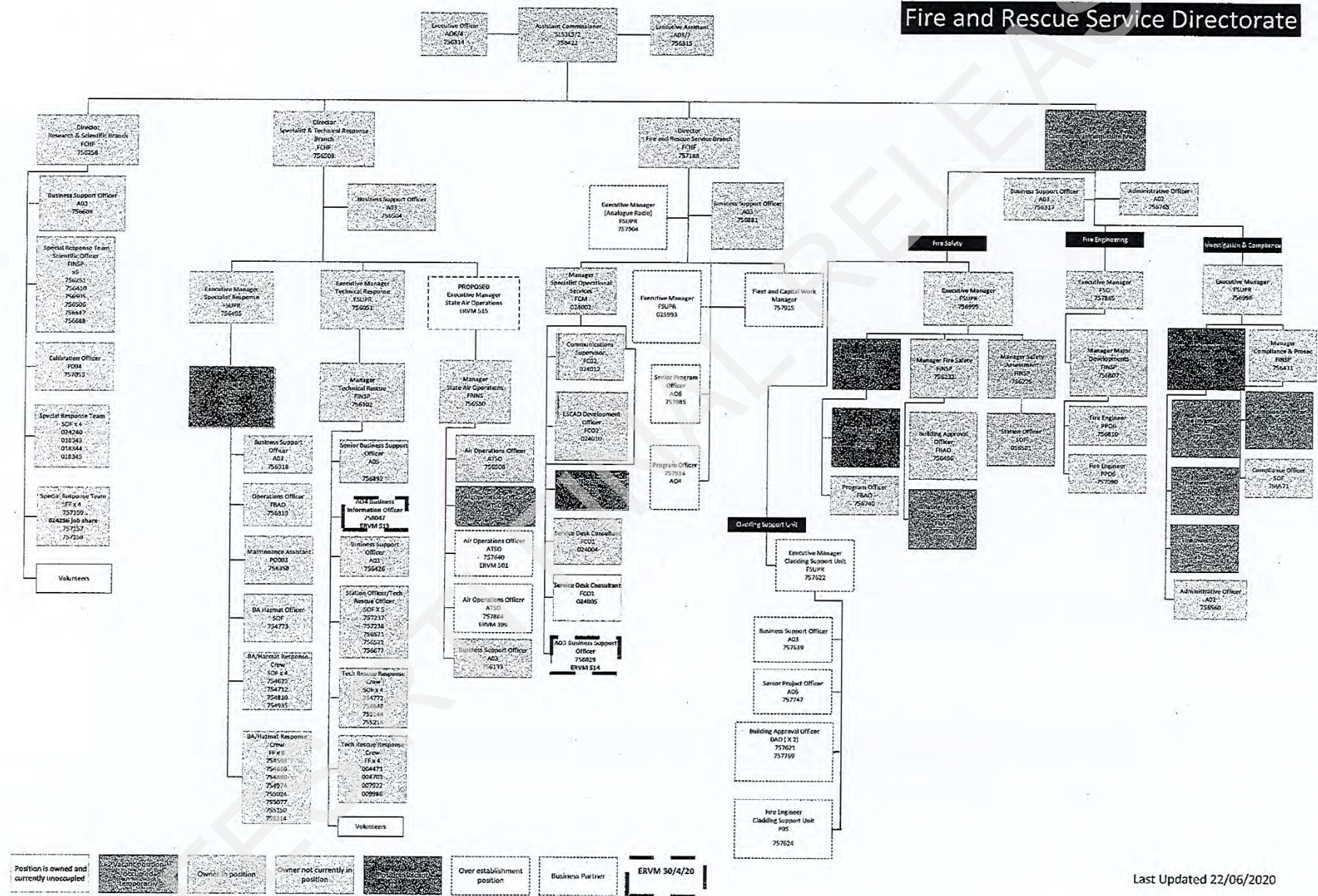
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# Fire and Rescue Service Directorate



Last Updated 22/06/2020

# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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**Form**

Effective Date: 19/05/2020

Registration No.:

572

**Employee Details**

Name	[Redacted]		
Employee Number	[Redacted]	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

**Contact Officer:** Martin Gibson  
(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** [Redacted]

**Reason for Request/Impact if not approved**

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

**Currently, the activities of the RPAS integration Officer are:**

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

**Future role requirements are fulfilled in Two categories:**

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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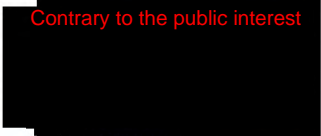
Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

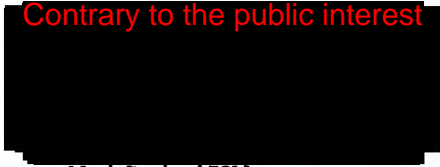
572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



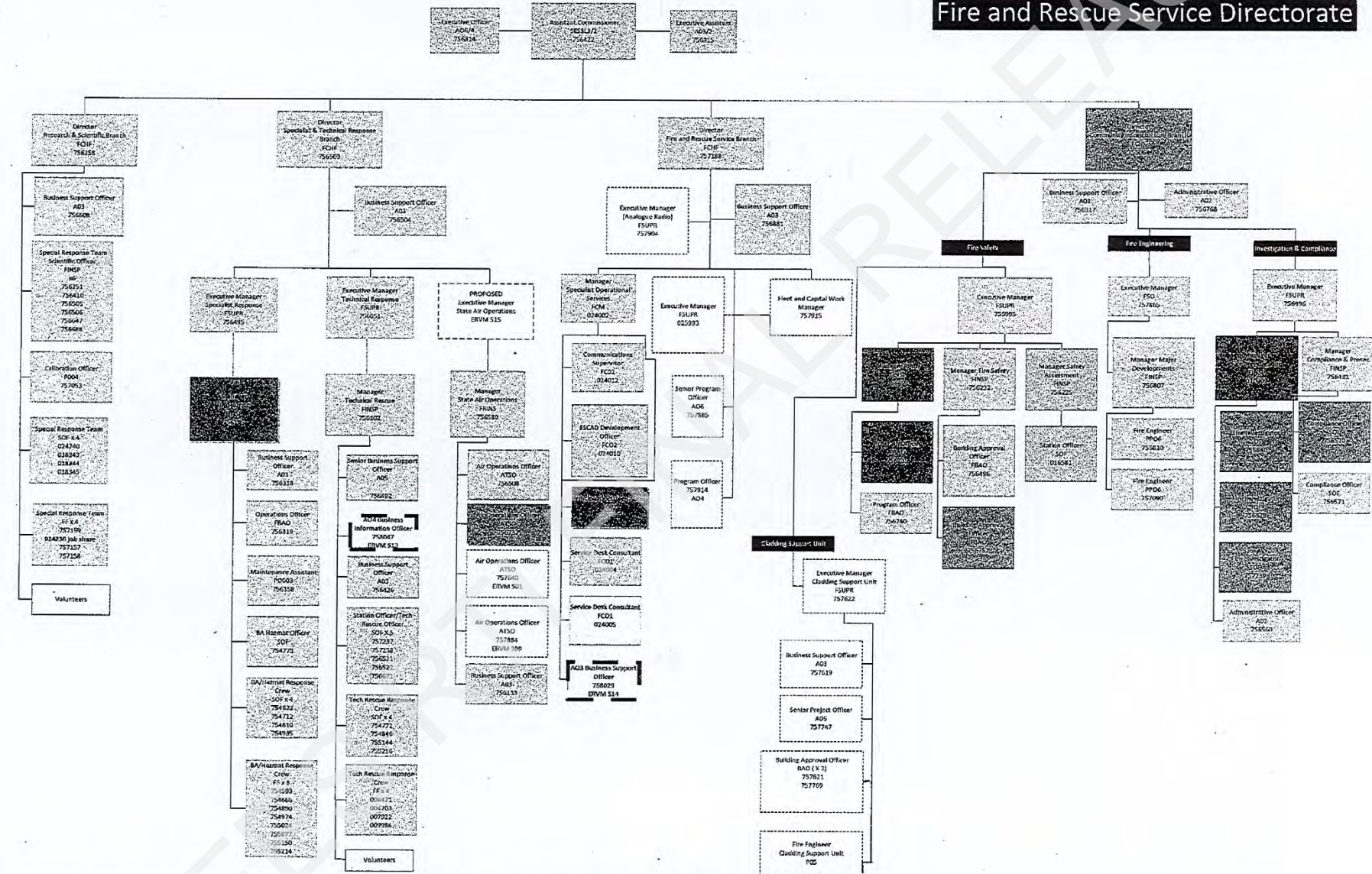
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# Fire and Rescue Service Directorate



Position is owned and currently uncoupled  
 Owner in position  
 Owner not currently in position  
 Over establishment position  
 Business Partner  
 ERVM 30/4/20

Last Updated 22/06/2020

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
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- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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Page 3 of 4



# Form

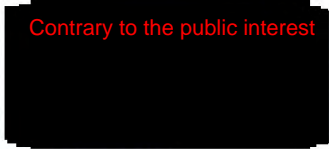
Effective Date: 19/05/2020

Registration No.:

573

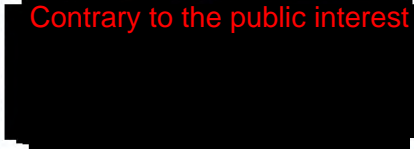
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



UNCLASSIFIED

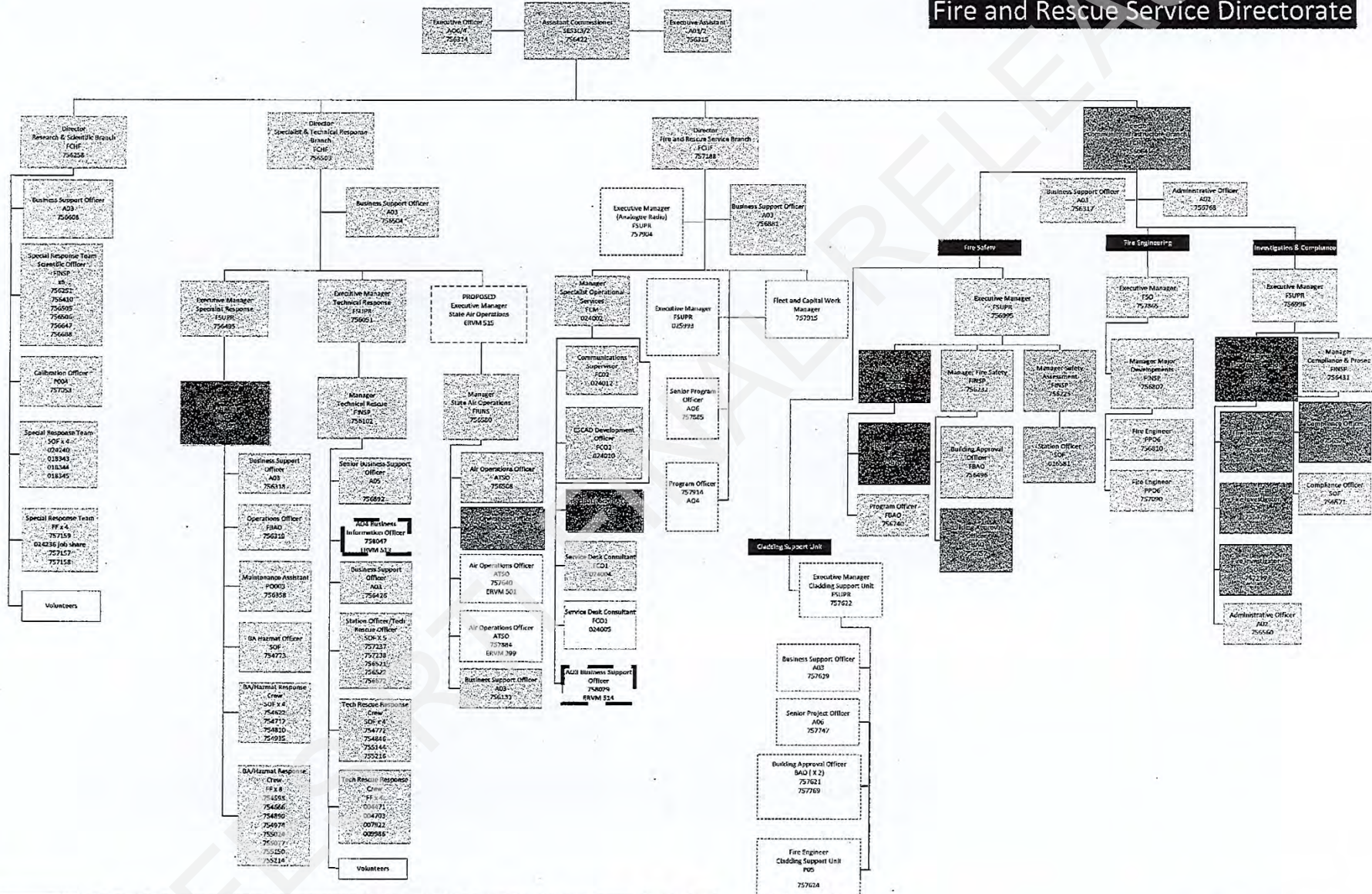
This document is maintained in electronic form. The approved version of this document is located on the QFES Gateway and is uncontrolled when printed. It is the responsibility of the user to verify this copy is the latest version.

Page 4 of 4





# Fire and Rescue Service Directorate



Position is owned and currently unoccupied
Position is currently vacant
Owner in position
Owner not currently in position
Over-employment position
Business Partner
ERVM 30/4/20

Last Updated 22/06/2020

## Wanda Kropp

---

**From:** Carolyn Coletti  
**Sent:** Tuesday, 17 October 2023 12:49 PM  
**To:** SABC Secretariat  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** 06.c 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 06.d 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 06.e 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Importance:** High

Hi Elodie

Please find attached a copy of the ERVM's with respect to the SABC approvals. At the time, the process was that they went to ERVM first for approval of the FTE positions, then came to SABC if there was a funding requirement. As per the email below, this is the outcome from the SABC 'out of session' and the item was noted in the August 2020 meeting.

Hope this helps.

Regards  
Carolyn

---

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:46 AM  
**To:** Adam Stevenson (Adam.Stevenson@qfes.qld.gov.au) <Adam.Stevenson@qfes.qld.gov.au>; Mark Roche (QFES) <Mark.Roche@qfes.qld.gov.au>; Michael Wassing <Michael.Wassing@qfes.qld.gov.au>; 'Wayne Brummer (PSBABS)' <Wayne.Brummer@psba.qld.gov.au>; Troy Davies <Troy.Davies@qfes.qld.gov.au>; Gen Wilcox <Gen.Wilcox@qfes.qld.gov.au>; Stephen Smith (QFES Assistant Commissioner) <StephenA.Smith@qfes.qld.gov.au>; Steve Barber <Steve.Barber@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Good afternoon

Thank you for providing your responses with respect to the ERVM positions. Below is the outcome which will be formally tabled at the August meeting.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the '*Air Operations Officer – RPAS Coordination*' position is not approved. The title should be Air Operations Officer.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

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**From:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Sent:** Monday, 10 August 2020 9:39 AM  
**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>  
**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Subject:** FW: Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Adam

Below is a run down of the Committee's responses with respect to the ERVM that was sent out of session.

Wayne Brummer's Feedback: Not Endorsed

- funding for these positions needs to be considered against the current budget situation (and ongoing).
  - we don't attend ERVM so cannot comment on whether creating these 3 positions are more critical than all other FTE gaps within QFES.
- I don't endorse until this has been through a whole of QFES budget consideration rather than a one off decision.*

Below are all the other Members responses. As you are aware, these submissions came from ERVM which were approved by all 3 Deputies. It would appear that Mike and Mark have highlighted errors in those submissions re naming conventions. I have broken it down as best I can. Could you please review to ensure that it has been captured correctly.

Michael Wassing's Feedback:

*I support the proposal on the following arrangements;*

1. *The roles are defined as **RFS roles, EM or SES roles not FRS roles**. This approach is consistent with the broader intent to build talent pipelines across service streams whilst maintaining the current FRS FTE numbers acknowledging all Tech Rescue roles are currently FRS.*
2. *I note that all roles have either RFS / FRS forms attached and some aspects of the attachment only refer to FRS role eg. Supt. Which is incorrect.*

*I also note if we apply the above approach that there is a cost saving and less likely any subsequent draw down on existing SO capacity in FRS. My final comment would be whether the RPAS role is still given priority to progress noting our current and foreseeable slowing of this capability.*

Steve Barber's Feedback:

*I support the proposal with the inclusion of DC Wassing comments as part of that endorsement with some additional information to support DC Wassing's comments;*

*Given the long-term depth of knowledge the RFS has invested in building our air operations capability, and given the media around the increase of our air ops capability, I would consider these 3 positions as RFS FTE paramount to our current and future success of air ops across our dept, and also allow for future succession planning across all service into the future.*

And given the significant increase of air ops as a primary front line capability, it is also imperative that the right level of leadership, management and support be provided to ensure short and long-term success and capability development planning.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Troy Davies Feedback:

Endorsed in support of DC Wassing and AC Barber's comments.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Steve Smith's Feedback:

Endorsed

Gen Wilcox's Feedback:

Endorsed

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

The only query is that Mike questioned if the RPAS role was still a priority noting our current and foreseeable slowing of this capability.

I also did not capture your response above.

Could you please let me know if you are happy with the above outcome, or advise if this needs further discussion.

Thank you

Carolyn

---

**From:** Carolyn Coletti

**Sent:** Wednesday, 5 August 2020 12:11 PM

**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>; Mark Roche (QFES) <[Mark.Roche@qfes.qld.gov.au](mailto:Mark.Roche@qfes.qld.gov.au)>;

Michael Wassing <[Michael.Wassing@qfes.qld.gov.au](mailto:Michael.Wassing@qfes.qld.gov.au)>; Wayne Brummer (PSBA)

<[Wayne.Brummer@psba.qld.gov.au](mailto:Wayne.Brummer@psba.qld.gov.au)>; Troy Davies <[Troy.Davies@qfes.qld.gov.au](mailto:Troy.Davies@qfes.qld.gov.au)>; Gen Wilcox

<[Gen.Wilcox@qfes.qld.gov.au](mailto:Gen.Wilcox@qfes.qld.gov.au)>; Steve Barber <[Steve.Barber@qfes.qld.gov.au](mailto:Steve.Barber@qfes.qld.gov.au)>; Stephen Smith (QFES Assistant

Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>

**Subject:** Out of Session Consideration - ERVM Positions

**Importance:** High

Good afternoon

Due to last week's SABC meeting being cut short, we were unable to consider the attached submission from the ERVM Committee. The Chair has now asked for it to be considered 'Out of Session'.

By way of background, with the closure of TEM, the FTE positions are being reallocated to other business units within QFES. The attached proposal is to align three of the TEM In-Established FTE positions to FRS State Air Operations Unit. Some additional information below for your consideration:-

- TEM (in-established) FTE positions are being utilised for the 3 new positions within Air Operations.
- TEM FTE positions have always been unfunded due to the Commercial nature of TEM.
- Approval is being sought to allocate funding to each of the reallocated TEM (in-established) FTE positions (3 in total).
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: FRS Superintendent - \$190,736 pa.

Could you please let me know if you approve the proposed funding being allocated permanently to the above FTE's. I have confirmed with the ERVM Committee that these three positions sit within QFES's FTE Cap.

It would be greatly appreciated if I could have your responses by no later than COB Friday 7 August 2020. Please do not hesitate to contact me should you require any further information.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M

Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

## Cody Costigan

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Wednesday, 11 October 2023 9:24 AM  
**To:** Brooke Gowland  
**Cc:** Corro QFES FRS AC  
**Subject:** Advice - Dual-classification of the Executive Manager Air Operations position

Good morning Brooke,

Please be advised on 25 June 2020 the Establishment, Resource and Vacancy Management Committee (ERMVC) approved the allocation of a dedicated State Air Operations Unit Executive Manager at Superintendent level to provide overarching management, direction and reporting support to the unit. The ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).

I can confirm the Senior Officers Union (SOU) raised this matter and consultation occurred with the SOU from mid-2023.

Unfortunately, I cannot provide the details of the consultation that occurred between the Deputies in 2020. It appears the decision on what service the air operation unit roles should be was never finalised.

I can confirm both Air Operations Officer positions PN758160 and PN758161 are permanent positions and are dual classified between the RFS and FRS. The positions are currently occupied by RFS staff members.

To ensure these positions are truly equitable, all future relieving opportunities that are more than two weeks in duration should be fulfilled via an expression of interest recruitment process.

HR have confirmed the correct process to follow when modifying positions is to consult with the union and then submit an ERVMC/Executive Briefing note request detailing the changes required.

I can confirm union consultation occurred with the SOU and both an ERVMC/Executive Briefing Note have been submitted regarding the dual classification of the Executive Manager position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,

Neil Francis  
Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire & Emergency Services  
(M) [REDACTED]

*This may assist with future direction.*



**John Cawcutt**

---

**From:** Abby Blair  
**Sent:** Thursday, 6 October 2022 12:31 PM  
**To:** QFES Human Resource  
**Cc:** Abby Blair  
**Subject:** RE: Air Operations positions 758159, 758160, 758161  
**Attachments:** 202109\_Air Ops positions.docx; Air Operations

Hi Julia

Information attached, let me know if you have any questions. The email titled Air Operations was the only version I could find easily, it has the SABC outcome at the bottom of the email trail and copy of the ERVMC's attached.

As for multi-class roles, to my understanding it is as follows:

758159 – Executive Manager – no decision has been made from SABC advice. Of note, this position has been created in Aurion as RFS Supt.

756580 – Manger – my understanding and has not been raised to date, RFS Inspector, permanently filled by Contrary to the public interest

756732 – Air Operations Officer – RFS ATSO

756508 – Air Operations officer – RFS ATSO

758160 – Air Operations Officer – ATSO/SO – out for advertising now

758161 – Air Operations officer – ATSO/SO – out for advertising now

Thanks  
Abby

**Abby Blair**

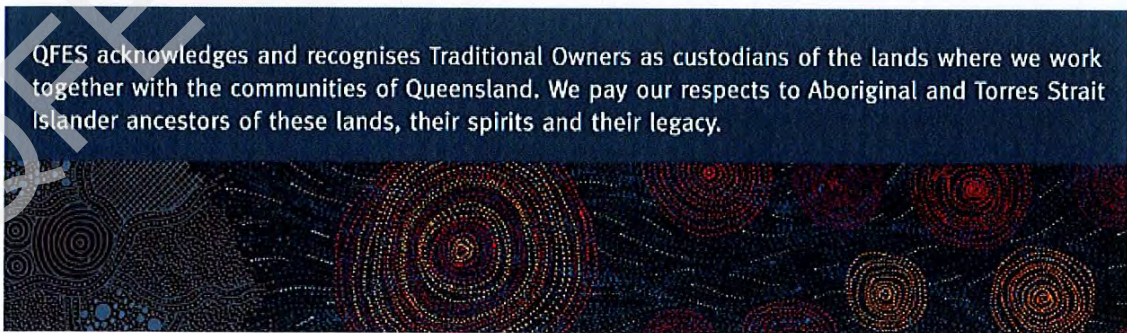
Executive Officer

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**From:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Sent:** Friday, 30 September 2022 3:42 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** FW: Air Operations positions 758159, 758160, 758161

**From:** Christine Murdoch <[Christine.Murdoch@qfes.qld.gov.au](mailto:Christine.Murdoch@qfes.qld.gov.au)>  
**Sent:** Wednesday, 28 September 2022 7:27 AM  
**To:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Air Operations positions 758159, 758160, 758161

Hi team,

I'm not sure who is best placed to help me with this query. A/DC Greenfield has asked me to find out the history of a few positions in the State Air Operations Unit.

Position 758159

- When was a process last run to fill this position?
- When was it vacated by the previous owner?
- When was [REDACTED] temporarily appointed to the role?
- Is it a multi-classification position?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 756580, 756732, 758161 & 758160

- Are these multi-classification positions?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 758160 & 758161

- When was a process last run to fill these positions?
  - What was the process? (internal EOI or external?)
  - Duration of advertising?

Active Position Number	Active Position Title	Personnel Number
756133	Business Support Officer	016110
756508	Air Operations Officer	031914
756580	Manager	027450
756732	Air Operations Officer	035196
758159	Executive Manager	029144
758160	Air Operations Officer	026007
758161	Air Operations Officer	035846

**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](mailto:DC.CSS@qfes.qld.gov.au)

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Queensland  
Government

*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

SABC Minutes

Neil Francis

**From:** Abby Blair  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant; Jasmine Siggs  
**Cc:** QFES Human Resource (PSBA); Sam Anstee; Louise Snowdon; Abby Blair  
**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M [REDACTED] Contrary to the public interest

 Please consider the environment before printing this email.

QFES RTI FINAL RELEASE

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**Neil Francis**

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**From:** Caitlin Bampton  
**Sent:** Friday, 22 September 2023 11:36 AM  
**To:** ERVMC Secretariat  
**Cc:** Neil Francis  
**Subject:** RE: ERVMC - State Air Operations Superintendent Position.pdf  
**Attachments:** 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Toni,

How are you? I'm going well thanks, still adjusting to working again a few days a week.

I was able to find minutes on the local drive from when Abby was in the secretariat role.

Attached is the email I could find as well as this excerpt.

573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
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Hope this helps!

**Caitlin Bampton**

QFES People Directorate

*Work Days – Monday & Friday*

**Queensland Fire and Emergency Services**

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**From:** ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>  
**Sent:** Thursday, 21 September 2023 7:10 AM  
**To:** Caitlin Bampton <caitlin.bampton@qfes.qld.gov.au>  
**Cc:** ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Morning Caitlin

Welcome back after your **Contrary to the public interest**

I am hoping that you can help me. I help Elodie out with ERVMC and currently the Acting Secretariat.

A/AC Neil Francis is asking for a copy of the minutes relating to the submission attached.

I have had a look in SharePoint, however, not all minutes are there. Would you have access to the minutes on your local drive that I can place on SharePoint and send to AC Francis?

If you have other minutes on the drive, is it possible to place on SharePoint or email to me so that I can place on SharePoint?

I look forward to hearing from you.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**

Governance Support Officer, Corporate Governance Unit

Assurance Directorate

**Queensland Fire and Emergency Services**

P 07 3635 2562



---

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:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 1:02 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>; Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Afternoon A/AC Francis

I can locate the document that you have attached, however, I am having trouble locating the actual meeting minutes. I will keep digging and get back to you as soon as I can.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**  
Governance Support Officer, Corporate Governance Unit  
Assurance Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 2562



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:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 12:43 PM  
**To:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** ERVMC - State Air Operations Superintendent Position.pdf

Good afternoon,

I have been asked to source the minutes from the meeting that the attached was discussed by A/DC Cawcutt (June 2020).

Are you able to provide them?

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**

P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



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.





## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	25 June 2020
<b>Time</b>	3.30 – 4.30pm
<b>Location</b>	Meeting Room B1.24
<b>Members</b>	Deputy Commissioner Wassing (telephone), A/Deputy Commissioner Stevenson, Deputy Commissioner Roche
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Louise Snowdon
<b>Apologies</b>	
<b>Secretariat</b>	Abby Blair

### 4.0 Matters for decision

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
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**s.73 - Irrelevant information**

Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

Note: Prior to the delegation changes, DC Stevenson had approved the temporary movement of Knowledge Hub to EMCS and Legal Services to SS until the 31 July 2020.

Note: ERVM's were discussed and finalised in meeting on 25/06/2020 but recorded in minutes for 24/06/2020; [redacted] 571, 572, 573 [redacted]



## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	24 June 2020
<b>Time</b>	10am – 12pm
<b>Location</b>	Meeting Room B2.32
<b>Members</b>	Deputy Commissioner Wassing, A/Deputy Commissioner Stevenson, Assistant Commissioner Neil Gallant
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Danni Olding, Patrick Gillmore, Sam Anstee
<b>Apologies</b>	Deputy Commissioner Roche
<b>Secretariat</b>	Abby Blair

Item	Action
<b>1.0 Preliminary matters</b>	
1.1 Welcome and apologies	
1.3 Minutes from previous meeting	
1.4 Actions arising from previous minutes - ERVM Policy and Procedure – to be uploaded	Danni Olding
<b>2.0 Out of session items</b>	
2.1	
<b>3.0 Matters for discussion</b>	
3.1 EMM Dashboard overview	PSBA HR
3.2 Review of current state - Vacant permanent positions - Temporary positions - Priority listing for conversion to permanent	PSBA HR

## Establishment, Resourcing and Vacancy Management Committee Minutes

4.0 Matters for decision				
ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome

s.73 - Irrelevant information



Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

QUESTIONS RTI FINAL RELEASE



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available

**s.73 - Irrelevant information**



Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

GFES RTI FINAL RELEASE



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

<b>5.0</b>	<b>Other business</b>	
5.1	Review of ERMC requirements	ERVM to reinforce HCOM principles are a guide.
5.2	Internal EOI's	ERVM supports internal EOI's to be conducted to ensure transparent recruitment processes during the recruitment freeze. Managers to consider calling back staff that are seconded to other agencies.
5.3	Terms of Reference	To be discussed at July meeting.
5.4	Other	<ul style="list-style-type: none"> <li>- No longer communicate with people if their position is on the priority list for conversion, the list is a evolving list.</li> <li>- HR to work with managers on end dates and educate around using an establishment report.</li> <li>- HR to provide list of people finishing</li> <li>- Remove Comms positions from priority list until deep dive is complete</li> </ul>
<b>6.0</b>	<b>Next meeting and close</b>	
		Next meeting: 3 August 2020, 2:30pm





## Establishment, Resourcing and Vacancy Management submissions for Strategy and Budget Committee Review

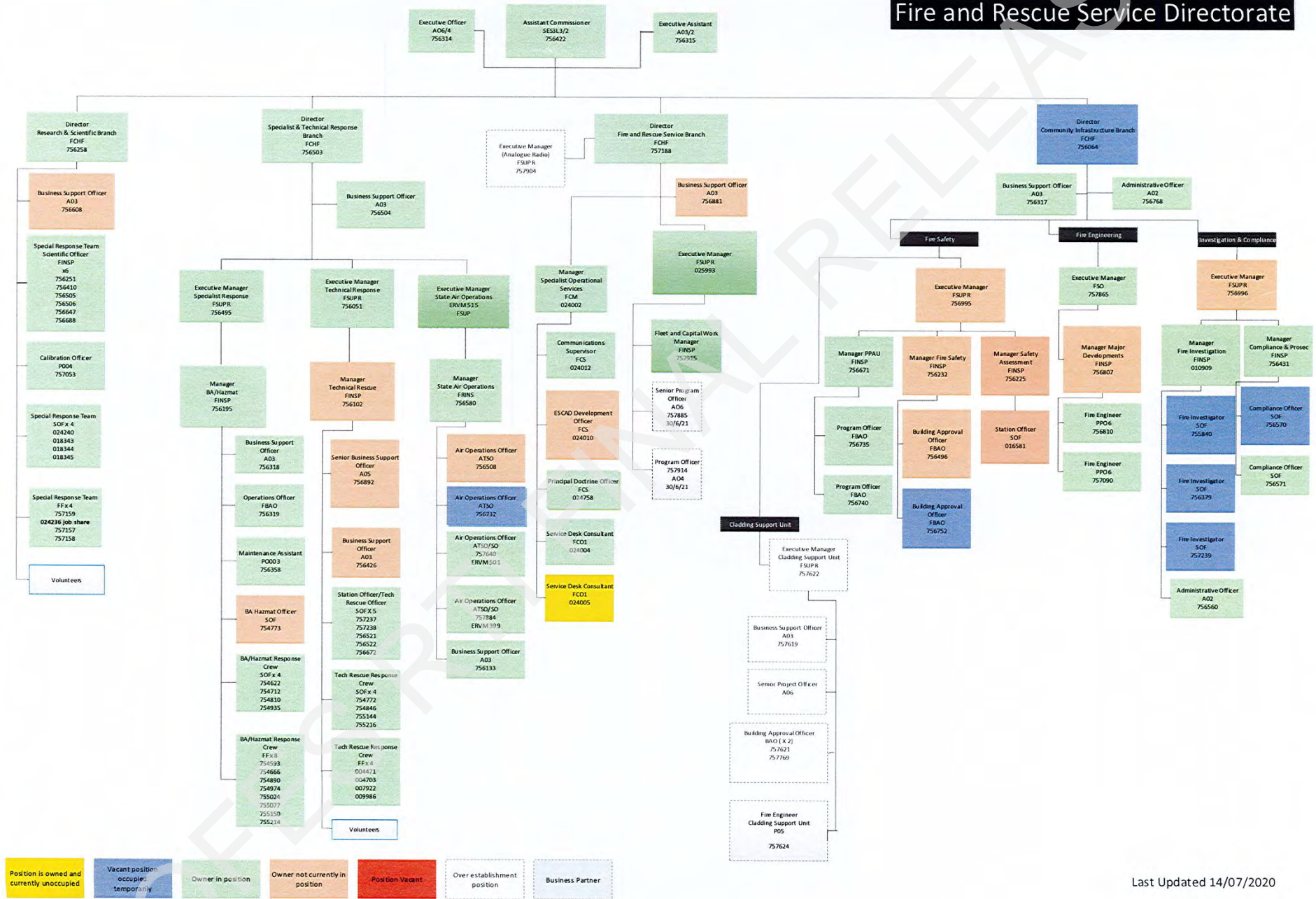
The following Establishment, Resourcing and Vacancy Management (ERVM) submissions were reviewed and approved by the ERVM Committee on 25 June 2020. Submitted for consideration and potential allocation of budget by the Strategy and Budget Committee.

ID #	Position Title	Region/Directorate	ERVM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit, Fire and Rescue Branch <small>Contrary to the public interest</small>	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available.  Note: FTE will be allocated from TEM FTE when available - nil funding to come with FTE from TEM.  Cost: FRS Superintendent - \$190,736 pa.

*Approve positions but need to fill from within if positions aren't exempt from RC rules. ie no external advertising.*



# Fire and Rescue Service Directorate



Last Updated 14/07/2020

## John Cawcutt

---

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 1:40 PM  
**To:** Abby Blair  
**Cc:** Kelly Salter  
**Subject:** Air Operations  
**Attachments:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions

Hello Abby

I thought as much. I have passed on this info to AC Gallant and as well I have attached the most recent info I have ( SABC approval).

If you find the out of session emails, if you could please share them with Kelly Salter as I am heading off on leave from today and will return on 2 November 2020.

Not to sure where to from now? Kelly can follow up with Neil on Monday to see if he wants to meet with AC Smith.

Thanks Abby,

Kind regards

Jasmine

Jasmine Siggs

Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**



**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Friday, 9 October 2020 1:02 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

I have, but AC Smith recalls an out of session.... Trying to find those emails. Sorry



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
QFES People | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 12:52 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

Hey Abby

Have you had a chance to look for most recent ERVM info for Air Operations?

Thanks

Jasmine

Jasmine Siggs  
Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire and Emergency Services  
Phone: (07) 3635 1957 or Contrary to the public interest  
Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)  
GPO Box 1425, Brisbane Qld 4001  
**Respect | Integrity | Courage | Loyalty | Trust**



**From:** Abby Blair <[abby.blair@qfes.qld.gov.au](mailto:abby.blair@qfes.qld.gov.au)>  
**Sent:** Thursday, 8 October 2020 3:55 PM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>; Jasmine Siggs <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Subject:** Abby Blair sent you a message in Skype for Business

Abby Blair 3:52 PM:

I havent forgotten about you! Sorry just a crazy day

## John Cawcutt

---

**From:** Jasmine Siggs  
**Sent:** Tuesday, 25 August 2020 5:26 PM  
**To:** Abby Blair  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** a 2020-06 ERVMs for SABC Consideration - ADC SCS Comments.pdf; b 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; c 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; d 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; e FRS Directorate Version 19.pdf

**Importance:** High

Hello Abby

Sorry to muck you around, but I think this has already been approved – both have start dates of 1/9/20 so I'm not sure that I will need to do ERVM?


Jasmine

### Jasmine Siggs

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or 

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Thursday, 20 August 2020 2:21 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



### Abby Blair

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M 

 Please consider the environment before printing this email.

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:55 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**  
Executive Officer  
Executive, Ministerial and Corporate Services Directorate  
Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130  
GPO Box 1425, Brisbane, QLD 4001

## State Air Operations Unit Summary

### History of the Inspector Role

- Inspector FRS – Contrary to the public interest
- Inspector FRS – Contrary to the public interest
- Inspector FRS – Contrary to the public interest
- Inspector RFS Created – Contrary to the public interest appointed permanently

### Creation of three new roles

- ERVM approved on 25/06/2020
  - o #571 – Air Operations Officer (ATSO-1/SOF)
  - o #572 – Air Operations Officer (ATSO-1/SOF)
  - o #573 – Executive Manager (Supt – RFS/FRS)
  - o Approved, pending positions being available (TEM),
  - o Air Operations Officer with comment: position to be advertised as either RFS ATSO or FRS SO
- SABC approved (advised on 12/08/2020)
  - o Approves 3 new FTE's as either RFS, SES or EM permanent positions
  - o Approves funding to be allocated to each of the 3 new FTE positions
  - o Notes the title of 'Air Operations Officer – RPAS Coordination' position is not approved; the title should be Air Operations Officer.
- Outcome advice from SABC provided to FRS, including classifications.
- Email from FRS on 12/10/2020 advising AC FRS was aware and discussing with DC RRS.
- Email from DC RRS on 21/10/2020 advising DC RRS and EMVCR had discussed & were planning to talk further.
- **No decision** has been made to date on the classification of the EM SAOU position.
- Positions created in Aurion in September 2020 (using TEM FTE?)
  - o #571 – Air Operations Officer (ATSO-1)
  - o #572 – Air Operations Officer (ATSO-1)
  - o #573 – Executive Manager (Supt – RFS)
- Manager Air Operations advertised late 2020 as Insp/AO7 (internal EOI)
  - o UFUQ correspondence on 30 November 2020
  - o CQFES reply on 7 December 2020 advising the process was suspended.
- Executive Manager Air Operations advertised August 2020 as internal EOI FRS Inspector; Contrary to the public interest successful applicant in EOI. Contrary to the public interest acted since July 2020.



Superintendent – RFS / FRS?  
Pos ID: 756503 / ERVM #573  
Sub Occ: Vacant  
Actual: Contrary to the public interest

Inspector RFS  
Pos ID: 758159  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756508  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756732  
Sub Occ: Contrary to the public interest  
Actual: Vacant

ATSO / SO ?  
Pos ID: 758160 / #571  
Sub Occ: Vacant  
Actual: Contrary to the public interest

ATSO / SO ?  
Pos ID: 758161 / #572  
Sub Occ: Vacant  
Actual: Contrary to the public interest





**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

Effective Date: 19/05/2020

Registration No.:

571

### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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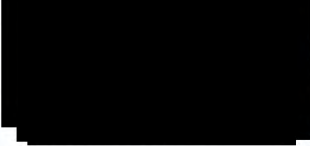
# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

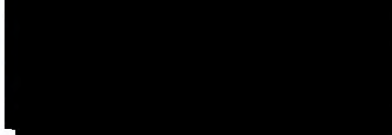


**Adam Stevenson**  
Acting Deputy Commissioner  
Chief Strategy Officer  
Strategy and Corporate Services

Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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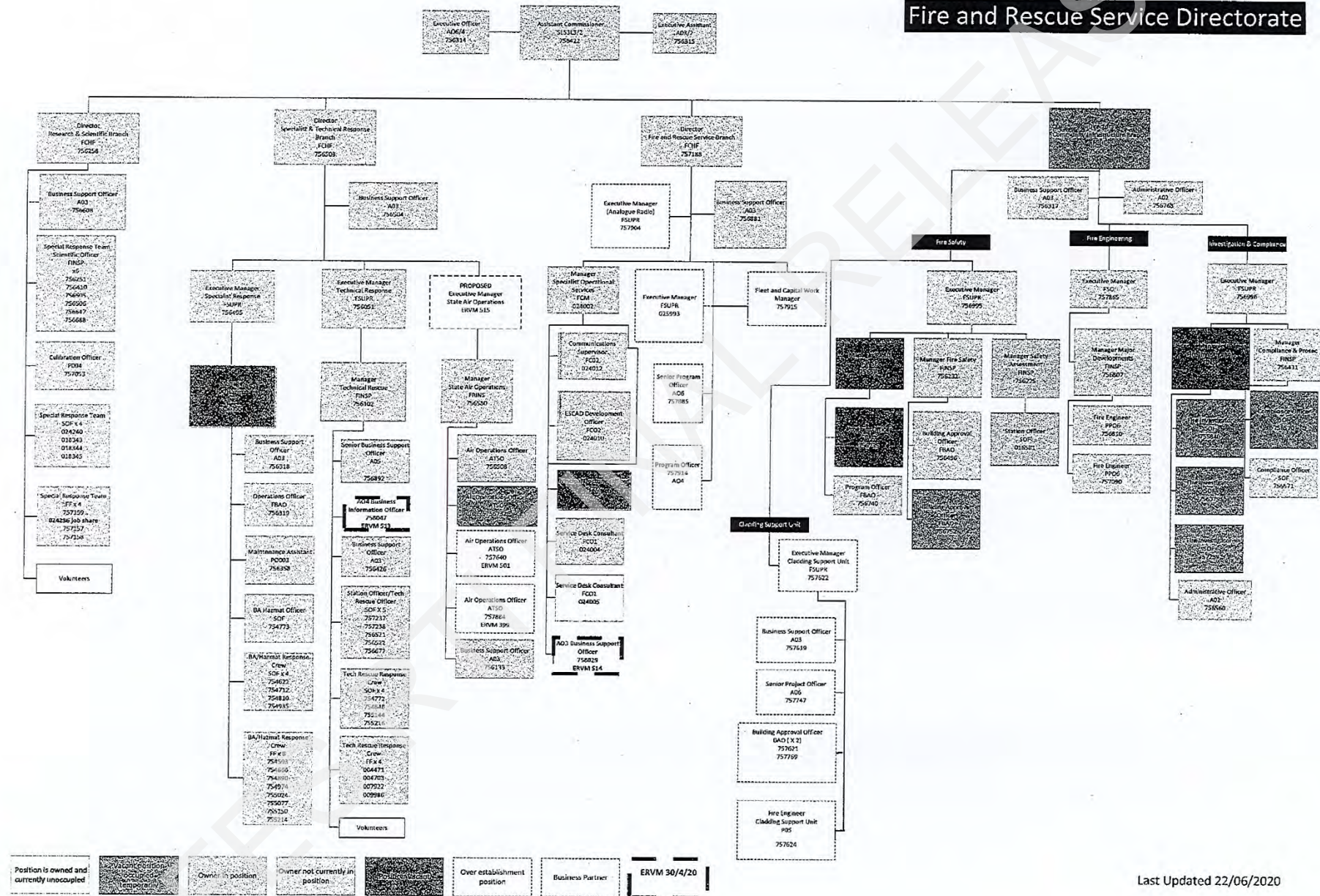
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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



# Fire and Rescue Service Directorate



Last Updated 22/06/2020

# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	[Redacted]		
Employee Number	[Redacted]	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
(This must be a Manager, Supervisor or HR Representative)

Contact Phone: [Redacted]

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

#### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

#### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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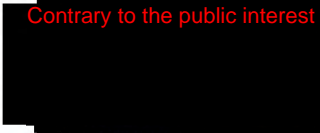
Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

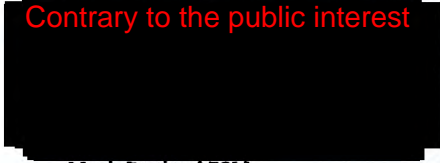
572

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



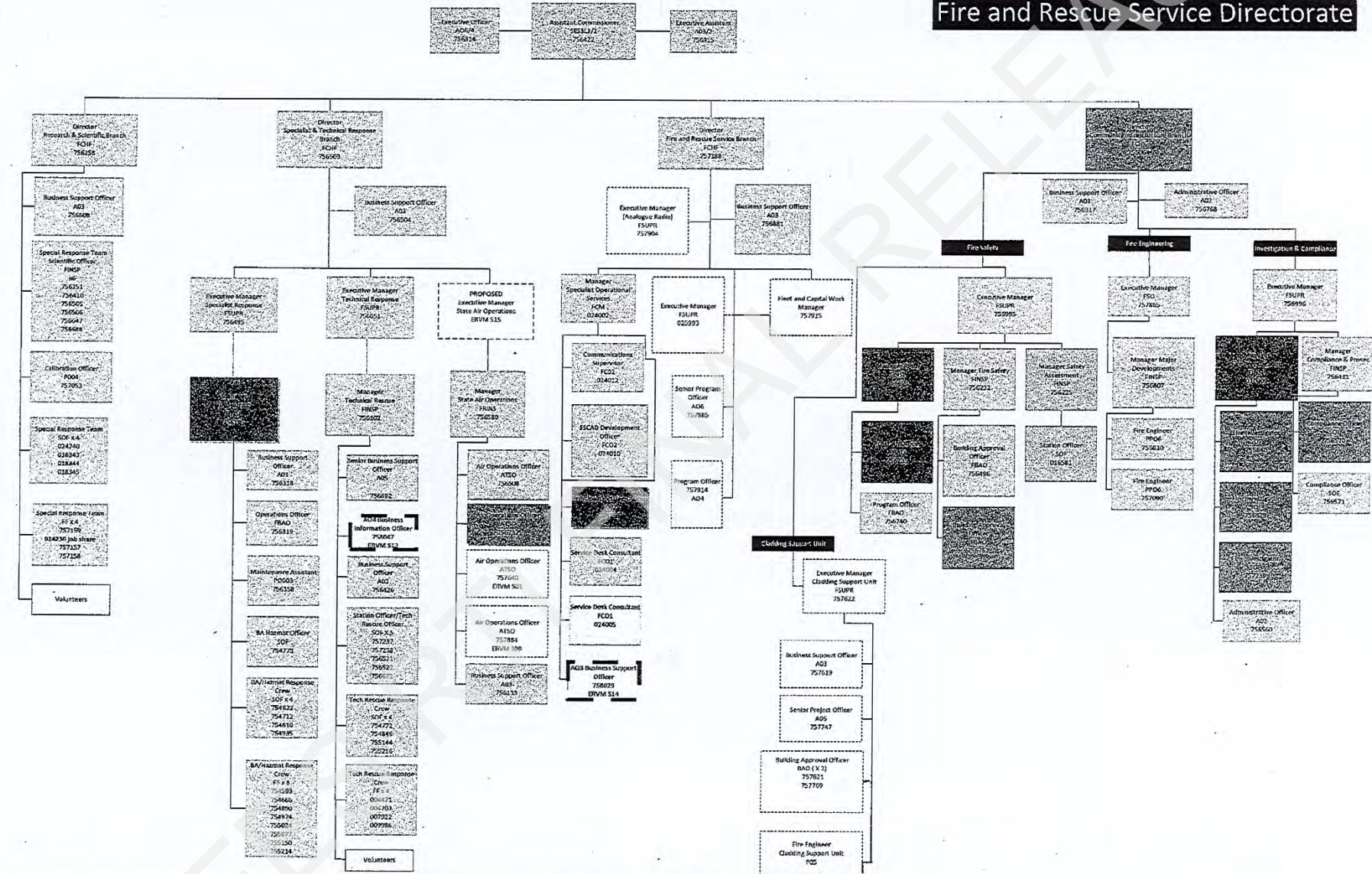
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Page 4 of 4

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# Fire and Rescue Service Directorate



Last Updated 22/06/2020

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4



# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

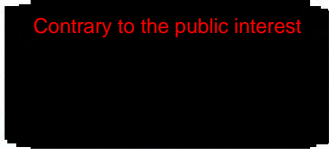
Effective Date: 19/05/2020

Registration No.:

573

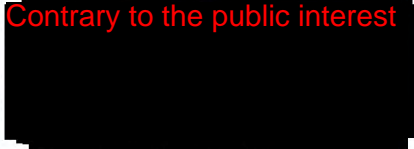
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



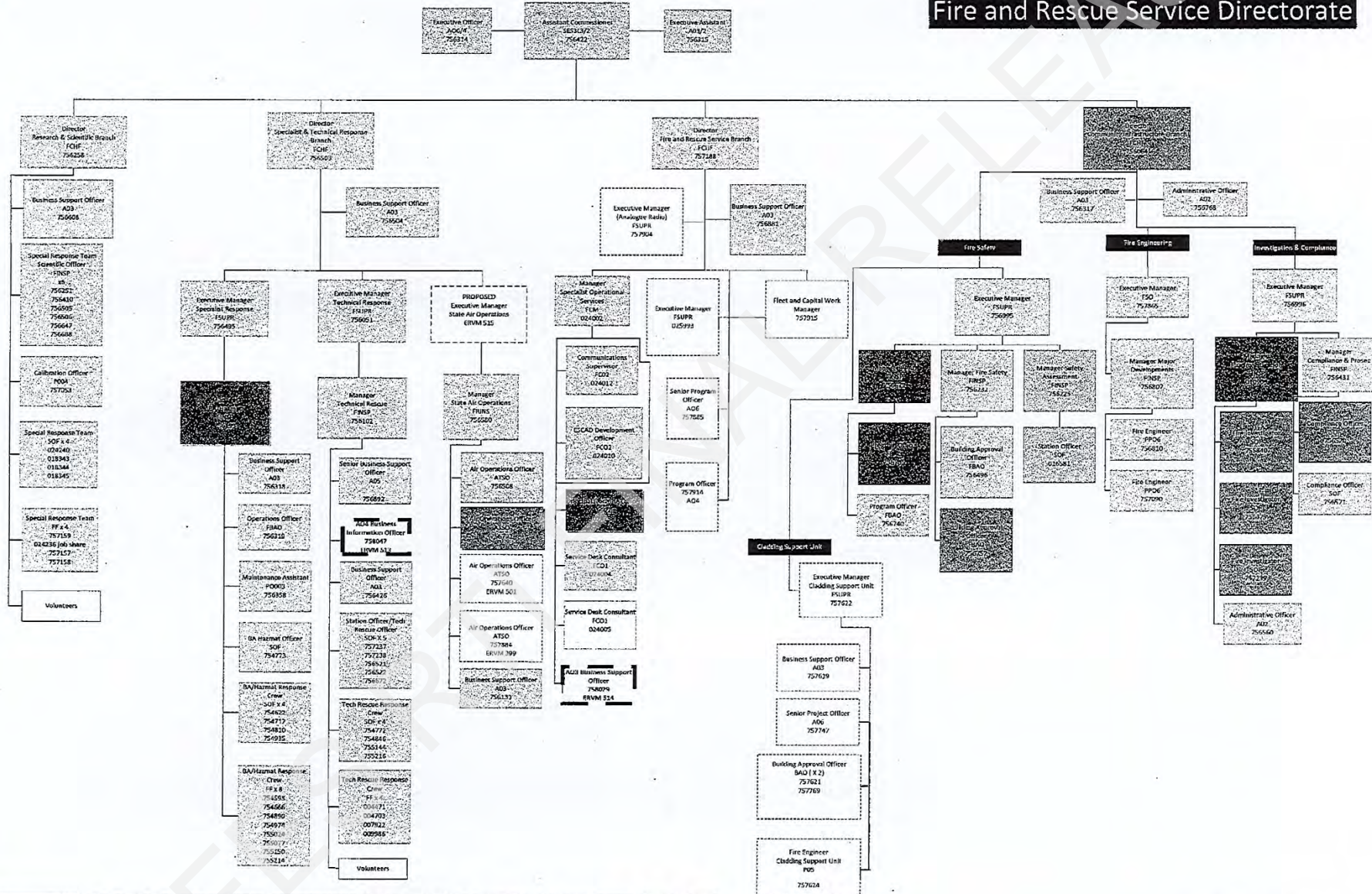
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Page 4 of 4



# Fire and Rescue Service Directorate



Position is owned and currently unoccupied  
 Position is currently vacant  
 Owner in position  
 Owner not currently in position  
 Over establishment position  
 Business Partner  
 ERMV 30/4/20

Last Updated 22/06/2020



# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject: Dual classification of the Executive Manager, State Air Operations Unit position**

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.



- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

**9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?**

- N/A

**10. Recommendation**

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
**A/DEPUTY COMMISSIONER**  
**Fire and Rescue Service**  
**04 / 09 / 2023**

Greg Leach AFSM  
**COMMISSIONER**  
**/ / 2023**

**Noted / Endorsed / ~~Not Endorsed~~**

**Noted / Approved / Not Approved**

Comments:

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# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager, State Air Operations Unit position

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

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- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

10. Recommendation

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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## Wanda Kropp

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**From:** SABC Secretariat  
**Sent:** Tuesday, 17 October 2023 2:01 PM  
**To:** Corro QFES FRS AC  
**Cc:** SABC Secretariat  
**Subject:** RE: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions

**Categories:** EO Pending

Good afternoon,

Please find attached the requested information regarding the 2020 Air Operations Unit positions request. This has been collated by the SABC Secretariat of the time as I could not make sense of the data/records available. The process then was different, as she explains in the attached email:

- First ERVMC for approval of the FTE
- Second SABC for approval of the funding

The original email below, dated August 2020, is actually more detailed than the Minutes of August 2020. The extract of the Minutes I can provide is:

06.	ERVM Submissions (Chair) - Noted.	Noted.
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I hope this is helpful, don't hesitate to call if you have any question on this matter.

Regards

**Ms Elodie DAVID**

A/ Senior Governance Officer, Corporate Governance  
Assurance Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 2585

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Friday, 13 October 2023 2:17 PM  
**To:** SABC Secretariat <SABCsecretariat@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** RE: OUTCOME:- Out of Session Consideration - ERVM Positions

Hi team,

May I please ask for a copy of the outcome advice for the Air Operations Unit positions that is included in the SABC meeting minutes from August 2020.

Thank you.

Kind regards,  
Cody

**Cody Costigan**

Executive Officer | Office of the Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:55 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
  - Approves the funding to be allocated to each of the 3 new FTE positions.
  - Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**  
Executive Officer  
Executive, Ministerial and Corporate Services Directorate  
Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130  
GPO Box 1425, Brisbane, QLD 4001

## Wanda Kropp

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**From:** Carolyn Coletti  
**Sent:** Tuesday, 17 October 2023 12:49 PM  
**To:** SABC Secretariat  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** 06.c 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 06.d 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 06.e 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

**Importance:** High

Hi Elodie

Please find attached a copy of the ERVM's with respect to the SABC approvals. At the time, the process was that they went to ERVM first for approval of the FTE positions, then came to SABC if there was a funding requirement. As per the email below, this is the outcome from the SABC 'out of session' and the item was noted in the August 2020 meeting.

Hope this helps.

Regards  
Carolyn

---

**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:46 AM  
**To:** Adam Stevenson (Adam.Stevenson@qfes.qld.gov.au) <Adam.Stevenson@qfes.qld.gov.au>; Mark Roche (QFES) <Mark.Roche@qfes.qld.gov.au>; Michael Wassing <Michael.Wassing@qfes.qld.gov.au>; 'Wayne Brummer (PSBABS)' <Wayne.Brummer@psba.qld.gov.au>; Troy Davies <Troy.Davies@qfes.qld.gov.au>; Gen Wilcox <Gen.Wilcox@qfes.qld.gov.au>; Stephen Smith (QFES Assistant Commissioner) <StephenA.Smith@qfes.qld.gov.au>; Steve Barber <Steve.Barber@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Good afternoon

Thank you for providing your responses with respect to the ERVM positions. Below is the outcome which will be formally tabled at the August meeting.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the '*Air Operations Officer – RPAS Coordination*' position is not approved. The title should be Air Operations Officer.

Thank you  
Carolyn





**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

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**From:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Sent:** Monday, 10 August 2020 9:39 AM  
**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>  
**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>  
**Subject:** FW: Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Adam

Below is a run down of the Committee's responses with respect to the ERVM that was sent out of session.

Wayne Brummer's Feedback: Not Endorsed

- funding for these positions needs to be considered against the current budget situation (and ongoing).
  - we don't attend ERVM so cannot comment on whether creating these 3 positions are more critical than all other FTE gaps within QFES.
- I don't endorse until this has been through a whole of QFES budget consideration rather than a one off decision.*

Below are all the other Members responses. As you are aware, these submissions came from ERVM which were approved by all 3 Deputies. It would appear that Mike and Mark have highlighted errors in those submissions re naming conventions. I have broken it down as best I can. Could you please review to ensure that it has been captured correctly.

Michael Wassing's Feedback:

*I support the proposal on the following arrangements;*

1. *The roles are defined as **RFS roles, EM or SES roles not FRS roles**. This approach is consistent with the broader intent to build talent pipelines across service streams whilst maintaining the current FRS FTE numbers acknowledging all Tech Rescue roles are currently FRS.*
2. *I note that all roles have either RFS / FRS forms attached and some aspects of the attachment only refer to FRS role eg. Supt. Which is incorrect.*

*I also note if we apply the above approach that there is a cost saving and less likely any subsequent draw down on existing SO capacity in FRS. My final comment would be whether the RPAS role is still given priority to progress noting our current and foreseeable slowing of this capability.*

Steve Barber's Feedback:

*I support the proposal with the inclusion of DC Wassing comments as part of that endorsement with some additional information to support DC Wassing's comments;*

*Given the long-term depth of knowledge the RFS has invested in building our air operations capability, and given the media around the increase of our air ops capability, I would consider these 3 positions as RFS FTE paramount to our current and future success of air ops across our dept, and also allow for future succession planning across all service into the future.*

And given the significant increase of air ops as a primary front line capability, it is also imperative that the right level of leadership, management and support be provided to ensure short and long-term success and capability development planning.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Troy Davies Feedback:

Endorsed in support of DC Wassing and AC Barber's comments.

Mark Roche's Feedback:

I support the proposal, however, need to clarify one of these roles. The ERVM for 'Air Operations Officer – RPAS Coordination' is incorrect, however, the attached structure is correct. The position is 'Air Operations Officer' and not 'RPAS Coordination'.

Steve Smith's Feedback:

Endorsed

Gen Wilcox's Feedback:

Endorsed

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

The only query is that Mike questioned if the RPAS role was still a priority noting our current and foreseeable slowing of this capability.

I also did not capture your response above.

Could you please let me know if you are happy with the above outcome, or advise if this needs further discussion.

Thank you

Carolyn

---

**From:** Carolyn Coletti

**Sent:** Wednesday, 5 August 2020 12:11 PM

**To:** Adam Stevenson <[Adam.Stevenson@qfes.qld.gov.au](mailto:Adam.Stevenson@qfes.qld.gov.au)>; Mark Roche (QFES) <[Mark.Roche@qfes.qld.gov.au](mailto:Mark.Roche@qfes.qld.gov.au)>;

Michael Wassing <[Michael.Wassing@qfes.qld.gov.au](mailto:Michael.Wassing@qfes.qld.gov.au)>; Wayne Brummer (PSBA)

<[Wayne.Brummer@psba.qld.gov.au](mailto:Wayne.Brummer@psba.qld.gov.au)>; Troy Davies <[Troy.Davies@qfes.qld.gov.au](mailto:Troy.Davies@qfes.qld.gov.au)>; Gen Wilcox

<[Gen.Wilcox@qfes.qld.gov.au](mailto:Gen.Wilcox@qfes.qld.gov.au)>; Steve Barber <[Steve.Barber@qfes.qld.gov.au](mailto:Steve.Barber@qfes.qld.gov.au)>; Stephen Smith (QFES Assistant

Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Cc:** Carolyn Coletti <[Carolyn.Coletti@qfes.qld.gov.au](mailto:Carolyn.Coletti@qfes.qld.gov.au)>

**Subject:** Out of Session Consideration - ERVM Positions

**Importance:** High

Good afternoon

Due to last week's SABC meeting being cut short, we were unable to consider the attached submission from the ERVM Committee. The Chair has now asked for it to be considered 'Out of Session'.

By way of background, with the closure of TEM, the FTE positions are being reallocated to other business units within QFES. The attached proposal is to align three of the TEM In-Established FTE positions to FRS State Air Operations Unit. Some additional information below for your consideration:-

- TEM (in-established) FTE positions are being utilised for the 3 new positions within Air Operations.
- TEM FTE positions have always been unfunded due to the Commercial nature of TEM.
- Approval is being sought to allocate funding to each of the reallocated TEM (in-established) FTE positions (3 in total).
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
  - o Cost: FRS Superintendent - \$190,736 pa.

Could you please let me know if you approve the proposed funding being allocated permanently to the above FTE's. I have confirmed with the ERVM Committee that these three positions sit within QFES's FTE Cap.

It would be greatly appreciated if I could have your responses by no later than COB Friday 7 August 2020. Please do not hesitate to contact me should you require any further information.

Thank you  
Carolyn



**Carolyn Coletti**

Executive Officer

Executive, Ministerial and Corporate Services Directorate

Queensland Fire and Emergency Services

P 07 3635 2564

M

Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130

GPO Box 1425, Brisbane, QLD 4001

**Form**

Effective Date: 19/05/2020

Registration No.:

571

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

<b>Position Title</b>	Air Operations Officer – Operations and Compliance		
<b>Position No.</b>	757640	<b>Classification</b>	ATSO-1/ SOF
<b>Have multiple classifications been considered?</b>	YES		
<b>Date effective</b>	01/09/2020	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist & Technical Response Branch	<b>Reports To</b>	Manager State Air Operations
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

571

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/9/2020	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
 (This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

#### Operations and Compliance position

1. **Responsible for the Operational Readiness State Air Operations Unit, in consultation with the Manager Air Operations, for upcoming seasons (not just fire) and events.**
  - Coordinating and conducting capability audits with the Training coordinator for air and ground crew status per Region and identify gaps,
  - Development of plans for Regional aircraft capability gap mitigation involving available aircraft operators,
  - Review and development of aviation doctrine for currency and applicability to continuous change,
  - Oversight of the State Air Desk and coordination of rostering for the management of the SAD,
  - Coordination with the State Operations Centre to ensure that necessary technology and processes are in place and or reviewed to ensure continuity of aviation capability exists in the SOC and
  - Liaison with the State Disaster Coordination Centre Aviation Cell Team Lead to ensure enough QFES aviation representation is available and trained to support the QFES Aviation liaison role within the SDCC,
2. **Compliance with regulatory, internal policy and governance requirements for engagement of aviation assets.**
  - Continual review of National Legislation by the Civil Aviation Safety Authority (CASA) for relevant rules and regulations affecting aerial firefighting,
  - Incorporation of CASA legislation into QFES doctrine for ensuring aviation coordination, establishment and usage is in alignment,
  - Coordination with the Innovation and Technology coordinator to ensure new technology and equipment standards are developed and in accordance with QFES policy then disseminated for awareness and or incorporation into QFES practices relating to Aviation, and
  - Commercial Aircraft Operator compliance with Standing Offer Arrangement conditions, establishing relationships with the operators and ensuring all documentation is current within the electronic database.
3. **Auditing**
  - Safety Audits involving the revision of commercial operator aircraft before the fire season on a scheduled basis,
    - These audits are travel intense (across most of Queensland) and are referred to as Ramp Checks.
    - Documented status of the check is uploaded into the management database.
  - Regional gap analysis for aircraft and aircrew in consultation with Regions.
4. **Management of the ARENA database.**
  - Operator information is reviewed and processed through the NAFC generated ARENA database for operator, aircraft and pilot information.
  - Review and testing of the database for the dispatch and approvals sub-sections is a key factor for appropriate aircraft dispatching and coordination.



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# Form

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Registration No.:

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### 5. Reporting

- Collation of data and generation of the end of season report (primarily fire focussed) for information to senior management.
  - Review and data reports from ARENA on dispatches, taskings and aircraft numbers,
  - Coordination of the Sat tracking data to identify areas for water sourcing or replenishment (heavily involved during 2019/20 Fire season)
- Reporting on gap analysis and generation of planning tools for air and ground crews.
- Generation and review of airbase operational processes for state airbases and provision of advice for remote airbases within Regions.

It is anticipated that all four State Air Operation Unit ATSO positions will be rotated and interchangeable i.e. all four staff will be able to move seamlessly between each of the roles.

Should this position not supported to continue, the work load for the Operations and Compliance portfolio, involving ramp checks, compliance checks doctrine review and development, as well as internal and external process auditing, would need to be re-distributed amongst the remaining portfolios, increasing the current workload of the remaining staff by a third.

Supported: HR Business Partner Boya Yeh

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate  
22/6/20



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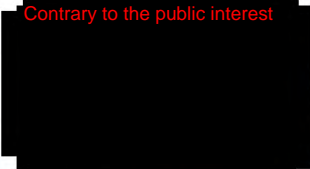
# Form

Effective Date: 19/05/2020

Registration No.: 571

*Approved pending position*

Contrary to the public interest

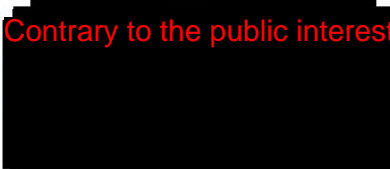


**Adam Stevenson**  
Acting Deputy Commissioner  
Chief Strategy Officer  
Strategy and Corporate Services

*[Signature]*  
Approved / Not Approved

*25, 6, 2020*

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*[Signature]*  
Approved / Not Approved

*22, 6, 20*

*Verbal approval*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

*[Signature]*  
Approved / Not Approved

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?  YES  No



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# Form

Registration No.:

572

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

<b>Position Title</b>	Air Operations Officer – RPAS Coordination		
<b>Position No.</b>	757884	<b>Classification</b>	SOF/ATSO-1
<b>Have multiple classifications been considered?</b>	Yes		Yes
<b>Date effective</b>	1/10/20	<b>End Date (temporary positions only)</b>	
<b>Branch/ Unit</b>	State Air Operations Unit	<b>Role Status (FT/PT) (incl. hrs per week)</b>	FT
<b>Region/Directorate</b>	Fire and Rescue Service Directorate	<b>Location</b>	Kedron
<b>Functional Reports to</b>	Specialist and Technical Response Branch	<b>Reports To</b>	Manager State Air Operations Unit
<b>Cost Centre</b>	6899236	<b>Funding Source *</b>	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

572

## Employee Details

Name	Contrary to the public interest		
Employee Number	Contrary to the public interest	Full time/Part Time (if PT, note hours/fn)	FT
Proposed Start Date	1/10/20	Proposed End Date (if Applicable)	

Contact Officer: **Martin Gibson**  
(This must be a Manager, Supervisor or HR Representative)

Contact Phone: Contrary to the public interest

### Reason for Request/Impact if not approved

Proposed change to the name of this role into the future as "Air Operations Officer – RPAS coordination" with the ASOU (formally RPAS Capability Development Integration Officer). This is an upgrade from approved over established to permanent in establishment. This role will be vital to the continuation of the RPAS capability through the state office.

#### Currently, the activities of the RPAS integration Officer are:

- Development of Online RPAS Observer Awareness course delivered via Nexus
- Development of onboarding program for Senior Remote Pilots and Remote Pilots
- Development of Tactical Directive for RPAS Operations
- Development of RPAS Framework
- Purchasing of RPAS aircraft and equipment on behalf of the region / functional areas
- Receiving, setting up and test flying RPAS
- Setting up RPAS personnel in Electronic Flight approval software (AVCRM and AirData)

#### Future role requirements are fulfilled in Two categories:

- RPAS Coordination Officer
  - Support to the Chief Remote Pilot and Regions for currency requirements, training requirements and maintenance practices within Region. This will evolve as the capability is further integrated into operations.
  - Review, further development and implementation of RPAS training and promotional material.
  - Review, development and implementation of RPAS Doctrine and policy within the organisation.
  - Continuous market research of RPAS equipment and technologies in consultation with the Innovation and Technology portfolio.
  - Participation in State and Federal; workshops with or as proxy for the Chief Remote pilot.
  - Coordinate and participation in events to showcase QFES RPAS with or in proxy for the Chief Remote Pilot.
  - Continuous coordination with the Procurement team for revision of RPAS training and supplier's SOA's and coordination with new market analysis results.
  - Identification of regulatory impacts, in consultation with the Compliance coordinator, from CASA changes to regulatory environments, recent example being the changes to the Manual of Standards, Part 101 issued by CASA that directly affect the approval process for RPAS.
- Chief Maintenance Controller
  - This role is listed on the Remote Operator Certificate (ReOC) and is required to be filled alongside the Chief Remote Pilot.



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# Form

Effective Date: 19/05/2020

Registration No.:

572

- Oversight from a state level of the current status of the QFES RPAS Fleet.
- Coordination of multiple levels of repair and maintenance for RPAS devices.
- Become the central coordinator for spares and replacement management.
- Auditing and record keeping in alignment and consultation with the Chief Remote Pilot.
- Procurement on behalf of Regions and Functional Areas of new RPAS equipment.
- Coordination of the testing and induction of equipment and new RPAS into QFES service with the issue of maintenance releases and input into operational status.
- Management with the Chief Remote pilot of the databases for pilot access and currency details, RPAS inductions and maintenance status, and imagery collection and protection.
- Coordination with suppliers, regulators and other emergency services jurisdictions to ensure national best practice is being achieved, as well as cross jurisdiction / agency activities are managed.

It is anticipated that all four State Air Operations Officers will be rotated and interchangeable 1.e. all four staff will be able to move seamlessly between each for the roles.

Should this request not be approved all RPAS processing, Maintenance, coordination or doctrine, policy, registering, management of the devices will revert to the Chief Remote Pilot (currently Manager Air Operations) which is non-sustainable work-load.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed

**Contrary to the public interest**

Neil Ganant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

572

Contrary to the public interest

Contrary to the public interest

*Verbal Approval*

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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

*Approved* / Not Approved

*Approved* / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



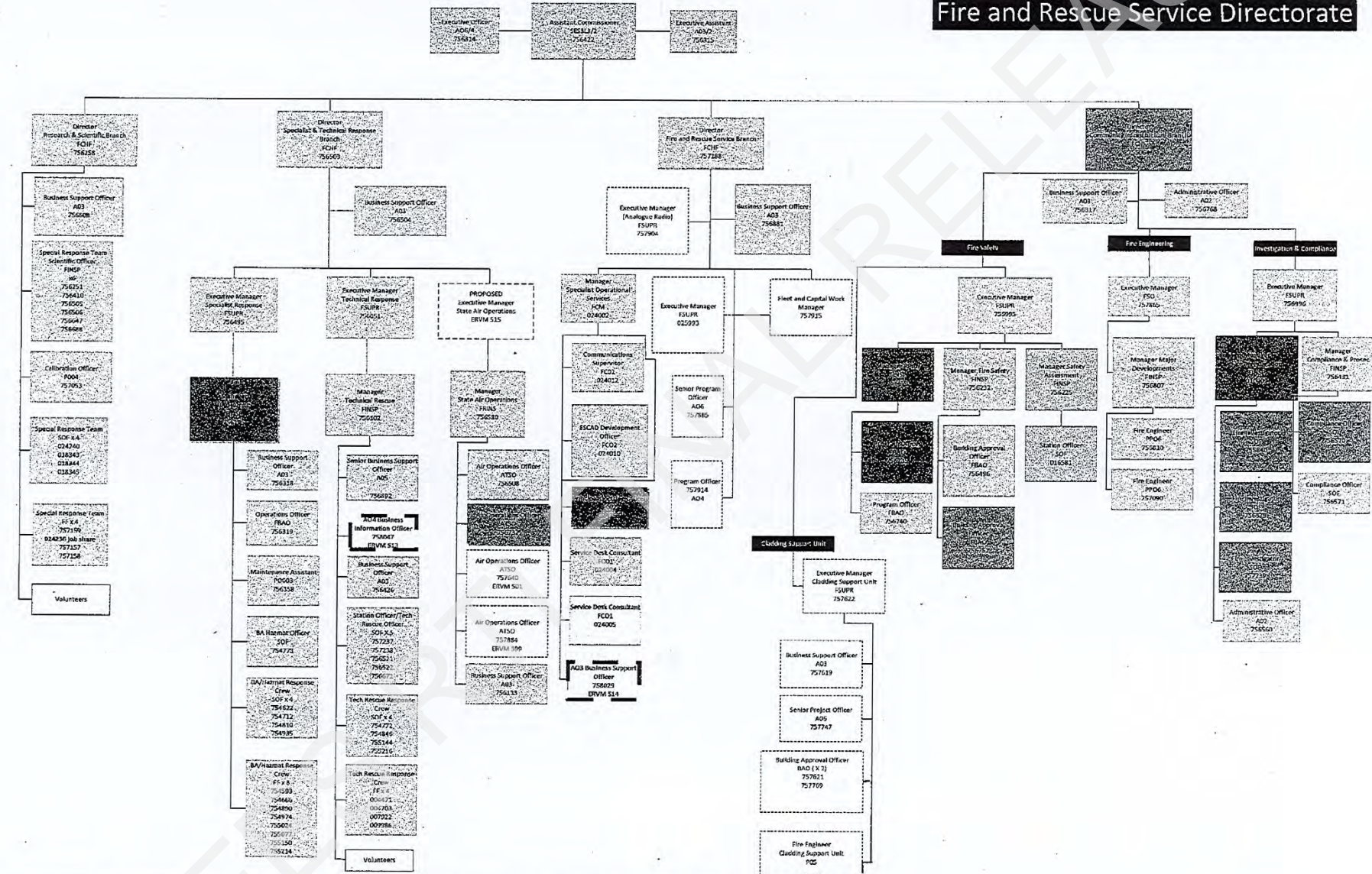
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# Fire and Rescue Service Directorate



Last Updated 22/06/2020

# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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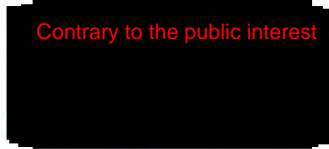
Effective Date: 19/05/2020

Registration No.:

573

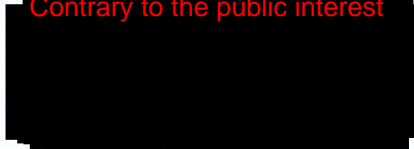
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



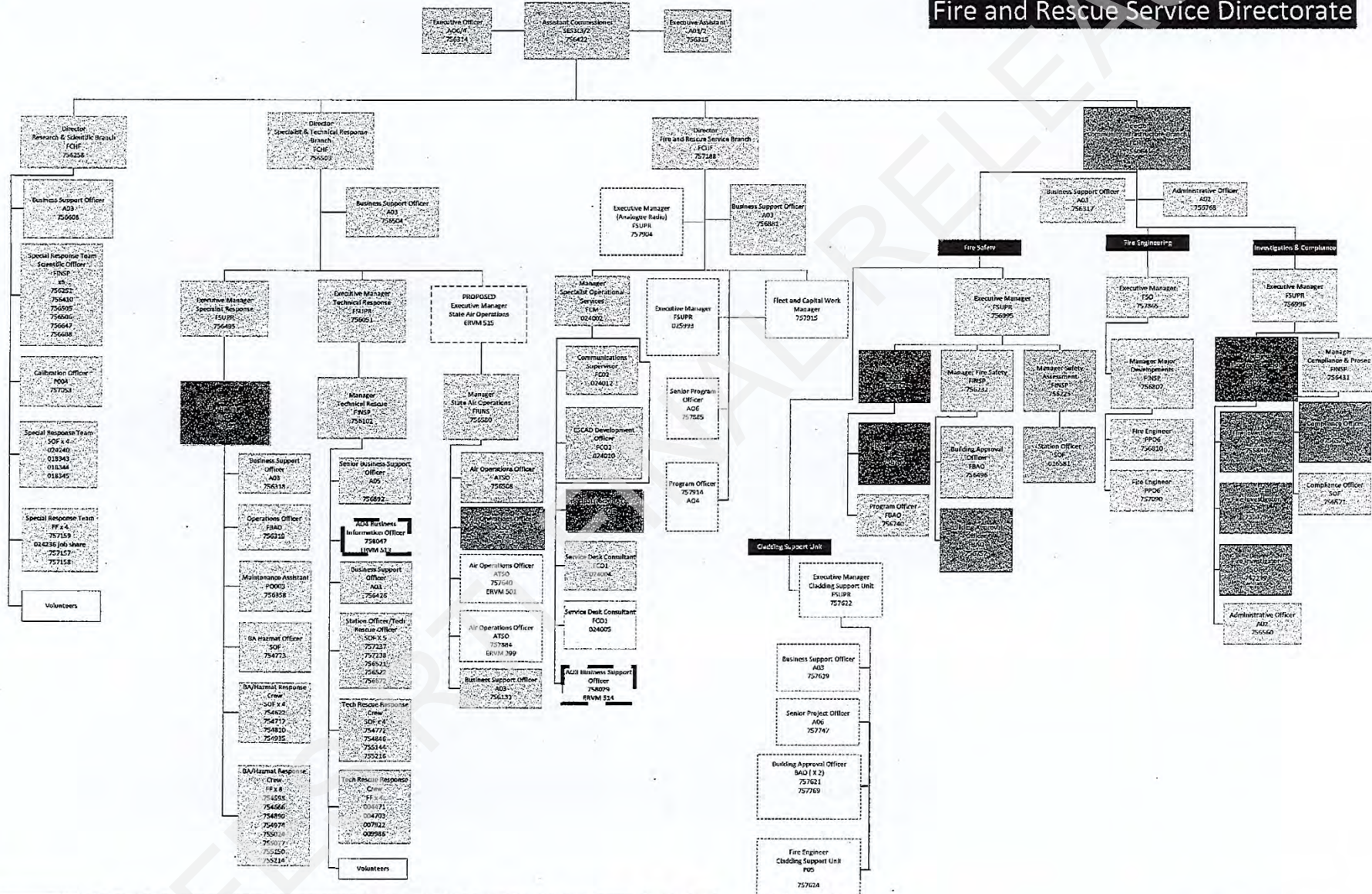
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# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Position is currently vacant	Owner in position	Owner not currently in position	Over establishment position	Business Partner	ERMV 30/4/20
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Last Updated 22/06/2020

## Wanda Kropp

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**From:** Natalie Muharem  
**Sent:** Thursday, 8 February 2024 1:45 PM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** RE: 'State Operations' Position Details  
**Attachments:** State Operations Position Details.xlsx

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Neil

Please find attached a position detail report for the following units.

- Hazard & Risk
- Predictive Services
- SOC
- Strategic Operational Planning
- Public Info & Warnings
- IM Capability Readiness
- Intelligence Services
- Strategic Frontline Comms
- Operational Comms
- State Air Ops (2nd tab)

Filtering on the position function code column (AN) – OS Rural will show a reference to Rural positions.

The 3 State Air ops positions that are dual classified have reference to that in the comments column (AK) however no other positions within the spreadsheet appear to have a dual classified comment.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | Strategy and Services | People & Culture

Strategy and Corporate Services

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	Kedron	WFH	Kedron



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**From:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Wednesday, 7 February 2024 7:04 PM  
**To:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** 'State Operations' Position Details

Hello Natalie,

As you maybe aware in the proposed QFD, a State Operations Directorate will be established that includes a range of capabilities that service both RFS and FRS (as attached).

I have been tasked along with A/AC Peter Hollier to determine 'how' the multi-classification issue of some roles can be resolved that meets the needs of the QFD and FRS/RFS.

To start this, I need to understand the 'current state' of these positions on whether they are RFS or FRS or multi-class?

Pls see attached proposed model with the relevant units circled in red that I need to understand the status of the positions.

As an example some of the SAOU positions are multi-class (RFS and FRS) including the EM position and the AirOps officers via an ERVMC meeting a few years ago.

Thanks and can explain further if needed.

I am looking for this info asap, but understand you have a lot on atm.

Can you pls advise of when I may receive this info?

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES

Contrary to the public interest







Comp Code	Position	Approved Date	Position Expiry	Position Comments	Act	Award	Position Function Code	Reporting Group	Position Count
1503		11/10/2021 0:00		ERVM 1030 Posn created for Royal Commission NND, FTE increase from existing cap]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		11/10/2021 0:00		ERVM 1030 Posn created for Royal Commission NND, FTE increase from existing cap]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2018 0:00			PUBLIC SECTOR ACT 2022	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		11/10/2021 0:00		ERVM 1030 Posn created for Royal Commission NND, FTE increase from existing cap] Title change Prog Offer to Risk Analyst (GIS) 21-JAN-2022. FRT change 12-MAY-2022   Title chng	PUBLIC SECTOR ACT 2022	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2018 0:00			PUBLIC SECTOR ACT 2022	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		1/07/2018 0:00			PUBLIC SECTOR ACT 2022	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		26/03/2021 0:00	26/05/2023 0:00	[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   ERVM 941 Pos redes to PSU] Pos held vacant to offset PN759655	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		27/02/2023 0:00		Cross Award arrangement offset by PN75939	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OP Station Officer	Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   ERVM 941 Pos redes from Intel Services to Predictive Services]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		1/06/2023 0:00	1/06/2024 0:00	ERVM 1417 Pos Create] Position title change	Public Sector Act 2022	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   Pos redes Predictive Serv Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		1/07/2018 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OP Station Officer	Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		1/07/2018 0:00			Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Senior Officers	Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		1/07/2018 0:00		ERVM 735 Posn held vacant to offset SAU posn 758277 until 31/3/21] ERVM 774 PN758277 ext to 04/7/21]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OP Station Officer	Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 Predictive Services 12] ERVM 832   Pos redes Predictive Servs Offer to Predictive Servs Intel Coord.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Support	Non Firefighting	1
1503		1/07/2018 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment] RTP set up incorrectly. Rectified to same as FRT 29 Nov 23]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Rural	Firefighting	1
1503		1/07/2019 0:00		CR0035260] Vacated DM PN due to QPS tfer	PUBLIC SECTOR ACT 2022	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2019 0:00		CR0035260] Vacated DM PN due to QPS tfer	PUBLIC SECTOR ACT 2022	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2019 0:00		ERVM 941 Pos transfer from SOC to Strat Op Plan]	PUBLIC SECTOR ACT 2022	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		2/09/2020 0:00		EBN 03623-2020 Pos created in lieu of 756525 TEM FTE reallocation. ERVM 595]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Operational Support	Non Firefighting	1
1503		1/07/2021 0:00		ERVM 941 Pos created as part of SOC Model. Temp to 26 Nov 2021. [ERVM 1067 Pos ext to 30 Jun 2022   EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Title change	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		16/01/2023 0:00		ERVM 1337 Olympic & Paralympic games position pending budget FTE] Cost Centre change Oct 2023] Org Unit changed Dec 23]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		16/01/2023 0:00		ERVM 1337 Olympic & Paralympic games position pending budget FTE] Cost Centre updated Oct 23] Org Unit updated Dec 23]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		23/04/2021 0:00		ERVM 853 Function transfer from Media] 10.03.22. FRT Change from PN758348] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] AC EMCC APPROV	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		23/04/2021 0:00		ERVM 853 Function transfer from Media] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		23/04/2021 0:00		ERVM 853 Function transfer from Media] 10.03.22. FRT Change from PN758348] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] AC EMCC APPROV	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024.   AC	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		13/08/2021 0:00		ERVM 988 Royal Commission Implementation Team] On priority list to convert to permanent] EBN 01508-2022 Perm FTE reallocation from PSBA unfunded vacant FTEs]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024.   AC	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024.   AC	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		23/04/2021 0:00		ERVM 853 Function transfer from Media] 10.03.22. FRT from PN 758348] EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] AC EMCC APPROVAL] cha	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		5/10/2021 0:00	30/06/2024 0:00	ERVM 988 Pos created for Royal Commission Implementation Team] 10.03.22. FRT Change from PN758348] ERVM 1224 Pos ext until end of project implementation 30 Jun 2024.   AC	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/03/2023 0:00		EBN 00151-2023 Tranche 2 Uplift posn pending budget FTE	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2021 0:00		ERVM 941 SOC Model posn created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022   EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Title change	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2021 0:00		ERVM 941 Pos created in lieu of 756460 TEM FTE reallocation EBN 3623-2020]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Operational Support	Non Firefighting	1
1503		1/07/2021 0:00		ERVM 941 SOC Model Pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022   EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Rural	Firefighting	1
1503		1/07/2021 0:00		ERVM 941 SOC Model - temp pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022   EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Title	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2021 0:00		ERVM 941 Pos created in lieu of 756546 TEM FTE reallocation EBN 3623-2020]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Rural	Firefighting	1
1503		1/07/2021 0:00		ERVM 941 Pos created in lieu of 756520 TEM FTE reallocation EBN 3623-2020]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Rural	Firefighting	1
1503		1/07/2021 0:00		ERVM 941 SOC Model Pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022   EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] Pos move f	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2021 0:00		ERVM 941 SOC Model Temp SES OCC pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022   EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant F	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	Volunteer Operational Support	Non Firefighting	1
1503		1/07/2021 0:00		ERVM 941 SOC Model Pos created to 26 Nov 2021] ERVM 1070 Pos ext to 27 Nov 2022   EBN 00108-2022 Temp to Perm FTE reallocation from PSBA unfunded vacant FTEs] FRT change	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2019 0:00		ERVM 941 Pos move from Plan & Review to IM Capability Readiness. ]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OP Station Officer	Firefighting	1
1503		1/07/2019 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment] ERVM 941 Pos move from Plan & Review to IM Capability Readiness.]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OP Station Officer	Firefighting	1
1503		21/01/2019 0:00		HCM re-alignment FSUPIN Fire and Rescue pos redes from QFES Resourcing to SOC] ERVM 941 Pos transfer from SOC to IM Capability Readiness]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Senior Officers	Firefighting	1
1503		1/07/2019 0:00		EBN 03679-2017 Temp to Perm conversion Capability Realignment] ERVM 941 Pos move from Plan & Review to IM Capability Readiness.]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Senior Officers	Firefighting	1
1503		1/07/2019 0:00		ERVM 941 Org unit/RT/FRT change.]	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Senior Officers	Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 GIS 2] ERVM 832   Title change Snr Advisor to Snr Intel Offer 25 Nov 21.	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		26/03/2021 0:00		[2020/21 CBRC 1037 GIS 2] ERVM 832   ERVM 941 Intel Services Unit transfer to SOCB - RT/FRT change]	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		29/05/2023 0:00	15/12/2023 0:00		Act Free	Award Free	OTHER	Unknown	
1503		1/06/2023 0:00	1/06/2024 0:00	ERVM 1418	Public Sector Act 2022	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/06/2023 0:00	1/06/2024 0:00	ERVM 1418 Pos Create	Public Sector Act 2022	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		1/07/2020 0:00		ERVM 578 Pos created for Emergency Response Intelligence Network (ERIN) Program & offset by 756423] ERVM 926 Pos created in lieu of posid 757464 (Temp to Perm)] ERVM 1142	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		31/10/2019 0:00		EMM 407 new position for Strat Comms Systems] ERVM 1142 transfer from ITD] Org Change to FRS Division approved by Commissioner 18.04.23	PUBLIC SERVICE ACT 2008	Queensland Public Service Officers and Other Employees Award - State 2015	OS - OTHER	Non Firefighting	1
1503		31/10/2019 0:00		EMM 325 new position for SSSP structure] ERVM 1142 transfer from ITD] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Senior Officers	Firefighting	1
1503		1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		31/10/2019 0:00		ERVM 909 Position transfer from Info Mngt to QFES Resourcing] ERVM 1060 Position transfer from QFES Resourcing to Spec Oper Serv] ERVM 1142 structure change] Org Change to F	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		1/07/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		11/10/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		20/12/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		14/10/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		14/10/2019 0:00		EMM 492 Pos offsetting 757972, not to be backfilled] ERVM 546 approved for offset to continue to 30.09.20] ERVM 1142 structure change] Org Change to FRS Division approved by C	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		14/10/2019 0:00		ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		12/11/2021 0:00	30/12/2023 0:00	ERVM 1049 Pos offset by pos ID 756933] ERVM 1142 structure change] ERVM 1303 Approved Extension] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		14/10/2019 0:00		ERVM 1142 structure change] ERVM 1049 Title change and approved increase to 1FTE on priority list, currently offset by temp position 758934] Org Change to FRS Division approved by F	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		1/07/2019 0:00	31/12/2050 0:00	ERVM 1142 structure change] Org Change to FRS Division approved by Commissioner 18.04.23	Fire and Rescue Act 1990	Queensland Fire and Emergency Service Employees Award - State 2016	OS Communications	Non Firefighting	1
1503		31/10/2019 0:00							

Current Occupancy	Headcount_Sub_Occupants	Headcount_Act_Occupants	True_Vacant	LastSubsVacantDateTo	LastSubsVacantDays	LastSubsVacantMonths	MonthsTillExpiry	Last_Refreshed
Vacant	0	0	1	26/11/2023 0:00	71	3		5/02/2024 7:30
Subs Filled/Actual Filled	2	1	0	27/09/2023 0:00	131	5		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	20/10/2023 0:00	108	4		5/02/2024 7:30
Vacant	0	0	1	18/08/2023 0:00	171	6		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	11/08/2023 0:00	178	6		5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0	27/09/2023 0:00	131	5		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	7/01/2024 0:00	29	1		5/02/2024 7:30
Vacant	0	0	1				-9	5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0	26/10/2023 0:00	102	4		5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0				4	5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	27/02/2022 0:00	708	24		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0					5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	28/07/2022 0:00	557	19		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	31/05/2023 0:00	250	9		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	20/02/2023 0:00	350	12		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0					5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	8/12/2022 0:00	424	14		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	4/07/2023 0:00	216	7		5/02/2024 7:30
Subs Filled/Actual Filled	2	1	0	5/02/2024 0:00	0	0		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	13/02/2023 0:00	357	12		5/02/2024 7:30
Subs Filled/Actual Vacant	1	0	0	30/06/2022 0:00	585	20		5/02/2024 7:30
Vacant	0	0	1	22/10/2023 0:00	106	4		5/02/2024 7:30
Vacant	0	0	1	22/10/2023 0:00	106	4		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	28/01/2024 0:00	8	1		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	29/07/2022 0:00	560	19		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	8/08/2022 0:00	546	18		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	14/12/2023 0:00	53	2		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	14/12/2023 0:00	53	2		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	3/10/2023 0:00	125	4		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0					5/02/2024 7:30
Subs Filled/Actual Filled	1	2	0	30/06/2023 0:00	220	8		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0					5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	15/01/2024 0:00	21	1		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	13/10/2023 0:00	115	4	4	5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	4/02/2024 0:00	1	0		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	8/10/2023 0:00	120	4	4	5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	8/10/2023 0:00	120	4	4	5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	24/09/2023 0:00	134	5		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	8/10/2023 0:00	120	4	4	5/02/2024 7:30
Subs Filled/Actual Filled	2	1	0	4/02/2024 0:00	1	0		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	7/01/2024 0:00	29	1		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	6/11/2023 0:00	91	3		5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0					5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0					5/02/2024 7:30
Vacant	0	0	1					5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0	21/08/2022 0:00	533	18		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0					5/02/2024 7:30
Subs Filled/Actual Vacant	1	0	0	31/10/2023 0:00	97	4		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	2/10/2023 0:00	126	4		5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0	22/08/2023 0:00	167	6		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	9/01/2024 0:00	27	1		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	2/07/2023 0:00	218	7		5/02/2024 7:30
Subs Filled/Actual Vacant	1	0	0	6/02/2023 0:00	364	12		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	1/03/2022 0:00	706	23		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	3/07/2022 0:00	582	19		5/02/2024 7:30
Vacant	0	0	1	17/02/2023 0:00	353	12		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	13/12/2023 0:00	54	2		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	27/02/2022 0:00	708	24		5/02/2024 7:30
Vacant	0	0	1	15/12/2023 0:00	52	2	-2	5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0				4	5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0				4	5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	8/01/2024 0:00	28	1		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	3/07/2023 0:00	217	7		5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0	5/03/2023 0:00	337	11		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	5/11/2023 0:00	92	3		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	4/02/2024 0:00	1	0		5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10	-2	5/02/2024 7:30
Vacant	0	0	1					5/02/2024 7:30
Vacant	0	0	1	29/10/2023 0:00	99	4	322	5/02/2024 7:30
Vacant	0	0	1	8/10/2023 0:00	120	4		5/02/2024 7:30
Subs Vacant/Actual Filled	0	1	0				4	5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	25/09/2023 0:00	133	5		5/02/2024 7:30
Vacant	0	0	1					5/02/2024 7:30
Subs Filled/Actual Filled	1	1	0	17/04/2023 0:00	294	10		5/02/2024 7:30
Subs Filled/Actual Filled	2	2	0	17/04/2023 0:00	294	10		5/02/2024 7:30



Org Lvl 3	Org Lvl 4	Org Lvl 5	Org Lvl 6
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations
Fire & Rescue Service	Fire & Rescue Service	Specialist & Tech Resp	State Air Operations

Org Lvl 7	Org Lvl 8	Org Unit Sort	Org Number	Org Name	Position Number
		01530703030300000000	10970	State Air Operations	758159
		01530703030300000000	10970	State Air Operations	756732
		01530703030300000000	10970	State Air Operations	758160
		01530703030300000000	10970	State Air Operations	756133
		01530703030300000000	10970	State Air Operations	758161
		01530703030300000000	10970	State Air Operations	756580
		01530703030300000000	10970	State Air Operations	756508

Position Full Title	Position Brief Title	Position Classification
Executive Manager	Exec Mngr	FSPRI
Air Operations Officer	Air Ops Offcr	RFSO2
Air Operations Officer	Air Ops Offcr	RFSO2
Business Support Officer	Business Supp Offcr	A03
Air Operations Officer	Air Ops Offcr	RFSO2
Manager	Mngr	FSINS
Air Operations Officer	Air Ops Offcr	RFSO2

Position Classification Desc	Position Hours	Staffing Restriction Code	Position Type	GEO Code
Superintendent	38		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547
Administrative Officer Lvl 3	36.25		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547
Inspector	38		Permanent	01547
Rural Fire Service Off 2	38		Permanent	01547

RELEASE

Position Location Desc	Position Address	Position Attendance	ANZSCO Code
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	139112
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	531111
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	139112
Emergency Services Comple	125 Kedron Park Road, Kedron	Full-time	441212

QFES RTI

ANZSCO Code Desc	Job Type	Corporate Services Code	Corporate Services Code Desc
Commissioned Fire Officer	OPER	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support
General Clerk	ADMIN	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support
Commissioned Fire Officer	OPER	Z01	Frontline and Frontline Support
Fire Fighter	OPER	Z01	Frontline and Frontline Support

Funding Amount	Position Budget FTE	Position Funding	Percentage	Bus Area Code	Cost Centre
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236
		1 FUND	100	6101	6899236
1		1 FUND	100	6101	6899236

Cost Centre Desc	Comp Code	Position	Approved Date	Position Expiry
Aerial Operations	1503		1/07/2020	0:00
Aerial Operations	1503		12/02/2018	0:00
Aerial Operations	1503		1/09/2020	0:00
Aerial Operations	1503		7/06/2018	0:00
Aerial Operations	1503		1/10/2020	0:00
Aerial Operations	1503		12/02/2018	0:00
Aerial Operations	1503		13/02/2019	0:00



**Position Comments**

ERVM 573 Pos created in lieu of 757161 TEM FTE reallocation EBN 3623-2020|Org Change to FRS Division app

ERVM 571 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757640 & 756421. RFS ATSO  
Org Change to FRS Division approved by Commissioner 18.04.23

ERVM 572 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757884 & 756547. RFS ATSO  
RT/FRT Change (ERVM 573).Org Change to FRS Division approved by Commissioner 18.04.23

Org Change to FRS Division approved by Commissioner 18.04.23

Act
Fire and Rescue Act 1990
Fire and Rescue Act 1990
Fire and Rescue Act 1990
PUBLIC SECTOR ACT 2022
Fire and Rescue Act 1990
Fire and Rescue Act 1990
Fire and Rescue Act 1990

Award
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Public Service Officers and Other Employees Award - State 2015
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016
Queensland Fire and Emergency Service Employees Award - State 2016

Position Function Code	Reporting Group	Position Count	Current Occupancy
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS - OTHER	Non Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled
OS Rural	Firefighting	1	Subs Filled/Actual Filled

Headcount_Sub_Occupants	Headcount_Act_Occupants	True_Vacant	LastSubsVacantDateTo
1	1	0	17/04/2023 0:00
1	1	0	30/12/2023 0:00
1	1	0	17/04/2023 0:00
1	1	0	17/04/2023 0:00
1	1	0	5/01/2024 0:00
1	1	0	5/04/2023 0:00
1	1	0	10/10/2023 0:00

LastSubsVacantDays	LastSubsVacantMonths	MonthsTillExpiry	Last_Refreshed
294	10		5/02/2024 7:30
37	2		5/02/2024 7:30
294	10		5/02/2024 7:30
294	10		5/02/2024 7:30
31	1		5/02/2024 7:30
306	10		5/02/2024 7:30
118	4		5/02/2024 7:30

## Wanda Kropp

---

**From:** Natalie Muharem  
**Sent:** Wednesday, 20 September 2023 3:57 PM  
**To:** Corro QFES FRS AC  
**Cc:** QFES Human Resource  
**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted  
**Attachments:** \*Do Not Reply\* Position Modified: 758159 - Exec Mngr  
**Categories:** EO to Action

Hi Cody

Workforce analytics have advised that the Executive Manager – State Air Ops PN758159 has now been referenced as dual classified.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



---

**From:** Natalie Muharem [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)

**Sent:** Monday, 18 September 2023 4:18 PM

**To:** Corro QFES FRS AC [corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)

**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Hi Cody

I have submitted a Modify form through Aurion to the Workforce analytics team, I will let you know when it's been actioned.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Friday, 15 September 2023 9:09 AM

**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good morning Natalie,

May I please seek a status update on the below request.

Thank you.

Kind regards,

Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Wednesday, 6 September 2023 2:29 PM

**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>; QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; Douglas May <[Douglas.May@qfes.qld.gov.au](mailto:Douglas.May@qfes.qld.gov.au)>; Kim Morris <[Kim.Morris@qfes.qld.gov.au](mailto:Kim.Morris@qfes.qld.gov.au)>

**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good afternoon Natalie,

Please find attached an Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position between the Fire and Rescue Service (FRS) and Rural Fire Service (RFS).

May I please ask Aurion is updated to reflect that this position is dual classified between the FRS and RFS.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

## Wanda Kropp

---

**From:** donotreply.aurion@chde.qld.gov.au  
**Sent:** Wednesday, 20 September 2023 1:05 PM  
**To:** Natalie Muharem  
**Subject:** \*Do Not Reply\* Position Modified: 758159 - Exec Mngr

CAUTION: This email originated from outside of Queensland Fire & Emergency Services. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Nat

The following position has been modified:

Position Number: 758159  
Position Title: Exec Mngr

Reason: 'No Reason Provided'

Regards,

CR-QSS-Establishment

## Wanda Kropp

---

**From:** Neil Francis  
**Sent:** Tuesday, 19 September 2023 9:05 AM  
**To:** Brooke Gowland  
**Cc:** Corro QFES FRS AC; John Cawcutt; QFES Commissioner Staff Officer  
**Subject:** RE: EBN 2122-2023 Clarification  
**Attachments:** ERVMC - State Air Operations Superintendent Position.pdf; FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Morning Brooke,

Please see attached ERVMC submission that relates specifically to the EM role being dual classified for FRS and RFS.

This matter was raised by the SOU and several meetings occurred in explaining the process and current situation of being dual classified with the provision that any vacancy over 2 weeks (HCOM) will be EO'd for FRS and RFS to apply.

As part of CA22, 'Air Operations roles' will go through a work value review. Kylie's feedback is attached.

I'm not able to advise on the DC consultation point in detail however I understand that conversations occurred.

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



---

**From:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Sent:** Monday, 18 September 2023 6:00 PM  
**To:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
**Subject:** EBN 2122-2023 Clarification

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner’s noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **“Approve the 3 new FTE’s as either RFS, SES or EM permanent positions.”** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M Contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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# Form

Registration No.:

573

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

#### NOTE:

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: HR Business Partner **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / ~~Not Endorsed~~

Contrary to the public interest

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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# Form

Effective Date: 19/05/2020

*Approved pending position*

Registration No.:

573

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal  
Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

*25, 6, 2020*

*22, 6, 20*

*25, 6, 20*

Comments from ERVM:

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ERVM Secretariat/PHRBP

Does this decision enact a HCOM change?

YES

No



UNCLASSIFIED

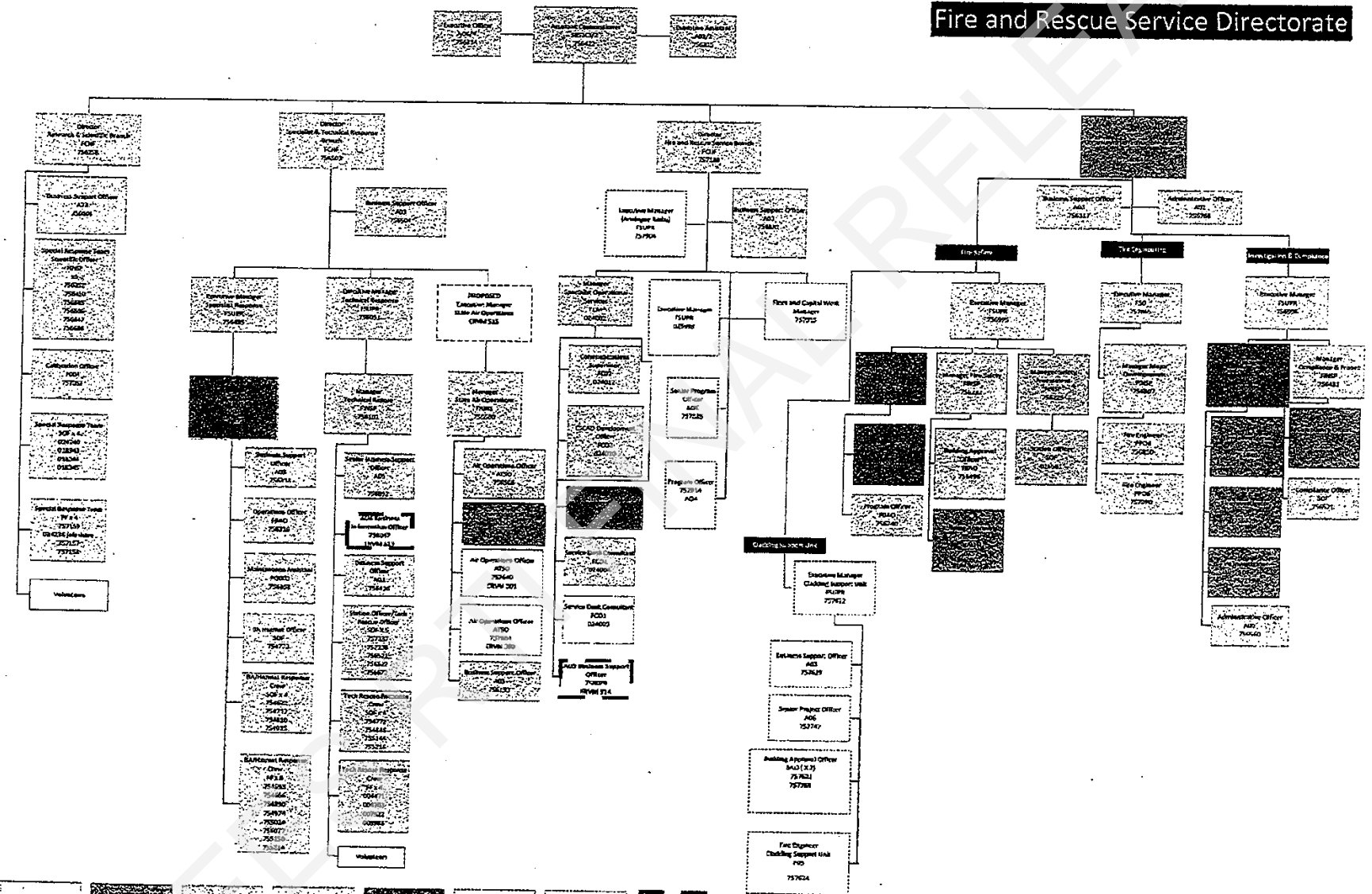
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# Fire and Rescue Service Directorate



[Shaded Box] Vacancies is covered and currently unoccupied  
 [Dashed Box] Vacant position  
 [Solid Box] Current not correctly by position  
 [Dotted Box] Over establishment position  
 [Solid Box] Business Partner  
 [Dotted Box] ERVM 30/4/20

Last Updated 22/06/2020

## Wanda Kropp

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**From:** Corro QFES FRS AC  
**Sent:** Tuesday, 19 September 2023 8:25 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Neil,

As discussed, please see below HR advice from Kylie Watson regarding the dual classification of the Executive Manager State Air Operations Unit position.

Kind regards,  
Cody

### **Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Monday, 28 August 2023 4:41 PM  
**To:** Kylie Watson <Kylie.Watson@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for the below advice and yes, I can confirm a work value review will be completed for the Air Operation roles.

Kind regards,  
Cody

### **Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**



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**From:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Sent:** Monday, 28 August 2023 8:24 AM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

Thank you for adding in the further information on how the role will be filled in the future. The contents are good for me.

I note that CA22 (schedule 3), advises that Air Operations roles will have a work value review (JEMS or similar implemented during the life of the agreement. I imagine this will include all roles, which the Executive Manager would also be included?

Kind Regards

**Kylie Watson**

Senior HR Advisor, Brisbane Region

Strategy & Services Branch | QFES People

---

M  E [Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)

---

**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Friday, 18 August 2023 3:55 PM  
**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for your feedback and time on the telephone this afternoon.

Please find attached a copy of the updated brief for your consideration.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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---

**From:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Sent:** Thursday, 17 August 2023 12:54 PM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

In addition to the below, I believe the Air Operations roles will be part of the Work Value Reviews. Will this include the Executive Manager and Manager? If so, should that be included in the EBN, that the roles will be reviewed?

Kind Regards

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

---

**From:** Kylie Watson

**Sent:** Thursday, 17 August 2023 11:27 AM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Morning Cody

Thank you for sending through. Currently I don't exactly concur with the contents of the brief, it has however been raised with HR as part of the consultation process.

With the recommendations, I don't believe it goes into enough detail of how this will be managed going forward (and whether that needs to be spelt out in an earlier section). For example applying for future vacancies, will this mean if the role becomes permanently vacant it will be advertised to RFS and FRS and whoever is successful will be appointed and the position would then be updated. Will it also be open to PS employees, who would then be appointed as RFS? Or is the thought if the role is permanently vacant, it will only be offered in the future on rotation (similar to Commissioners Staff Officer, or MLO). If Contrary to the public interest takes leave or relieves, the brief refers to temporary opportunities, is this the temporary opportunity being referenced, that it will be open for all, and dependent on the successful applicant would be RFS or FRS?

Also has there been thought with regards to this role and Air Operations Unit and the new QFD? Will there be change?

Does the Together RFS union need to be consulted in this?

The EBN also does not go into why this role should be a dual classified role. The various ERVM's and EMM's do not provide that level of detail either on why this should be a dual role, other than providing opportunities to employees. A role either requires Station Officer (FRS) qualifications or it does not. An FRS can still apply for a RFS position, so opportunities are still there. From my (albeit very limited understanding of Air Operations), I had thought Air Operations was more based in Rural Firefighting, as opposed to structural firefighting that FRS are more aligned to. However I am obviously not an Air Operations expert (or RFS/FRS). The EBN discusses the number of requests to assist did these include both rural and non rural related tasks? Is this why the request is for dual? The ERVM advises that the EM is responsible for the overall direction and reporting of the Air Ops unit, providing the conduit for reporting up and accountability of the unit actions, response and coordination, and the position carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

The Manager Air Operations became RFS in 03/03/2008, so the history of the unit and its growth since then has been under RFS. It appears that an FRS employee who had been relieving in the Manager role was permanently appointed at that time (04/2008) and was appointed as an RFS Manager.

The ERVM that was approved, that the brief references by saying it was approved as dual, the only reference to that is in the classification box, where it has RFS/FRS.

I believe there needs to be further information detailing why this role should be considered dual classified.

Cheers

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

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**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Monday, 14 August 2023 4:09 PM

**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Please find attached a copy of the draft Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position for your consideration.

May I please confirm if you concur with the contents of this brief?

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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QFES RTI FINAL RELEASE

## Wanda Kropp

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Friday, 28 July 2023 12:50 PM  
**To:** QFES Human Resource  
**Cc:** Corro QFES FRS AC  
**Subject:** RE: For approval - Outcome letter and EVF - Employment Review Request - [REDACTED] - Due 01 August 2023  
**Attachments:** AAC FRSD Endorsed Letter [REDACTED].pdf; AAC FRSD Endorsed OBM188 [REDACTED].pdf

Hello Natalie,

Please see attached forms now signed by A/AC Francis, as requested.

Regards,

**Theresa Scherer**

A/Executive Assistant | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1956 E [theresa.scherer@qfes.qld.gov.au](mailto:theresa.scherer@qfes.qld.gov.au)



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**From:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Sent:** Friday, 28 July 2023 10:48 AM  
**To:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Cc:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Subject:** For approval - Outcome letter and EVF - Employment Review Request - [REDACTED] - Due 01 August 2023

Hi Cody

Can I please have AC Francis' approval on the attached approved outcome letter and EVF for [REDACTED].

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor  
HR Services | QFES People – Strategy and Services Branch  
**Queensland Fire and Emergency Services**  
E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237  
 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
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**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Thursday, 20 July 2023 8:46 AM  
**To:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>; Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; Douglas May <[Douglas.May@qfes.qld.gov.au](mailto:Douglas.May@qfes.qld.gov.au)>  
**Subject:** FW: Employment Review Request - [REDACTED] - Due 01 August 2023

Hi Natalie,

Please find attached DC FRS approved Higher Duties Classification Checklist for [REDACTED] for processing.

Thank you.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Sent:** Thursday, 20 July 2023 8:40 AM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Cc:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>  
**Subject:** Employment Review Request - [REDACTED] - Due 01 August 2023

Morning Cody

Please find attached Employment Review Request for [REDACTED] which has been approved by A/DC FRS.



Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald

Agency Implementation Program

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: Contrary to the public interest



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**From:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Sent:** Wednesday, 19 July 2023 8:21 PM

**To:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>

**Subject:** RE: For approval - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Approved, thank you

Steve



**Stephen Smith AFSM EMPA MLshipMgt GAICD**  
**A/Deputy Commissioner – Fire and Rescue Service**

**Queensland Fire and Emergency Services**

a. PO Box 1425 Brisbane Qld 4001

m. Contrary to the public interest e. [StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>

Respect | Integrity | Courage | Loyalty | Trust

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**From:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>

**Sent:** Wednesday, 19 July 2023 1:54 PM

**To:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Cc:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>

**Subject:** For approval - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Hi Steve

Please find attached Higher Duties Classification Checklist for Contrary to the public interest for your approval.

Noting – AC FRS has endorsed.

Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald

Agency Implementation Program

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: Contrary to the public interest



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**From:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Sent:** Thursday, 13 July 2023 1:05 PM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: For approval - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Good afternoon Cody,

Below and attached are documents relevant to a HD Conversion application by Contrary to the public interest for the Manager Air Operations role he has been filling since January 2021.

Per the below, I have reviewed the below and have electronically signed the OBM-177 form attached to this email. Can I please request Mr Francis be provided the form and attachments for his review and upon his approval, his signature on the document to be further progressed to DC Smith?

Thank you in advanced.

Regards,

Marty

**Martin Gibson** BEng(Aero), BAviation  
Superintendent  
Executive Manager, State Air Operations

State Air Operations Unit  
Fire and Rescue Service Directorate  
Readiness and Response Division  
Queensland Fire and Emergency Services

Phone: (07) 3635 2490

Mobile: [Redacted]

Email: [martin.gibson@qfes.qld.gov.au](mailto:martin.gibson@qfes.qld.gov.au)

**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Sent:** Thursday, 13 July 2023 12:28 PM

**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** For approval - Employment Review Request - [Redacted] - Due 01 August 2023

Hi Marty

Thank you for your time on Tuesday discussing [Redacted] HD Conversion request.

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#), [Redacted] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to considered suitable to perform the role
- the employee has provided evidence of possessing any relevant mandatory qualifications
- the employee is not subject to any unresolved and documented conduct or performance matters that have been put to the employee in writing, and where required, managed in accordance with the requirements of a relevant directive, such as the directives relating to positive performance management and discipline.

As per the directive we need to provide a formal response to [Redacted] within 28 days, attached is a QFES OBM-177 form recommending that [Redacted] HD conversion request be approved.

Could you please sign the OBM-177 form as the reviewer and provide any relevant comments and forward through to A/AC Francis' office and obtain his approval.

AC Francis' office will then forward it through to the DC for approval.

Once approvals have been returned to HR, I will then provide [Redacted] with his outcome.

Due to the 28 day deadline we require a response back to [Redacted] by the 01 August 2023.

Attached documents

- Conversion Checklist
- QFES OBM-177
- Original request email – with Resume, RSS
- Role description

Feel free to call if you have any questions or concerns about the process.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



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**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Monday, 10 July 2023 9:06 AM  
**To:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Meeting Request - Discussion - Employment Review Request - Contrary to the public interest - Due 01 August 2023

Hi Marty

As you are aware, I am in the process of coordinating the review on Contrary to the public interest acting status. Contrary to the public interest has requested the review of his acting status on Tuesday 4 July 2023.

A higher duties conversion checklist has been developed, to assist in the review process, I have partially completed the HD Conversion form however would like to complete the remainder of the checklist with you as his current supervisor over a scheduled meeting. I've sent through a calendar invite for tomorrow, if the proposed time doesn't suit please let me know.

I have also provided the Review of acting or secondment at higher classification level (Directive 03/2) [link](#), for your information and the steps required as Contrary to the public interest supervisor to progress his request for review.

After our meeting, I will send you the completed checklist and ask that you review and sign the checklist and progress the checklist via your Assistant Commissioner for their Recommendation and the final approval to your Deputy Commissioner.

Once approved if the final approval could be sent to the HR inbox – [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) HR will then draft the appropriate letter.

If you have any questions or concerns feel free to call.

Kind regards,


**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

**E** [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | **P** 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Microsoft Power Apps and Power Automate <[microsoft@powerapps.com](mailto:microsoft@powerapps.com)>  
**Sent:** Tuesday, 4 July 2023 4:53 PM  
**To:** **Contrary to the public interest** <[@qfes.qld.gov.au](mailto:@qfes.qld.gov.au)>  
**Cc:** Martin Gibson <[Martin.Gibson@qfes.qld.gov.au](mailto:Martin.Gibson@qfes.qld.gov.au)>  
**Subject:** Employment Review Request Acknowledgement - **Contrary to the public interest**

**CAUTION:** This email originated from outside of Queensland Fire & Emergency Services. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi **Contrary to the public interest**

Thank you for submitting a request for employment review for the role you are currently performing.

Firstly, we would like to acknowledge your service, and recognise the role you have performed in the Queensland Fire & Emergency Services (QFES) over this period.

We will consider your request taking into account relevant sections of the Public Sector Act 2022 (the Act) and the relevant Directive to your employment scenario.

To be eligible for review, you must have been employed by QFES for a minimum of 12 months or you must have been acting at, or seconded to, the higher classification level in the same role for a continuous period of at least one year.

Where this requirement is met, the review will consider:

- if there is a continuing need for you to be employed in your current role, or one that is substantially the same (temporary reviews only)
- if you are suitable to perform the role in accordance with the the Directive
- if any requirements of an industrial instrument need to be complied with, in relation to making this decision
- if it is not viable or appropriate to convert you to permanent employment, having regard to the genuine operational requirements of QFES.

You may wish to provide information you would like me to considered as part of the review, addressing the considerations above, such as **evidence of your relevant qualifications/conditions as outlined under Mandatory/Special Requirements in the role description of the role you are performing.**

Your union or other representative may assist you with this.

To ensure your request is properly considered, **please provide this information to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) within 72 hours.**

Under the Act, a decision needs to be made within 28 days of your request date. A decision is expected within this timeframe.

However if a decision is not made within this timeframe, it will be taken that you will not be permanently employed/converted and that you will continue your existing employment arrangement.

You will be advised in writing of the outcome of your request. Please see [Employee Review Additional Information](#) for the decision-making framework and appeal rights provided for under the Act and directive.

Your supervisor has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact your supervisor or your Senior HR Advisor.

QFES HR Services  
[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

If you want to unsubscribe from these emails, please use this [form](#).

QFES RTI FINAL RELEASE



Contrary to the public interest



Queensland Government

Queensland Fire and Emergency Services

Dear [Redacted]

Key points:

1. This letter is an offer to convert your employment to permanent in the role that you are currently acting in.
2. Subject to your agreement, your conversion will take effect from 20 July 2023.
3. The details of your permanent employment offer are enclosed at the end of this letter.

Thank you for your submissions received on 4 July 2023 in relation to your request for employment on a permanent basis in the higher classification position of Inspector, State Air Operations, Specialist & Technical Response, Fire & Rescue Service, Queensland Fire & Emergency Services that you are currently acting in.

I have considered your request and am pleased to advise that, if you agree, you will be permanently employed in the position of Inspector, State Air Operations, Specialist & Technical Response, Fire & Rescue Service, Queensland Fire & Emergency Services from 20 July 2023.

The details of your permanent employment in this role are:

<b>Role:</b>	Inspector State Air Operations Specialist & Technical Response Branch Fire & Rescue Service Directorate Queensland Fire and Emergency Services
<b>Classification/Rank:</b>	FSINS
<b>Salary rate:</b>	\$5980.95 per fortnight
<b>Employment Status:</b>	Permanent Full Time
<b>Hours per fortnight:</b>	38
<b>Basis of appointment:</b>	Fire and Emergency Services Act 1990
<b>Award:</b>	Queensland Fire and Emergency Services Employees Award 2016
<b>Certified Agreement:</b>	Queensland Fire and Emergency Services Certified Agreement - 2022

My decision and response are based on the requirements of [section 120](#) of the *Public Sector Act* (Act) and [Review of acting or secondment at higher classification level \(Directive 03/23\)](#).

In relation to genuine operational requirements, your employment in the position on a permanent basis is supported because the role is substantively vacant and you meet the relevant mandatory condition/s of the role (as provided for in the role description).

I would also like to take this opportunity to thank you for the contribution you have made to Queensland Fire and Emergency Services and look forward to working with you on an ongoing basis.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie on Contrary to the public interest

Yours sincerely

Contrary to the public interest

Neil Francis  
A/Assistant Commissioner  
Fire & Rescue Service



# Form

Effective Date: 30/05/23

Version: 1.4

QFES

FRS

SES

RFS

## OBM 188 – Employment Verification (Offline)

Responsible Owner: Director, Strategic and Services Branch (SSSB), QFES People

This form is **only** to be used for the following staff movements:

- any new appointment including secondments not recruited through Nexus
- employment conversions
- transfers

Upon completion, submit to the applicable manager/supervisor for approval. The form is then to be lodged via the Queensland Shared Services (QSS) [Self-service Centre](#) or emailed to [payrollqfes@chde.qld.gov.au](mailto:payrollqfes@chde.qld.gov.au).

This form also needs to be lodged with the Business Platforms Unit via an [ICT Self Service/Boss ticket](#) in the following instances:

- person is an existing QFES volunteer and is being appointed to a paid position (permanent or temporary)
- person is a new starter not recruited through Nexus.

### Change Type:

Direct Appointment - After Secondment/Higher Duties

### Personal Details:

Title:	Contrary to the public interest		
Legal First name:	Contrary to the public interest	Preferred name:	
Legal Middle name:			
Legal Last name:	Contrary to the public interest		
Date of birth:		Gender:	Male
Personal Email:			
Mobile phone:	Contrary to the public interest	Home phone:	

### Current Residential Address (only required if updating)

No. and street:			
Suburb:	State:	Select:	Postcode:

### Current Postal Address (if the same as Current Residential Address, write as above)

PO Box no. or No. & street:			
Suburb:	State:	Select:	Postcode:

### Current Work Details

Eligibility to work in Australia: (only for new staff members or change of employment type)	Contrary to the public interest		
Currently employed by the Qld Government?	Contrary to the public interest	Job type:	Contrary to the public interest
Classification:	FSINS		
Job title:	Inspector		
Payroll no.:	27450		
Agency:	QFES		
Work unit:	State Air Operations		
Branch:	Fire & Rescue		
Location:	Kedron		



**New Employment Details:**

Position no.:	756580	Position title:	Inspector
Classification:	FSINS	Pay point:	Low
Requisition no.:	N/A		
Cost centre:	6899236	Percentage (%):	100
Cost centre 2:		Percentage (%):	
Region:	State		
Division:	Capability & State Services		
Directorate:	Fire and Rescue Service		
Org Unit name:	Specialist & Tech Resp		
Location:	Kedron		
Position status:	Permanent	Position type:	Full-time
Start date:	20/07/2023	End date:	Select Date:
Hours per fortnight:	74	Full-time equivalent:	1.0
Probation start date:	Select Date:	Probation end date:	Select Date:
Timekeeper Ruleset:	PSA031 - (core public servant) QFES 6am-6pm 38.00p/w		
Public Holiday Group:	Brisbane		
Employment Act:	Fire and Emergency Services Act 1990		
Award:	Queensland Fire and Emergency Service Employee Award - State 2016		
Agreement:	Queensland Fire and Emergency Service Certified Agreement - 2022		

**Confirmation of Agreed Part-time Arrangements** (Specify approved work roster pattern)

Off pay week:	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Pay week:							

**Allowances**

Locality allowance:	Half Rate	<input type="checkbox"/>
	Full Rate	<input type="checkbox"/>
Other allowance:		

**Authorised Delegate:**

I confirm:	
<ul style="list-style-type: none"> <li>I have verified the staff member's employment arrangement.</li> <li>I have the appropriate delegation to approve in accordance with <a href="#">Queensland Fire and Emergency Services (QFES) Human Resources (HR) Delegations and Approval Authorities Schedule</a>.</li> </ul>	
Name:	Neil Francis
Position Title and Rank:	A/Assistant Commissioner
Signature:	Contrary to the public interest
Date:	Select Date: 28/7/23

**Privacy Statement:** The information being collected in this form is for the purpose of managing your employment and entitlements. The collection of this information is authorised under chapters 3 and 4 of the [Public Sector Act 2022](#) and [Queensland Fire and Emergency Services \(QFES\) Policy 4.6 – Information Privacy](#). QFES may disclose only such information to Queensland Government agencies or contracted service providers as is necessary for the performance of the HR functions performed by these bodies. Your personal details will not be disclosed to any other third party without your consent, unless required to do so by law.

**Important:** To enable timely processing, it is QFES' responsibility to ensure forms submitted to QSS include: current and accurate information; are completed in full; and appropriately approved and submitted prior to/by the specified cut-off time/day. Where QSS is required to perform rework/follow-up after the "cut-off" due to incomplete/inaccurate forms, QSS CANNOT guarantee deadlines will be met and forms may be returned to QFES for completion.

## Wanda Kropp

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**From:** QFES Human Resource  
**Sent:** Tuesday, 11 April 2023 8:09 AM  
**To:** Neil Francis  
**Cc:** QFES Human Resource  
**Subject:** RE: [Contrary to the public interest] - HD Conversion  
**Attachments:** [Contrary to the public interest] - Conversion-checklist-review-of-acting-or-secondment-at-higher-classification.\_V2.pdf; QFES Form-OBM-177 HD Conversion [Contrary to the public interest] V2.doc; 3a\_Higher-classification-conversion-template-letter-approved [Contrary to the public interest] 2023.docx

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Morning Neil,

Attached will be the final letter following your contributions.

Can I please check if you are progressing the checklist following your sign off to the DC for sign off or would you like me to progress that?

Danni

**Danni Olding**

Principal HR Advisor, HR Services

Strategy & Services Branch | QFES People

---

P 07 3635 1641 E [Danni.Olding@qfes.qld.gov.au](mailto:Danni.Olding@qfes.qld.gov.au)

---

**From:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Wednesday, 5 April 2023 4:04 PM  
**To:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Subject:** RE: [Contrary to the public interest] - HD Conversion

Afternoon Nat,

Pls see track changes on attached corro to [Contrary to the public interest].

Whilst I have verbally informed [Contrary to the public interest] of his successful application, this corro hasn't been sent to him as yet.

Can you pls review and advise?

Thanks

Neil

**Neil Francis**

Acting Assistant Commissioner



**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Wednesday, 5 April 2023 7:16 AM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Subject:** FW: Contrary to the public interest - HD Conversion

Morning Neil

As discussed at our meeting yesterday, please find attached new updated forms

- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – approved.

The conversion checklist has been amended and now includes Contrary to the public interest qualifications required for a RFS Superintendent position and the OBM 177 form has been updated with the below HR comments.

*HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate. HR supports the HD conversion request as Contrary to the public interest meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent position within F&R that holds the RFS qualification and the FTE available from the current FRS Superintendent position be transferred to the new RFS Superintendent position to allow for the HD conversion to occur.*

Please let me know if you would like further information included or alternative wording.

Kind regards,

**Natalie Muharem**  
A/Senior HR Advisor  
HR Services | QFES People – Strategy and Services Branch  
**Queensland Fire and Emergency Services**  
E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



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**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 29 March 2023 10:37 AM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Subject:** Fwd: [REDACTED] - HD Conversion

Morning Natalie,

I'm currently reviewing the attached application and need to confirm that this position is a FRS position and not a RFS position. I am aware this has been bouncing around for some time, however we now need to be definitive.

Whilst I accept and understand the ERVM submissions etc as attached, do we have a HR report (?) that clearly identifies this position as FRS?

This is very important as it would appear that this is the basis of not supporting the HD conversion application for [REDACTED].

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES  
[REDACTED]



---

**From:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Sent:** Sunday, March 26, 2023 4:41:30 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** FW: [REDACTED] - HD Conversion

Good afternoon A/AC Francis,

The attached documents refer to the application for HD conversion by A/Superintendent [REDACTED].

I have signed the OBM177 at my comment line as requested by HR, although this may not be required on the official record (No location box for my signature).

This is not the outcome that A/Supt [REDACTED] was looking forward, however I am confident that the governance and due diligence around this decision will stand scrutiny.

Can you please finalise the documents as requested by HR, and return them to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) for actioning.

Natalie, Thank you for your thorough analysis of the position's origin. This work has likely protected the QFES from external challenges.

Regards

Brad

Please call if you have any queries  
Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**  
**Fire and Rescue Service**

**Queensland Fire and Emergency Services**

T: +61 7 3909 4309 | M: contrary to the public interest | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)  
Level 1, 24 Corporate Drive, Cannon Hill 4170  
GPO Box 1425 Brisbane QLD 4001, Australia | [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

**Respect | Integrity | Courage | Loyalty | Trust |**



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**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 23 March 2023 5:05 PM  
**To:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** contrary to the public interest - HD Conversion

Hi Brad

Thank you for your time last week discussing Contrary to the public interest HD Conversion.

After further investigation I can confirm that the origin of the State Air Ops – Superintendent PN758159 is that it belongs within the Fire and Rescue Directorate and is a F&R classified position.

In December 2019 Neil Gallant approved the upgrade of the Executive manager Air Operations position PN13718 to a Superintendent position PN7598159.

This position was created (ERVM 573) in lieu of PN757161, Business Planning Officer, a position that sat within the Training and Emergency Management (TAM) unit, this position was abolished and the FTE was reallocated to the new Superintendent position. This background information has deemed the role a Fire and Rescue position which if filled through a HD conversion process would require the following Mandatory qualifications.

- Eligible to apply for, or hold a current Blue Card;

- Manual Medium Rigid (MRV) driver's licence as recognised by the Department of Transport and Main Roads; and QFES Applicants
- Have successfully completed all the requirements for Station Officer Level 3 qualifications (or equivalent) and maintained the operational competencies appropriate to the rank of Inspector within the Fire and Rescue Service of the QFES; or
- Currently hold the rank of Inspector or above

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) [redacted] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to the merit principle
- the genuine operational requirements of the department

While [redacted] meets the eligibility of a HD conversion regarding time he does not meet the other requirements as he holds qualifications that align with a Rural Fire Service Superintendent and not that of an Fire & Rescue Superintendent.

As per the directive we need to provide a formal response to [redacted], attached is a QFES OBM-177 form recommending that [redacted] HD conversion request not be approved along with a declined letter.

Could you please sign the OBM-177 form and forward through to A/AC Francis and obtain his approval. Then return it back to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

Attached documents

- ERVM 02/12/2019 – Neil Gallant's approval – detailing approving option one, creation of new perm position
- ERVM 573 – Approved Neil Gallant 22/06/2020 and all three DC's – Approval to advertise perm State Air Ops – SuperIntendent position as dual classified.
- [redacted] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [redacted] detailing mandatory requirements
- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – declined

Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237





11/04/2023

Contrary to the public interest @qfes.qld.gov.au

Queensland Fire and  
Emergency Services

Dear Contrary to the public interest,

**Key points:**

1. This letter is an offer to convert your employment to a permanent in the role that you are currently acting in.
2. Subject to your agreement, your conversion will take effect from 6 April 2023.
3. The details of your permanent employment offer are enclosed at the end of this letter.

Thank you for your submissions received on 07/03/2023 in relation to your request for employment on a permanent basis in the higher classification position of Rural Fire Service (RFS) Superintendent, QFES, that you are currently acting in.

I have considered your request and am pleased to advise that, if you agree, you will be permanently employed in the position of RFS Superintendent, QFES, Fire & Rescue Services from 6 April 2023. The details of your permanent employment in this role are:

<b>Role:</b>	RFS Superintendent State Air Operations Specialist & Technical Response Branch Fire & Rescue Service Directorate  Queensland Fire and Emergency Services
<b>Classification/Rank:</b>	FSPRIL
<b>Salary rate:</b>	\$5990.54 per fortnight
<b>Employment Status:</b>	Permanent Full Time
<b>Hours per fortnight:</b>	38
<b>Basis of appointment:</b>	Fire and Emergency Services Act 1990
<b>Award:</b>	Queensland Fire and Emergency Services Employees Award 2016
<b>Certified Agreement:</b>	Queensland Fire and Emergency Services Certified Agreement - 2019

My decision and response are based on the requirements of section 120 of the *Public Sector Act (Act)* and [Review of acting or secondment at higher classification level \(Directive 03/23\)](#).

In relation to genuine operational requirements, your employment in the position on a permanent basis is supported because the role is substantively vacant, and you meet the relevant mandatory condition/s of the role (as provided for in the role description).



I would also like to take this opportunity to thank you for the contribution you have made to Queensland Fire and Emergency Services and look forward to working with you on an ongoing basis.

Natalie Muharem has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact Natalie on Contrary to the public interest.

Yours sincerely

Neil Francis  
A/Assistant Commissioner  
Fire & Rescue Service

QFES RTI FINAL RELEASE

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the **Public Sector Act 2008** and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	contrary to the public interest	Employee number:	contrary to the public interest
Substantive Classification:	Inspector	Current Position number:	758159
Higher Duties Classification:	Superintendent	Current Position title:	Exec Manager
Division:	Fire & Rescue		
Employment details (HR to complete)			
HD Date commenced:	20/07/2020	HD end date:	30/07/2023
Conversion eligibility date:	01/03/2023	<i>An outcome <b>must</b> be decided, and employee notified in writing within 28 calendar days of the eligibility date.</i>	
Review due date:	08/04/2023		

Placement History
<p style="font-size: 2em; color: red; font-weight: bold;">Contrary to the public interest</p>



**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>All reasons to be documented.</i>	
Comments:	Brad Commens, has voiced concern around the origin of the position, He is of the understanding that the current position in State Air Operations may actually be a FRS substantive appointment, as he believes that the Superintendent position transferred from the Training and Emergency Management (TEM) FRS position when TEM was closed down. If this is the case, a Rural Fire Service Officer will not be able to be placed into a Fire and Rescue Service position. He believes that this situation has been discussed at the higher levels, with the decision to leave [redacted] in the acting role. He considers that the UFUQ and SOU may contest the review if it is progressed, due to the source of the position, and also in the immediate lead up to the transition to the new departmental structure.		
HR Comments:	HR have investigated the origin on the position and can confirm that it has been established within the Fire & Rescue directorate. HR supports the HD conversion request as [redacted] meets the relevant mandatory condition/s of the role (as provided for in the role description) as a RFS Superintendent. Recommendation is made to create a new permanent position within F&R that holds the RFS qualification and the FTE available from the current FRS Superintendent position be transferred to the new RFS Superintendent position to allow for the HD conversion to occur.		
Name of Reviewer:	Natalie Muharem	Employee No:	[redacted] <small>Contrary to the public interest</small>
Signature:	[redacted] <small>Contrary to the public interest</small>	Date:	04.04.2023

Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	TBC	Position Title:	Superintendent
Classification:	FSPRI	Branch:	Specialist & Tech Resp
Directorate:	Fire & Rescue Service	Division:	Capability & State Servs
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	

Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	
Name:		Signature:	

ERVM Approval			
Convert employee to higher classification:	<input type="checkbox"/> Endorsed	ERVM Date	
Name:	Name:	Name:	
Signature	Signature	Signature	



Date	Date	Date
------	------	------

QFES RTI FINAL RELEASE



# Acting or secondment at a higher classification – conversion checklist

Review the status of an employee acting or seconded to a higher classification level under the Public Sector Act 2022 (the Act) and Review of acting or secondment at higher classification level (Directive 03/23).

## Purpose

Use this checklist to assist you as a public sector entity to meet obligations to review the status of an employee acting at, or seconded to, a higher classification level under the *Public Sector Act 2022 (Act)* and the Review of acting or secondment at a higher classification level (Directive 03/23). You should consider:

- if the employee is employed in the entity in which they are acting at, or seconded to, a higher classification level
- if the employee been acting at, or seconded to, a higher classification level for a continuous period of at least one year
- if the employee is considered suitable to perform the role
- the genuine operational requirements of the public sector entity.

The employee must not be a public sector employee who is employed on a casual basis, or a non-industrial instrument employee (such as a senior officer, a senior executive, or chief executive), or an employee who is acting in, or seconded to, a position that is ordinarily held by a non-industrial instrument employee.

You must also consider any previous review decisions and that any decision is [compatible with human rights](#).

## Step one – eligibility for review

To be eligible for review the employee must be an employee in the public sector entity in which they are acting at, or seconded to, a higher classification level. They must also have been acting at, or seconded to, the higher classification level for a continuous period of at least one year. Clause 8 of the review of acting or secondment at a higher classification level directive 03/23 sets out the meaning of continuous period.

<p><b>1.1</b> Is the employee a public sector employee who is currently acting at, or seconded to a higher classification level?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they are not currently acting in, or seconded to, a higher classification level.</p>
<p><b>1.2</b> Is the role at the higher classification level within the same public sector entity in which the employee is employed?</p> <p>Noting that secondments between public sector entities do not meet the conditions for appointment.</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to 1.3</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because the role at the higher classification level is not in the same entity as the employee is employed.</p>
<p><b>1.3</b> Has the employee requested appointment to the higher classification level within the last 12 months?</p>	<p><input checked="" type="checkbox"/> No <b>Go to 1.4</b></p>	<p><input type="checkbox"/> Yes <b>Go to 1.3a</b></p>
<p><b>1.3a</b> Is the employee requesting an additional review due to the role recently become substantively vacant?</p> <p>OR</p> <p>Is the employee requesting an additional review because they consider that they have become suitable to perform the role (in circumstances where a decision was previously made not to convert the employee because they were considered not suitable to perform the role)?</p>	<p><input type="checkbox"/> Yes <b>Go to 1.4</b></p> <p><input type="checkbox"/> Yes <b>Go to 1.4</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months and they do not meet the requirements for requesting an additional request for review.</p> <p><input type="checkbox"/> No The employee is not eligible for review because they have made a request within the previous 12 months AND they do not meet the requirements for requesting an additional request for review.</p>
<p><b>1.4</b> Has the employee been engaged at the higher classification for a continuous period of at least one year?</p>	<p><input checked="" type="checkbox"/> Yes <b>Go to step 2</b></p>	<p><input type="checkbox"/> No The employee is not eligible for review because they have not been acting at, or seconded to, a higher classification level for a continuous period of at least 12 months.</p>

<p>Clause 8 of the directive provides for the meaning of continuous period, inclusive of the following relevant factors:</p> <ul style="list-style-type: none"> <li>unbroken engagement at the higher classification level in the same role, in the same public sector entity</li> <li>inclusion of periods of authorised leave, or absence</li> <li>remuneration at the full rate of the higher classification level during the unbroken engagement.</li> </ul>		
--	--	--

## Step 2 – suitable to perform the role

To be permanently employed in the position at the higher classification level on a permanent basis, the chief executive must determine whether the employee is suitable to perform the role (as per the meaning provided for in clause 9 of the directive). There is no comparative assessment for this step against other employees. Being suitable to perform the role is the required consideration.

<p><b>2.1</b> Has the employee provided evidence of possessing any relevant mandatory qualification/s (as provided for in the role description)?</p> <ul style="list-style-type: none"> <li>Blue Card (No. 1823808/2, Exp. 07/06/2025),</li> <li>Unrestricted Class C Drivers Licence (No. 99169205, Exp. 28/09/2027).</li> <li>Holds the substantive rank of RFS Inspector per the QFES Employee Award, and have been Acting in the Executive Manager (RFS Superintendent Rank) position since July 2020.</li> </ul>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory qualifications</p> <p><b>Go to 2.2</b></p>	<p><input type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>
<p><b>2.2</b> Does the employee meet any relevant mandatory condition/s of the role (as provided for in the role description)?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not relevant – there are no mandatory conditions</p> <p><b>Go to 2.3</b></p>	<p><input type="checkbox"/> No</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p>

		The notice of decision must include reasons for not converting and the information relied on in making that decision.
<p><b>2.3</b> Is the employee currently the subject of a formal and unresolved performance improvement or discipline process?</p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 2.4</b></p>	<p><input type="checkbox"/> Yes</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>
<p><b>2.4</b> Is the employee currently the subject of any unresolved conduct or performance concerns?</p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Considered suitable to perform the role, go to step 3.</b></p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 2.5</b></p>
<p><b>2.5</b> Have the unresolved conduct or performance concerns been raised with the employee in writing and, where relevant, managed in accordance with a relevant directive*?</p> <p>*For example, the directive relating to positive performance management or discipline.</p>	<p><input checked="" type="checkbox"/> No</p> <p>As the unresolved conduct or performance concerns have not been raised in writing and, where relevant, managed in accordance with a relevant directive, the decision maker cannot rely on the requirement to be suitable to perform the role to refuse conversion for the employee.</p> <p><b>Considered suitable to perform the role, go to step 3.</b></p>	<p><input type="checkbox"/> Yes</p> <p>The employee is unable to be employed in the position at the higher classification level on a permanent basis because they are not considered to be suitable to perform the role. <a href="#">[Insert link to template letter declining conversion]</a></p> <p><b>Not considered suitable to perform the role, go to step 4.</b></p> <p>The notice of decision must include reasons for not converting and the information relied on in making that decision.</p>



### Step 3 – considering whether to permanently employ the employee in the higher level classification

In making a decision, the decision maker must have regard to the genuine operational requirements of the public sector and reasons for decisions previously made (if any) – see section 120(4) of the Act.

The decision maker may consider the information in the following table when deciding whether there may be genuine operational requirements not to employ the employee in the position at higher level classification on a permanent basis.

When deciding the request, the decision maker must also have regard to the reasons for each decision previously made, or deemed to have been made, in relation to the employee during their continuous period of acting at, or being seconded to the higher classification level under section 120 of the Act.

<p><b>3.1</b> Have any previous reviews been conducted under section 120 of the <i>Public Sector Act 2022</i>?</p>	<p><input type="checkbox"/> Yes</p> <p>Include details of the consideration of previous review decisions under section 120 of the PS Act in the decision letter.</p> <p><b>Go to 3.2</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.2</b></p>
<p><b>3.2</b> Is the employee engaged to fill a temporary need arising because another employee is absent for a known period? Examples of absences for a known period include approved leave (including parental leave) and secondment.</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.3</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.3</b></p>
<p><b>3.3</b> Is the employee predominantly required to perform work necessary to meet an unexpected short-term increase in workload? For example, has the employee been engaged to meet an unexpected increase in workload for disaster management and recovery?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.4</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.4</b></p>
<p><b>3.4</b> Is the employee engaged to perform work for a particular project or purpose that has a known end date?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.5</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.5</b></p>

<p><b>3.5</b> Are there any other genuine operational requirements that are relevant to the decision about employing the employee permanently to the higher classification role?</p>	<p><input type="checkbox"/> Yes</p> <p><b>Go to 3.6</b></p>	<p><input checked="" type="checkbox"/> No</p> <p><b>Go to 3.6</b></p>
<p><b>3.6</b> Considering your answers to questions 3.2 to 3.5 and any other relevant factors, do the genuine operational requirements of the entity support employment of the employee in the position at the higher classification on a per?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>The genuine operational requirements of the entity support employment of the employee permanently to the position at the higher higher classification level.</p> <p>[Insert link to template letter approving conversion]</p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p>	<p><input type="checkbox"/> No</p> <p>The genuine operational requirements of the entity do not support employment of the employee permanently to the position at the higher classification level at this time.</p> <p>[Insert link to template letter declining conversion]</p> <p>Ensure consideration of previous review decisions (3.1) is reflected in decision letter.</p> <p><b>Go to step 4</b></p>

## Step four – Human rights assessment

Under the *Human Rights Act 2019* (HR Act), decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights. Where a decision maker decides not to offer to convert a non-permanent employee's employment to a permanent basis, a human rights assessment should be undertaken and documented in accordance with the HR Act. Additional information and guidance can be found at [human rights resources](#).

## Wanda Kropp

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Tuesday, 8 August 2023 10:26 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** RE: Update spreadsheet  
**Attachments:** Copy of FRS Senior Officer Positions as at 27July2023.xlsx

Hi Neil,

Please find attached updated spreadsheet to include position 758159 – Executive Manager State Air Operations Unit.

May I also please confirm if the total number of Senior Officer positions will need to be updated in the Estimates Back Pocket Brief – Senior Officer Recruitment?

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Tuesday, 8 August 2023 9:42 AM  
**To:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** Update spreadsheet

Morning Cody,

Can you pls include the EM SAOU as a dual classified position in the spreadsheet under FRS?

Will need the position number etc. Happy to add a column with comments stating this is dual classified position between FRS/RFS.

Pls send back to me once completed. By COB today would be appreciated.

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES

Contrary to the public interest



QFES RTI FINAL RELEASE

s.73 - Irrelevant information



State	Location	Position	Job Type	Class Title	Position Count	Comments
State Air Operations Unit	Emergency Services Complex	71810 - Exec Mgr	Permanent	Superintendent	1	1/15/2015

QFES RTI FINAL RELEASE

## Wanda Kropp

---

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Will need the position number etc. Happy to add a column with comments stating this is dual classified position between FRS/RFS.

Pls send back to me once completed. By COB today would be appreciated.

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate  
QFES

Contrary to the public interest



QFES RTI FINAL RELEASE

**Form**

Registration No.:

573

**Establishment Resource and Vacancy Management (ERVM) Committee Submission****Position and Establishment Requests (please x)**

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

**Position Details**

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes		Rural Fire/FRS
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4





# Form

Effective Date: 19/05/2020

Registration No.:

573

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer:** Neil Gallant

*(This must be a Manager, Supervisor or HR Representative)*

**Contact Phone**

Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

**NOTE:**

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is being managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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Page 2 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuk, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an Inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported: **HR Business Partner** **Boya Yeh**

15/6/20

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed

**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate

22/6/20



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Page 3 of 4



# Form

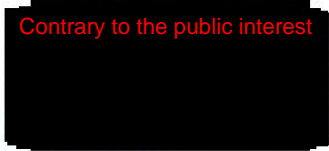
Effective Date: 19/05/2020

Registration No.:

573

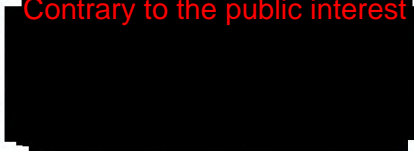
*Approved pending position*

Contrary to the public interest



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

Contrary to the public interest



**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

*Verbal Approval AB*

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

25, 6, 2020

22, 6, 20

25, 6, 20

**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



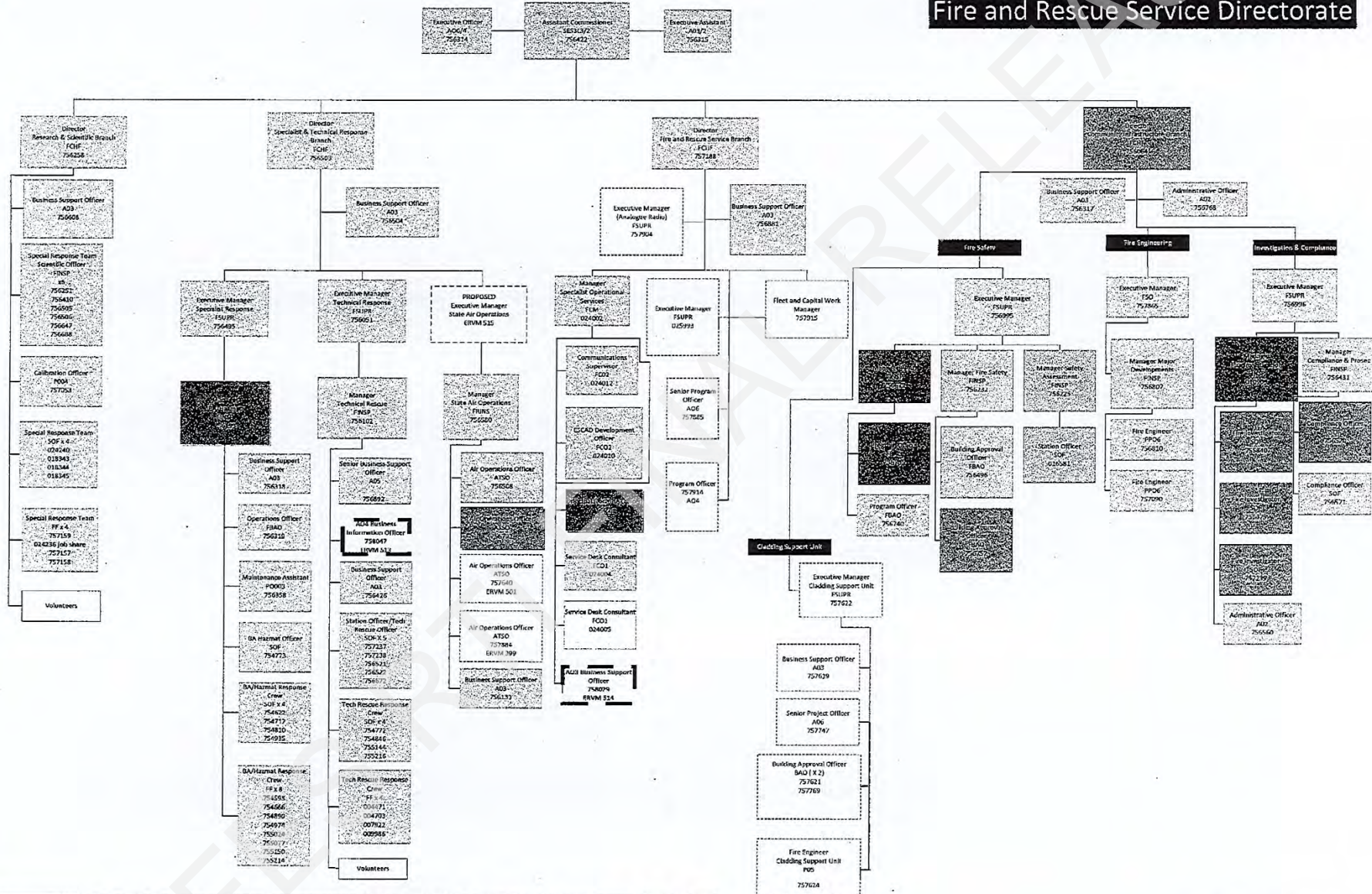
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Page 4 of 4



# Fire and Rescue Service Directorate



Position is owned and currently unoccupied  
 Position is vacant  
 Owner in position  
 Owner not currently in position  
 Over-employment position  
 Business Partner  
 ERVM 30/4/20

Last Updated 22/06/2020

## Wanda Kropp

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Wednesday, 11 October 2023 9:24 AM  
**To:** Brooke Gowland  
**Cc:** Corro QFES FRS AC  
**Subject:** Advice - Dual-classification of the Executive Manager Air Operations position

Good morning Brooke,

Please be advised on 25 June 2020 the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated State Air Operations Unit Executive Manager at Superintendent level to provide overarching management, direction and reporting support to the unit. The ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).

I can confirm the Senior Officers Union (SOU) raised this matter and consultation occurred with the SOU from mid-2023.

Unfortunately, I cannot provide the details of the consultation that occurred between the Deputies in 2020. It appears the decision on what service the air operation unit roles should be was never finalised.

I can confirm both Air Operations Officer positions PN758160 and PN758161 are permanent positions and are dual classified between the RFS and FRS. The positions are currently occupied by RFS staff members.

To ensure these positions are truly equitable, all future relieving opportunities that are more than two weeks in duration should be fulfilled via an expression of interest recruitment process.

HR have confirmed the correct process to follow when modifying positions is to consult with the union and then submit an ERVMC/Executive Briefing note request detailing the changes required.

I can confirm union consultation occurred with the SOU and both an ERVMC/Executive Briefing Note have been submitted regarding the dual classification of the Executive Manager position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,

Neil Francis  
Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire & Emergency Services  
(M) 



## Cody Costigan

---

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Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,

Neil Francis  
Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire & Emergency Services  
(M) 

*This may assist with future direction.*



**John Cawcutt**

---

**From:** Abby Blair  
**Sent:** Thursday, 6 October 2022 12:31 PM  
**To:** QFES Human Resource  
**Cc:** Abby Blair  
**Subject:** RE: Air Operations positions 758159, 758160, 758161  
**Attachments:** 202109\_Air Ops positions.docx; Air Operations

Hi Julia

Information attached, let me know if you have any questions. The email titled Air Operations was the only version I could find easily, it has the SABC outcome at the bottom of the email trail and copy of the ERVMC's attached.

As for multi-class roles, to my understanding it is as follows:

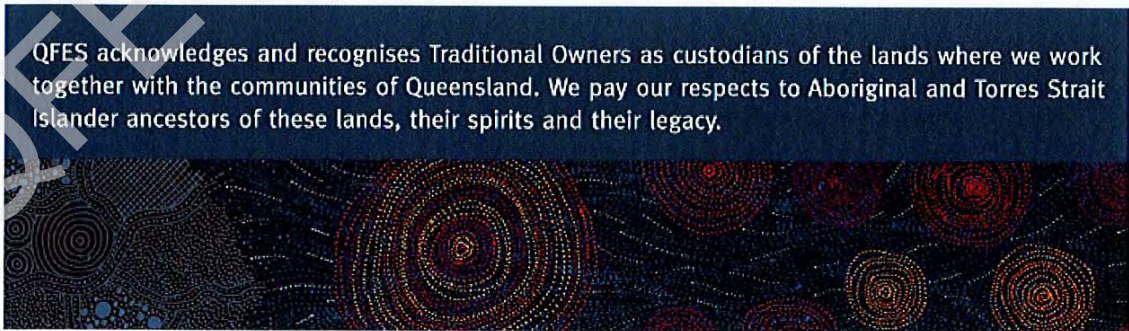
- 758159 – Executive Manager – no decision has been made from SABC advice. Of note, this position has been created in Aurion as RFS Supt.
- 756580 – Manger – my understanding and has not been raised to date, RFS Inspector, permanently filled by [REDACTED]
- 756732 – Air Operations Officer – RFS ATSO
- 756508 – Air Operations officer – RFS ATSO
- 758160 – Air Operations Officer – ATSO/SO – out for advertising now
- 758161 – Air Operations officer – ATSO/SO – out for advertising now

Thanks  
Abby

**Abby Blair**

Executive Officer  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 1957 M [REDACTED]

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



**From:** QFES Human Resource <HR@qfes.qld.gov.au>  
**Sent:** Friday, 30 September 2022 3:42 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** FW: Air Operations positions 758159, 758160, 758161

**From:** Christine Murdoch <[Christine.Murdoch@qfes.qld.gov.au](mailto:Christine.Murdoch@qfes.qld.gov.au)>  
**Sent:** Wednesday, 28 September 2022 7:27 AM  
**To:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** Air Operations positions 758159, 758160, 758161

Hi team,

I'm not sure who is best placed to help me with this query. A/DC Greenfield has asked me to find out the history of a few positions in the State Air Operations Unit.

Position 758159

- When was a process last run to fill this position?
- When was it vacated by the previous owner?
- When was Contrary to the public interest temporarily appointed to the role?
- Is it a multi-classification position?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 756580, 756732, 758161 & 758160

- Are these multi-classification positions?
  - If so what are the classifications?
  - When was this change made?
  - If possible, do you know who authorised this change?

Position 758160 & 758161

- When was a process last run to fill these positions?
  - What was the process? (internal EOI or external?)
  - Duration of advertising?

Active Position Number	Active Position Title	Personnel Number
756133	Business Support Officer	016110
756508	Air Operations Officer	031914
756580	Manager	027450
756732	Air Operations Officer	035196
758159	Executive Manager	029144
758160	Air Operations Officer	026007
758161	Air Operations Officer	035846

**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](mailto:DC.CSS@qfes.qld.gov.au)

---



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QFES RTI FINAL RELEASE



# Executive Briefing Note



**Requested by:** Stephen Smith, Acting Deputy Commissioner, Fire and Rescue Service

**Critical**  **Urgent**  **General**

**Briefing note for approval**  **Briefing note for information**

MECS #: 2122-2023

File #: QFS/15952

**To:** Commissioner, Queensland Fire and Emergency Services

**Subject:** Dual classification of the Executive Manager, State Air Operations Unit position

**Date:** 04/09/2023

## 1. Background

- The growth of the State Air Operations Unit (SAOU) workload from 2017-2020 highlighted that the staffing model was insufficient to support the projected future growth of the unit's workload in an efficient manner.
- The weather predictions indicated that there was an expected increase to fire season intensity and longevity as seen in 2018 and 2019 and outlined in the below table:

Year	Cost	Hours Flown	Dispatches/Tasks
2015-16	\$4.9 million	1178	250 tasks
2016-17	\$6.1 million	1612	306 tasks
2017-18	\$2.6 million	319	130 tasks
2018-19	\$11.7 million	3221	423 tasks 599 dispatches
2019-20 (as of 9 June 2020)	\$34.1 million	6699	640 tasks 1651 dispatches

- Each task was a regional request for aircraft support. The SAOU adopted a system in 2018 that allowed for recording and reporting on the number of aircraft movements that occurred, resulting in the dispatch figures.
- The 2017-18 year involved a long period of rain activity and is not considered typical of Queensland weather.
- This data highlighted that the historical "norm" was no longer valid.

## 2. Issues

- To support the expected aviation resourcing requirements, additional National Aerial Firefighting Centre contracted aircraft were acquired. This required the support of temporary and permanent airbases.
- The Queensland community expected that aviation resources would scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist and ground crew training, and required logistic support mechanisms needed to be developed and integrated into the SAOU work profile.

- Due to the increase in taskings, the SAOU staffing level was insufficient to also undertake the non-operational activities such as training, assessment, and preparation for the fire seasons.
- It was determined that the staffing level of the SAOU would not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.
- The administrative response required to support the public, ministerial and premier level scrutiny was being managed but required additional support from an Executive Manager level.
- The arrangement of having an Inspector responsible was suboptimal due to the level of responsibility being above an Inspector level and the workload on that single position was not sustainable.
- As such on 25 June 2020, the Establishment, Resource and Vacancy Management Committee (ERVMC) approved the allocation of a dedicated SAOU Executive Manager at Superintendent Level to provide overarching management, direction, and reporting support to the unit. ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).
- On 20 July 2020, [redacted] was temporary appointed to the position through an expression of interest process. [redacted] was permanently appointed to the position on 18 April 2023 through a successful application for higher duties conversion.
- [redacted] is an RFS staff member. Upon the position becoming vacant in the future, it will be open to both RFS and FRS to apply for as per the ERVMC approval provided.
- To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration will be fulfilled via an expression of interest recruitment process.
- The position will not be a rotational role and opportunities will be advertised as they arise, with the position to be listed as a dual-classified position on the job advertisement.
- In 2020, Aurion was not updated to reflect the dual classification arrangement for the position.

### 3. Consultation

- Consultation has occurred with Kylie Watson, Acting Principal Human Resource Advisor, Strategy and Services Branch, Queensland Fire and Emergency Services People Directorate who concurs with the contents of this brief.

### 4. Have you considered whether Legal Services needs to be consulted?

- N/A

### 5. Is this in accordance with Government election commitments?

- N/A

### 6. Has this matter been considered by a QFES Governance Committee?

- N/A

### 7. Has QFES' obligations in relation to the *Human Rights Act 2019 (HRA)* been considered?

- This brief is compatible with QFES' obligations in relation to the *HRA*.
- This brief has no impact on human rights in accordance with Section 13, *HRA*.

### 8. Funding

- N/A.

9. If this brief includes a new policy, publication, initiative, or is a change in a policy or publication, is this information suitable for release on the Right to Information Publication Scheme web pages?

- N/A

**10. Recommendation**

- That you note:
  - The Executive Manager SAOU position is a dual-classified position between the FRS and RFS; and
  - Both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities.

John Cawcutt AFSM  
A/DEPUTY COMMISSIONER  
Fire and Rescue Service  
04 / 09 / 2023



Greg Leach AFSM  
COMMISSIONER

05 09/2023

Noted / Endorsed / ~~Not Endorsed~~

Noted / Approved / Not Approved

Comments:

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**From:** [John Cawcutt](#)  
**To:** [Corro.QFESFRSDC](#)  
**Subject:** RE: For approval: Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position  
**Date:** Monday, 4 September 2023 1:16:33 PM  
**Attachments:** [image.png](#)  
[image.png](#)

---

Approved.

**John Cawcutt** AFSM, MPA, MLshipMgt(Policing), GAICD  
Acting Deputy Commissioner  
Fire and Rescue Service

**Queensland Fire and Emergency Services**

P +61 07 3635 1917 M Contrary to the public interest

[john.cawcutt@qfes.qld.gov.au](mailto:john.cawcutt@qfes.qld.gov.au)

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



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:** Corro.QFESFRSDC <Corro.QFESFRSDC@qfes.qld.gov.au>  
**Sent:** Monday, 4 September 2023 8:15 AM  
**To:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>  
**Cc:** Corro.QFESFRSDC <Corro.QFESFRSDC@qfes.qld.gov.au>  
**Subject:** For approval: Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position

Hi John

Please see attached EBN, Dual classification of the Executive Manager State Air Operations Unit position, for your approval.

Noting – AC FRS has endorsed.

Regards

**Nadine Rose**  
A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald  
QFES RIT Support Directorate

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: Contrary to the public interest



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---

**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Wednesday, 30 August 2023 5:03 AM

**To:** Corro.QFESFRSDC <[Corro.QFESFRSDC@qfes.qld.gov.au](mailto:Corro.QFESFRSDC@qfes.qld.gov.au)>

**Subject:** Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position

MECS Item Number 02122-2023 is due within 2 days.

**Item Details**

Action Type: QFES - Brief for Commissioner (EBN)

Subject: Dual classification of the Executive Manager State Air Operations Unit position

Please click on the [Item Link](#) to view the item in MECS.

If you have any queries please contact officers from QFES - FRS AC or email [corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au).

email: EmailDueDateWithin2Days

## Wanda Kropp

---

**From:** Corro QFES FRS AC  
**Sent:** Monday, 9 October 2023 2:58 PM  
**To:** Corro QFES FRS AC  
**Subject:** DRAFT - Air Operations

--

On 25 June 2020 the Establishment, Resource and Vacancy Management Committee (ERMVC) approved the allocation of a dedicated State Air Operations Unit Executive Manager at Superintendent level to provide overarching management, direction, and reporting support to the unit. The ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).

I can confirm the Senior Officers Union (SOU) raised this matter and consultation occurred with the SOU.

Unfortunately, I cannot provide the details of the consultation that occurred between the Deputies in 2020. It appears the decision on what service the air operation unit roles should be was never resolved.

I can confirm Air Operations Officer PN758160 was created on 28 August 2020 as a permanent position with a classification of FTSOA. On 7 October 2022, the position was changed to a RFSO2 classification with the position's comments referencing *"ERVM 571 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757640 & 756421. RFS ATSO / RFS SO dual class|Org Change to FRS Division approved by Commissioner 18.04.23"*.

Furthermore, Air Operations Officer PN758161 was also created on 28 August 2020 as a permanent position with a classification of FTSOA. On 7 October 2022, the position was also changed to a RFSO2 classification with the position's comments referencing *"ERVM 572 Temp to perm conversion TEM FTE reallocation. Pos created in lieu of 757884 & 756547. RFS ATSO / RFS SO dual class|Org Change to FRS Division approved by Commissioner 18.04.23"*.

Both Air Operations Officer positions are permanent positions and are dual classified between the RFS and FRS. The positions are currently occupied by RFS staff members.

To ensure these positions are truly equitable, all future relieving opportunities that are more than two weeks in duration should be fulfilled via an expression of interest recruitment process.

--

## Wanda Kropp

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Tuesday, 10 October 2023 8:28 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** Draft email re dual-classification of the Executive Manager Air Operations position

Hi Neil,

Please be advised Natalie is unable to obtain any correspondence that confirms union consultation occurred for the dual classification of the Executive Manager Air Operations position.

Natalie has confirmed when modifying positions, the correct procedure is to:

- Consult with the union
- Submit an ERVM/EBN request detailing the changes required.

Please see below updated response to Chief of Staff Brooke Gowland for your consideration. May I please confirm if the consultation with the SOU occurred in mid-2020 or mid-2023?

--

Good morning/afternoon Brooke,

Please be advised on 25 June 2020 the Establishment, Resource and Vacancy Management Committee (ERMVC) approved the allocation of a dedicated State Air Operations Unit Executive Manager at Superintendent level to provide overarching management, direction and reporting support to the unit. The ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS).

I can confirm the Senior Officers Union (SOU) raised this matter and consultation occurred with the **SOU from mid-2023.**

Unfortunately, I cannot provide the details of the consultation that occurred between the Deputies in 2020. It appears the decision on what service the air operation unit roles should be was never finalised.

I can confirm both Air Operations Officer positions PN758160 and PN758161 are permanent positions and are dual classified between the RFS and FRS. The positions are currently occupied by RFS staff members.

To ensure these positions are truly equitable, all future relieving opportunities that are more than two weeks in duration should be fulfilled via an expression of interest recruitment process.

HR have confirmed the correct process to follow when modifying positions is to consult with the union and then submit an ERVMC/Executive Briefing note request detailing the changes required.

I can confirm union consultation occurred with the SOU and both an ERVMC/Executive Briefing Note have been submitted regarding the dual classification of the Executive Manager position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
**\*Neil Francis\***

--



Thank you.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

## Establishment Resource and Vacancy Management (ERVM) Committee Submission

### Position and Establishment Requests (please x)

- \*Create new permanent position
- \*Create new temporary/casual position
- \*Redesignate position
- Extension of temporary/casual position (includes extension of incumbent if applicable)
- 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 a permanent non-exempt position (on a permanent basis)
- Advertise a permanent non-exempt position (on a temporary basis)
- Advertise a temporary non-exempt position
- Advertise via a closed merit process
- Exemption to advertise (merit must still be applied)
- Engage labour hire (contractor/temp agency)
- Extend temporary employee beyond 12 months (this is 12 months from initial commencement date with QFES)
- Two in one arrangement (outside of approved criteria)
- N/A

### Position Details

Position Title	State Air Operations – Superintendent		
Position No.	TBC	Classification	Executive Manager
Have multiple classifications been considered?	Yes / No	Rural Fire	
Date effective	1 July 2020	End Date (temporary positions only)	
Branch/ Unit	State Air Operations	Role Status (FT/PT) (incl. hrs per week)	FT
Region/Directorate	Fires and Rescue Service Directorate	Location	Kedron
Functional Reports to	Director Specialist and Technical Response Branch	Reports To	Director Specialist and Technical Response Branch
Cost Centre	6899236	Funding Source *	OE

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



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Page 1 of 4

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# Form

Effective Date: 19/05/2020

Registration No.:  
515

## Employee Details

<b>Name</b>	TBC		
<b>Employee Number</b>		<b>Full time/Part Time (if PT, note hours/fn)</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date (if Applicable)</b>	

**Contact Officer: Neil Gallant**  
(This must be a Manager, Supervisor or HR Representative)

**Contact Phone:** Contrary to the public interest

### Reason for Request/Impact if not approved

The growth of the State Air Operations Unit (SAOU) in the last three years has highlighted that the historical and current staffing model is insufficient to support the projected future growth in an efficient manner. The current weather predictions are indicating that the fire seasons are expected to increase in intensity and longevity as seen in the 2018 and 2019 fire season, with future models highlighting that the historical "norm" is no longer valid.

YEAR	COST	HOURS FLOWN	DISPATCHES/TASKS
2015-16	\$4.9 Million	1178	250 Tasks
2016-17	\$6.1 Million	1612	306 Tasks
2017-18	\$2.6 Million	319	130 Tasks
2018-19	\$11.7 Million	3221	423 Tasks 599 Dispatches
2019-20 (as at 09/06/20)	\$34.1 Million	6699	640 Tasks 1651 Dispatches

#### NOTE:

- Each task was the regional request for aircraft support. The State Air Operations Unit adopted a system in 2018 that allowed for recording and reporting the number of aircraft movements that occurred, resulting in the dispatch figures.
- 2017-18 involved a long period of rain activity. This year is not considered typical of Queensland weather.

To support the expected aviation resourcing, more National Aerial Firefighting Centre (NAFC) contracted aircraft strategically positioned across the state, is anticipated. This will further impact the support for temporary and permanent airbases, managed by state.

The Queensland community expects that aviation resources will scale to support the ground crews, meaning that increased aircraft engagement (both contracted and ad hoc), increased specialist air and ground crew training, and required logistic support mechanisms will be developed and integrated into the aviation response profile.

Administratively, the information required to be disseminated in a timely manner by the unit is managed, but at a cost to the fatigue management of the current unit staff. The staffing level of the SAOU will not be able to support this capability expectation in the medium term without a realignment and increase in positions within the unit.

The administrative response required to support the public, ministerial and premier level scrutiny is being managed but requires additional support from an executive manager level. Because of the increase in taskings the current staffing levels are insufficient to also undertake the nonoperational activities such as training, assessment and preparation for the following fire seasons.



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

In February 2020, the Queensland Premier and Minister for Trade, Anastacia Palasczuck, with the Minister for Queensland Fire and Emergency Services, Craig Crawford, announced financial allocation to the contracting of a Large Air Tanker (LAT) in Queensland for the next five fire seasons.

A dedicated SAOU Executive Manager providing overarching management, direction and reporting support to the currently existing Unit. The Executive Manager will be responsible the overall direction and reporting of the SAOU, providing the conduit for reporting up and accountability of the unit actions, response and coordination.

The current arrangement of having an inspector responsible is sub optimal for two reasons;

1. The responsibility (judgement and financial) is above the inspector level and
2. Workload on that single position is not sustainable. The general workload for the manager has increased substantially since the position was created. Now the position also carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

Supported/Not Supported: **HR Business Partner** **Boya Yeh**     /    /    

HR Business Partner Comments if not supported

Funding availability confirmed, and submission is: OE

Endorsed / Not Endorsed  
**Contrary to the public interest**

Neil Gallant  
Assistant Commissioner  
Fire and Rescue Service Directorate  
11 / 6 / 20



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# Form

Effective Date: 19/05/2020

Registration No.:  
515

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

**Mark Roche AFSM**  
Deputy Commissioner  
Chief Officer Fire and Rescue Service  
Readiness and Response Services

**Michael Wassing**  
Deputy Commissioner  
Chief Officer Rural Fire Service  
Chief Officer State Emergency Service  
Emergency Management,  
Volunteerism and Community  
Resilience

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

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**Comments from ERVM:**

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**ERVM Secretariat/PHRBP**

Does this decision enact a HCOM change?

YES

No



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Page 4 of 4



# Fire and Rescue Service Directorate



Position is owned and currently unoccupied
Vacant position - occasional temporary
Owner in position
Owner not currently in position
Position Vacant
Over establishment position
Business Partner
ERVM 30/4/20

Last Updated 9/06/2020

SABC Minutes

Neil Francis

**From:** Abby Blair  
**Sent:** Friday, 26 June 2020 3:51 PM  
**To:** Neil Gallant; Jasmine Siggs  
**Cc:** QFES Human Resource (PSBA); Sam Anstee; Louise Snowdon; Abby Blair  
**Subject:** 571, 572, 573 - Approved pending positions being identified - Air Ops  
**Attachments:** 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf

Good afternoon

Please be advised the ERVM has approved the pending available positions being identified.

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified. .
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved – pending available position being identified.

ERVM will continue to monitor and identify available positions in order to make these 3 positions permanent in establishment.

Kind regards  
Abby



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

**Human Capital Management | Queensland Fire and Emergency Services**

P 07 3635 3546 M [Redacted]

Please consider the environment before printing this email.

QFES RTI FINAL RELEASE



**Neil Francis**

---

**From:** Caitlin Bampton  
**Sent:** Friday, 22 September 2023 11:36 AM  
**To:** ERVMC Secretariat  
**Cc:** Neil Francis  
**Subject:** RE: ERVMC - State Air Operations Superintendent Position.pdf  
**Attachments:** 571, 572, 573 - Approved pending positions being identified - Air Ops

Hi Toni,

How are you? I'm going well thanks, still adjusting to working again a few days a week.

I was able to find minutes on the local drive from when Abby was in the secretariat role.

Attached is the email I could find as well as this excerpt.

573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
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Hope this helps!

**Caitlin Bampton**

QFES People Directorate

*Work Days – Monday & Friday*

**Queensland Fire and Emergency Services**

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**From:** ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>  
**Sent:** Thursday, 21 September 2023 7:10 AM  
**To:** Caitlin Bampton <caitlin.bampton@qfes.qld.gov.au>  
**Cc:** ERVMC Secretariat <ERVMC.Secretariat@qfes.qld.gov.au>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Morning Caitlin

Welcome back after your **Contrary to the public interest**

I am hoping that you can help me. I help Elodie out with ERVMC and currently the Acting Secretariat.

A/AC Neil Francis is asking for a copy of the minutes relating to the submission attached.

I have had a look in SharePoint, however, not all minutes are there. Would you have access to the minutes on your local drive that I can place on SharePoint and send to AC Francis?

If you have other minutes on the drive, is it possible to place on SharePoint or email to me so that I can place on SharePoint?

I look forward to hearing from you.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**

Governance Support Officer, Corporate Governance Unit

Assurance Directorate

**Queensland Fire and Emergency Services**

P 07 3635 2562



---

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:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 1:02 PM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>; Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Cc:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Subject:** FW: ERVMC - State Air Operations Superintendent Position.pdf

Good Afternoon A/AC Francis

I can locate the document that you have attached, however, I am having trouble locating the actual meeting minutes. I will keep digging and get back to you as soon as I can.

Kind Regards

**Toni Doohan – A/ERVMC Secretariat**  
Governance Support Officer, Corporate Governance Unit  
Assurance Directorate  
**Queensland Fire and Emergency Services**  
P 07 3635 2562



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:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 12:43 PM  
**To:** ERVMC Secretariat <[ERVMC.Secretariat@qfes.qld.gov.au](mailto:ERVMC.Secretariat@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** ERVMC - State Air Operations Superintendent Position.pdf

Good afternoon,

I have been asked to source the minutes from the meeting that the attached was discussed by A/DC Cawcutt (June 2020).

Are you able to provide them?

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
**Queensland Fire and Emergency Services**

P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



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## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	25 June 2020
<b>Time</b>	3.30 – 4.30pm
<b>Location</b>	Meeting Room B1.24
<b>Members</b>	Deputy Commissioner Wassing (telephone), A/Deputy Commissioner Stevenson, Deputy Commissioner Roche
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Louise Snowdon
<b>Apologies</b>	
<b>Secretariat</b>	Abby Blair

### 4.0 Matters for decision

ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome
------	----------------	--------------------	-----------------------------	---------

**s.73 - Irrelevant information**



Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

Note: Prior to the delegation changes, DC Stevenson had approved the temporary movement of Knowledge Hub to EMCS and Legal Services to SS until the 31 July 2020.

Note: ERVM's were discussed and finalised in meeting on 25/06/2020 but recorded in minutes for 24/06/2020 [redacted] 571, 572, 573, [redacted]



## Establishment, Resourcing and Vacancy Management Committee Minutes

<b>Date</b>	24 June 2020
<b>Time</b>	10am – 12pm
<b>Location</b>	Meeting Room B2.32
<b>Members</b>	Deputy Commissioner Wassing, A/Deputy Commissioner Stevenson, Assistant Commissioner Neil Gallant
<b>Chair</b>	Assistant Commissioner Smith
<b>Guests</b>	Danni Olding, Patrick Gillmore, Sam Anstee
<b>Apologies</b>	Deputy Commissioner Roche
<b>Secretariat</b>	Abby Blair

Item	Action
<b>1.0 Preliminary matters</b>	
1.1 Welcome and apologies	
1.3 Minutes from previous meeting	
1.4 Actions arising from previous minutes - ERVM Policy and Procedure – to be uploaded	Danni Olding
<b>2.0 Out of session items</b>	
2.1	
<b>3.0 Matters for discussion</b>	
3.1 EMM Dashboard overview	PSBA HR
3.2 Review of current state - Vacant permanent positions - Temporary positions - Priority listing for conversion to permanent	PSBA HR



### Establishment, Resourcing and Vacancy Management Committee Minutes

4.0 Matters for decision				
ID #	Position Title	Region/Directorate	EMM Request (action sought)	Outcome

**s.73 - Irrelevant information**



s.73 - Irrelevant information



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available

**s.73 - Irrelevant information**



Establishment, Resourcing and Vacancy Management Committee Minutes

s.73 - Irrelevant information

GFES RTI FINAL RELEASE



Establishment, Resourcing and Vacancy Management Committee Minutes

**s.73 - Irrelevant information**

<b>5.0</b>	<b>Other business</b>	
5.1	Review of ERMC requirements	ERVm to reinforce HCOM principles are a guide.
5.2	Internal EOI's	ERVm supports internal EOI's to be conducted to ensure transparent recruitment processes during the recruitment freeze. Managers to consider calling back staff that are seconded to other agencies.
5.3	Terms of Reference	To be discussed at July meeting.
5.4	Other	<ul style="list-style-type: none"> <li>- No longer communicate with people if their position is on the priority list for conversion, the list is a evolving list.</li> <li>- HR to work with managers on end dates and educate around using an establishment report.</li> <li>- HR to provide list of people finishing</li> <li>- Remove Comms positions from priority list until deep dive is complete</li> </ul>
<b>6.0</b>	<b>Next meeting and close</b>	
		Next meeting: 3 August 2020, 2:30pm



## Establishment, Resourcing and Vacancy Management submissions for Strategy and Budget Committee Review

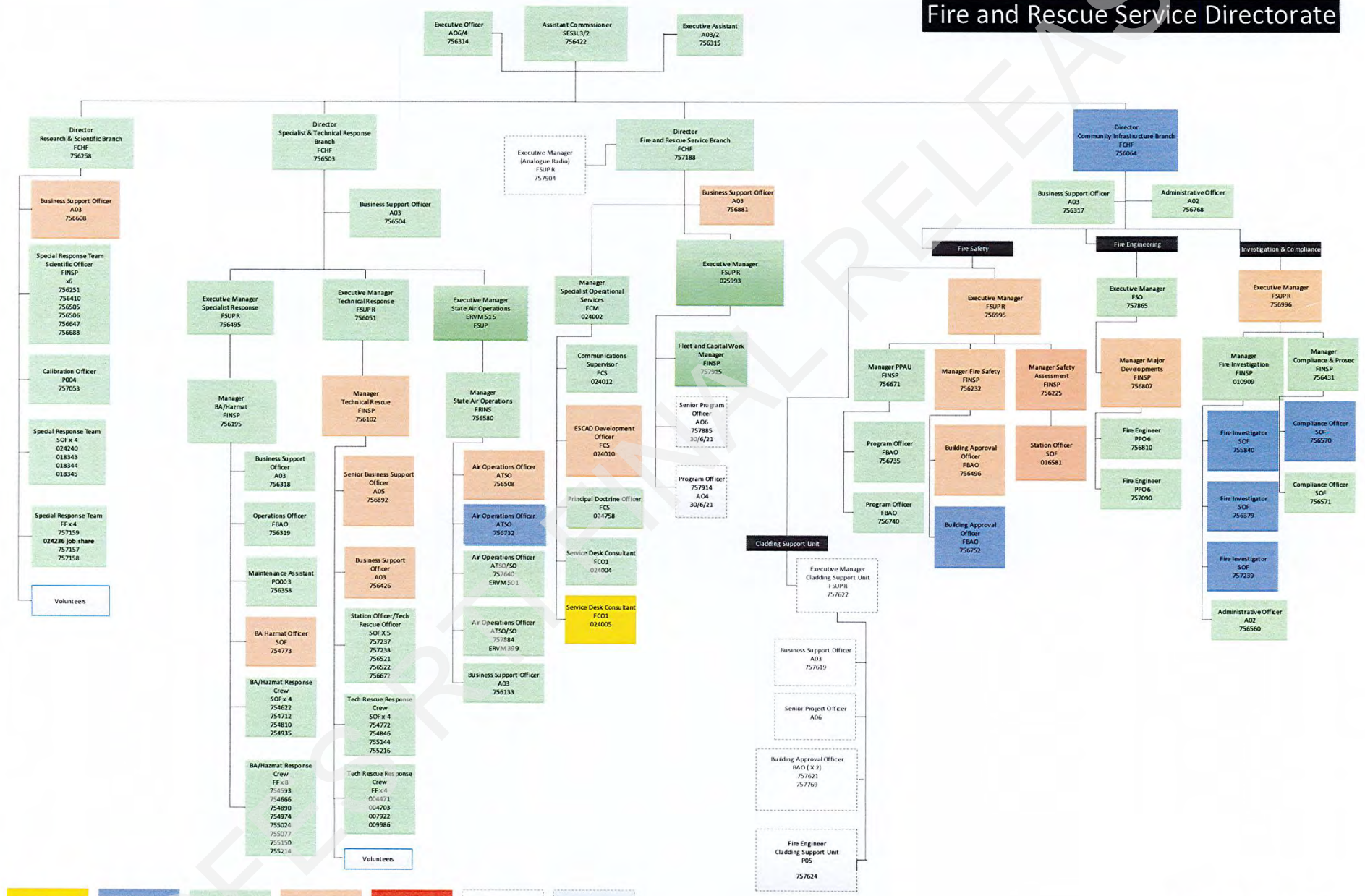
The following Establishment, Resourcing and Vacancy Management (ERVM) submissions were reviewed and approved by the ERVM Committee on 25 June 2020. Submitted for consideration and potential allocation of budget by the Strategy and Budget Committee.

ID #	Position Title	Region/Directorate	ERVM Request (action sought)	Outcome
571	Air Operations - Operations and Compliance - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
572	Air Operations - RPAS Coordination - ATSO-1/SOF	State Air Operations Unit, Fire and Rescue Branch	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available. Position to be advertised as either RFS Area Training Support Officer (ATSO) or FRS Station Officer (SO).  Note: Currently temporary position; already paying for position. FTE will be allocated from TEM FTE when available – nil funding to come with FTE from TEM.  Cost: ATSO - \$124,843 pa. or FRS SO - \$143,238 pa.
573	State Air Operations Executive Manager – Superintendent	State Air Operations Unit, Fire and Rescue Branch <span style="color: red;">Contrary to the public interest</span>	Create new permanent position Advertise permanent non-exempt position	Approved, pending position being available.  Note: FTE will be allocated from TEM FTE when available - nil funding to come with FTE from TEM.  Cost: FRS Superintendent - \$190,736 pa.

*Approve positions but need to fill from within if positions aren't exempt from RC rules. ie no external advertising.*



# Fire and Rescue Service Directorate



Position is owned and currently unoccupied	Vacant position occupied temporarily	Owner in position	Owner not currently in position	Position Vacant	Over establishment position	Business Partner
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Last Updated 14/07/2020

## Wanda Kropp

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**From:** Corro QFES FRS AC  
**Sent:** Tuesday, 19 September 2023 8:25 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Neil,

As discussed, please see below HR advice from Kylie Watson regarding the dual classification of the Executive Manager State Air Operations Unit position.

Kind regards,  
Cody

### **Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Monday, 28 August 2023 4:41 PM  
**To:** Kylie Watson <Kylie.Watson@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for the below advice and yes, I can confirm a work value review will be completed for the Air Operation roles.

Kind regards,  
Cody

### **Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**





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**From:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Sent:** Monday, 28 August 2023 8:24 AM  
**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

Thank you for adding in the further information on how the role will be filled in the future. The contents are good for me.

I note that CA22 (schedule 3), advises that Air Operations roles will have a work value review (JEMS or similar implemented during the life of the agreement. I imagine this will include all roles, which the Executive Manager would also be included?

Kind Regards

**Kylie Watson**

Senior HR Advisor, Brisbane Region

Strategy & Services Branch | QFES People

---

M  E [Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)

---

**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Friday, 18 August 2023 3:55 PM  
**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Thank you for your feedback and time on the telephone this afternoon.

Please find attached a copy of the updated brief for your consideration.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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---

**From:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Sent:** Thursday, 17 August 2023 12:54 PM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Cody

In addition to the below, I believe the Air Operations roles will be part of the Work Value Reviews. Will this include the Executive Manager and Manager? If so, should that be included in the EBN, that the roles will be reviewed?

Kind Regards

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

M Contrary to the public interest P 3635 1641

---

**From:** Kylie Watson

**Sent:** Thursday, 17 August 2023 11:27 AM

**To:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Morning Cody

Thank you for sending through. Currently I don't exactly concur with the contents of the brief, it has however been raised with HR as part of the consultation process.

With the recommendations, I don't believe it goes into enough detail of how this will be managed going forward (and whether that needs to be spelt out in an earlier section). For example applying for future vacancies, will this mean if the role becomes permanently vacant it will be advertised to RFS and FRS and whoever is successful will be appointed and the position would then be updated. Will it also be open to PS employees, who would then be appointed as RFS? Or is the thought if the role is permanently vacant, it will only be offered in the future on rotation (similar to Commissioners Staff Officer, or MLO). If Contrary to the public interest takes leave or relieves, the brief refers to temporary opportunities, is this the temporary opportunity being referenced, that it will be open for all, and dependent on the successful applicant would be RFS or FRS?

Also has there been thought with regards to this role and Air Operations Unit and the new QFD? Will there be change?

Does the Together RFS union need to be consulted in this?

The EBN also does not go into why this role should be a dual classified role. The various ERVM's and EMM's do not provide that level of detail either on why this should be a dual role, other than providing opportunities to employees. A role either requires Station Officer (FRS) qualifications or it does not. An FRS can still apply for a RFS position, so opportunities are still there. From my (albeit very limited understanding of Air Operations), I had thought Air Operations was more based in Rural Firefighting, as opposed to structural firefighting that FRS are more aligned to. However I am obviously not an Air Operations expert (or RFS/FRS). The EBN discusses the number of requests to assist did these include both rural and non rural related tasks? Is this why the request is for dual? The ERVM advises that the EM is responsible for the overall direction and reporting of the Air Ops unit, providing the conduit for reporting up and accountability of the unit actions, response and coordination, and the position carries the responsibility for RPAS Chief Pilot and LAT Co-ordination.

The Manager Air Operations became RFS in 03/03/2008, so the history of the unit and its growth since then has been under RFS. It appears that an FRS employee who had been relieving in the Manager role was permanently appointed at that time (04/2008) and was appointed as an RFS Manager.

The ERVM that was approved, that the brief references by saying it was approved as dual, the only reference to that is in the classification box, where it has RFS/FRS.

I believe there needs to be further information detailing why this role should be considered dual classified.

Cheers

**Kylie Watson**

A/Principal HR Advisor

Strategy & Services Branch | QFES People

**Queensland Fire and Emergency Services**

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---

**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Monday, 14 August 2023 4:09 PM

**To:** Kylie Watson <[Kylie.Watson@qfes.qld.gov.au](mailto:Kylie.Watson@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position

Hi Kylie,

Please find attached a copy of the draft Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position for your consideration.

May I please confirm if you concur with the contents of this brief?

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner

Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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QFES RTI FINAL RELEASE

## Wanda Kropp

---

**From:** Neil Francis  
**Sent:** Wednesday, 4 October 2023 5:05 PM  
**To:** Natalie Muharem; Abby Blair; Corro QFES FRS AC  
**Cc:** Corro QFES FRS AC  
**Subject:** FW: EBN 2122-2023 Clarification

Afternoon Nat, Abby and Cody,

As per below request from Brooke, can I pls ask that any information be provided in support as per the request?

ERVMC approved 'pending position' the submission for the dual classification of the role on about mid June 2020 (submission Number 573).

I'm unaware of any DC consultation before this submission was submitted, or any union consultation until the recent series of events which were raised by the QFR SOU.

I do understand that further discussions were taken off line between DC Roche and DC Wassing, but again unsure exactly what that was or any outcomes.

Nat, can you pls confirm the right process was followed?

Abby/Cody, any info in our records regarding DC and union consultation would be appreciated?

Thanks

Neil

Kind Regards,

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

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---

**From:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Sent:** Friday, 29 September 2023 4:19 PM  
**To:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
**Subject:** RE: EBN 2122-2023 Clarification

Good afternoon,

The Commissioner is meeting with TQ on 13 October. Can I please ask to have an update on this matter and any necessary background to what has occurred ahead on the meeting.

I am on leave next week, however it would be good to have the information provided by 10 October.

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M Contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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**From:** Brooke Gowland  
**Sent:** Thursday, 21 September 2023 8:17 AM  
**To:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi all,

Thanks for looking into this. I have received multiple documents on the matter and its clear there is a detailed background to the matter.

Can I ask that before action is taken, that the matter is revisited and ensuring that all processes have been followed as needed, i.e. ERVMC approval, DC Consultation and Union consultation if needed.

For some context, we have had a union request a meeting with the Commissioner on some matters, one of which is this and I would like to ensure we have a clear understanding of the situation and have followed required processes. The meeting date is still to be arranged however is likely to be in about 2 weeks time.

Thanks

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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---

**From:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 6:37 AM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>; Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi Neil,  
Can you please retrieve the ERVM Minutes regarding this item. I spoke to A/DC Greenfield yesterday who advised that it had been rejected at ERVM. There has been considerable discussion regarding this issue over many years so would like to understand how all positions have become fully RFS when to my knowledge that was never the intention.  
Regards John

---

**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Tuesday, 19 September 2023 9:05 AM  
**To:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Morning Brooke,

Please see attached ERVMC submission that relates specifically to the EM role being dual classified for FRS and RFS.

This matter was raised by the SOU and several meetings occurred in explaining the process and current situation of being dual classified with the provision that any vacancy over 2 weeks (HCOM) will be EOI'd for FRS and RFS to apply.

As part of CA22, 'Air Operations roles' will go through a work value review. Kylie's feedback is attached.

I'm not able to advise on the DC consultation point in detail however I understand that conversations occurred.

Thanks

Neil

Kind Regards,

**Neil Francis**

Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1955 M Contrary to the public interest

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**From:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Sent:** Monday, 18 September 2023 6:00 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

**Subject:** EBN 2122-2023 Clarification

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;



- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M Contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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## Wanda Kropp

**From:** John Cawcutt  
**Sent:** Wednesday, 6 September 2023 6:00 PM  
**To:** Neil Francis  
**Subject:** FW: For approval: Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23  
Subject: Dual classification of the Executive Manager State Air Operations Unit position

---

**From:** DC.FRS <DC.FRS@qfes.qld.gov.au>  
**Sent:** Wednesday, 6 September 2023 10:43 AM  
**To:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>  
**Subject:** RE: For approval: Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position

Hi John

Looks like the Commissioner has signed today but the MECS item hasn't been finalised yet.

Date Added	Added By	Comment History
06/09/23 08:24	Samantha.Morrison@qfes.qld.gov.au	CQFES signed

Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith (on leave 4 Sept – 20 Oct) & A/AC Cheryl-Lee Fitzgerald

A/DC John Cawcutt (during dates above)

QFES RIT Support Directorate

**Queensland Fire and Emergency Services**

Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: 



[REDACTED]

---

**From:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>

**Sent:** Wednesday, 6 September 2023 10:38 AM

**To:** DC.FRS <[DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)>

**Subject:** FW: For approval: Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position

Pls follow up re status.

j

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**From:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Sent:** Friday, 1 September 2023 5:08 PM

**To:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>

**Subject:** FW: For approval: Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position



**Stephen Smith AFSM EMPA MLshipMgt GAICD**  
**A/Deputy Commissioner – Fire and Rescue Service**

**Queensland Fire and Emergency Services**

a. PO Box 1425 Brisbane Qld 4001

m. Contrary to the public interest e. [StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)

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Respect | Integrity | Courage | Loyalty | Trust

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**From:** Corro.QFESFRSDC <[Corro.QFESFRSDC@qfes.qld.gov.au](mailto:Corro.QFESFRSDC@qfes.qld.gov.au)>

**Sent:** Wednesday, 30 August 2023 8:57 AM

**To:** Stephen Smith (QFES A/Deputy Commissioner) <[StephenA.Smith@qfes.qld.gov.au](mailto:StephenA.Smith@qfes.qld.gov.au)>

**Cc:** Corro.QFESFRSDC <[Corro.QFESFRSDC@qfes.qld.gov.au](mailto:Corro.QFESFRSDC@qfes.qld.gov.au)>

**Subject:** For approval: Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position

Hi Steve

Please see attached EBN, Dual classification of the Executive Manager State Air Operations Unit position, for your approval.

Noting – AC FRS has endorsed.

Regards

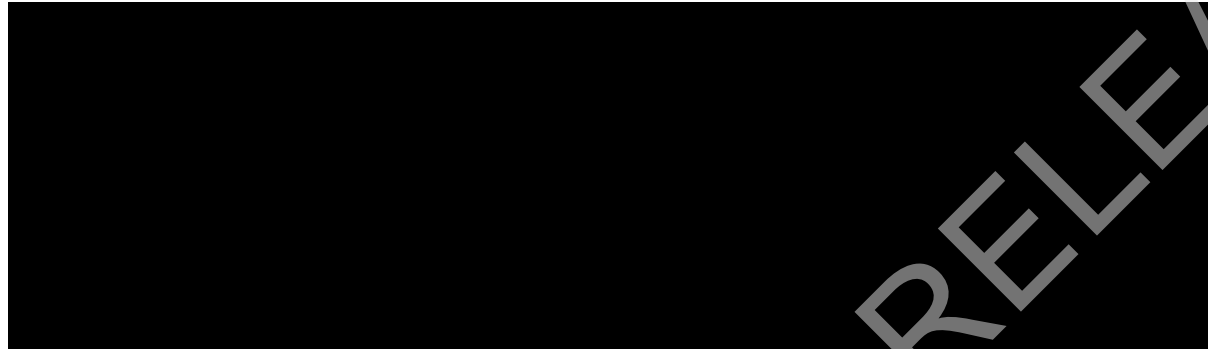
**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith & A/AC Cheryl-Lee Fitzgerald

Agency Implementation Program  
**Queensland Fire and Emergency Services**  
Level 1, 77 Hudson Road, Albion Qld 4010  
E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

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**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Sent:** Wednesday, 30 August 2023 5:03 AM  
**To:** Corro.QFESFRSDC <[Corro.QFESFRSDC@qfes.qld.gov.au](mailto:Corro.QFESFRSDC@qfes.qld.gov.au)>  
**Subject:** Reminder: MECS Item 02122-2023 Due for Action : Due: 01/09/23 Subject: Dual classification of the Executive Manager State Air Operations Unit position

MECS Item Number 02122-2023 is due within 2 days.

**Item Details**

Action Type: QFES - Brief for Commissioner (EBN)  
Subject: Dual classification of the Executive Manager State Air Operations Unit position

**Please click on the [Item Link](#) to view the item in MECS.**

If you have any queries please contact officers from QFES - FRS AC or email [corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au).

email: EmailDueDateWithin2Days

## Wanda Kropp

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**From:** QFES Commissioner Staff Officer  
**Sent:** Monday, 16 October 2023 10:58 AM  
**To:** QFES Executive Services  
**Subject:** MECS 02122-2023 Air Ops Dual Classification

**Categories:** Executive Manager - Jaimi

Hi team,

MECS 02122 was previously finalised, however the topic has undergone significant discussion and revision since finalisation. An updated EBN will be coming through with feedback from the Commissioner and further actions required.

Happy to talk through this and provide context when you come over, Jaimi.

Cheers,

Sam

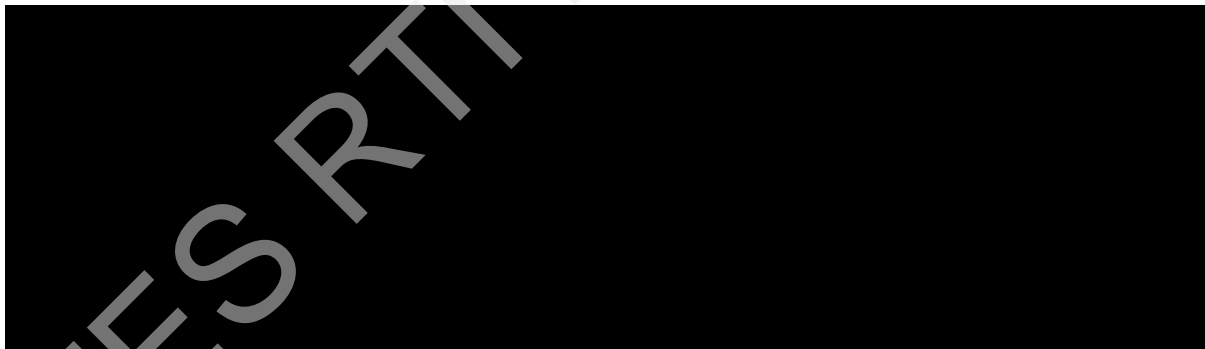
**Samantha Morrison**

Staff Officer | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3453 | M Contrary to the public interest

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## John Cawcutt

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**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 1:40 PM  
**To:** Abby Blair  
**Cc:** Kelly Salter  
**Subject:** Air Operations  
**Attachments:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions

Hello Abby

I thought as much. I have passed on this info to AC Gallant and as well I have attached the most recent info I have ( SABC approval).

If you find the out of session emails, if you could please share them with Kelly Salter as I am heading off on leave from today and will return on 2 November 2020.

Not to sure where to from now? Kelly can follow up with Neil on Monday to see if he wants to meet with AC Smith.

Thanks Abby,

Kind regards

Jasmine

Jasmine Siggs

Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**



**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Friday, 9 October 2020 1:02 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

I have, but AC Smith recalls an out of session.... Trying to find those emails. Sorry



**Abby Blair**

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM  
QFES People | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.

**From:** Jasmine Siggs  
**Sent:** Friday, 9 October 2020 12:52 PM  
**To:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Subject:** RE: Abby Blair sent you a message in Skype for Business

Hey Abby

Have you had a chance to look for most recent ERVM info for Air Operations?

Thanks

Jasmine

Jasmine Siggs  
Executive Officer to the Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire and Emergency Services  
Phone: (07) 3635 1957 or Contrary to the public interest  
Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)  
GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**



**From:** Abby Blair <[abby.blair@qfes.qld.gov.au](mailto:abby.blair@qfes.qld.gov.au)>  
**Sent:** Thursday, 8 October 2020 3:55 PM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>; Jasmine Siggs <[jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)>  
**Subject:** Abby Blair sent you a message in Skype for Business

Abby Blair 3:52 PM:

I havent forgotten about you! Sorry just a crazy day

## John Cawcutt

---

**From:** Jasmine Siggs  
**Sent:** Tuesday, 25 August 2020 5:26 PM  
**To:** Abby Blair  
**Subject:** FW: OUTCOME:- Out of Session Consideration - ERVM Positions  
**Attachments:** a 2020-06 ERVMs for SABC Consideration - ADC SCS Comments.pdf; b 571 - Approved with comments - FRS Air Ops Operations and Compliance - ATSO1.pdf; c 572 - Approved with comments - FRS Air Ops RPAS Coordination - SOF ATSO1.pdf; d 573 - Approved with comments - FRS Air Ops -Executive Manager.pdf; e FRS Directorate Version 19.pdf

**Importance:** High

Hello Abby

Sorry to muck you around, but I think this has already been approved – both have start dates of 1/9/20 so I'm not sure that I will need to do ERVM?

Jasmine

### Jasmine Siggs

Executive Officer to the Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire and Emergency Services

Phone: (07) 3635 1957 or Contrary to the public interest

Email: [jasmine.siggs@qfes.qld.gov.au](mailto:jasmine.siggs@qfes.qld.gov.au)

GPO Box 1425, Brisbane Qld 4001

**Respect | Integrity | Courage | Loyalty | Trust**

---

**From:** Abby Blair <Abby.Blair@qfes.qld.gov.au>  
**Sent:** Thursday, 20 August 2020 2:21 PM  
**To:** Jasmine Siggs <jasmine.siggs@qfes.qld.gov.au>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Jasmine

I didn't realise I hadn't forward this to you.....

Abby



### Abby Blair

A/Executive Officer | Assistant Commissioner Stephen Smith AFSM

Human Capital Management | Queensland Fire and Emergency Services

P 07 3635 3546 M Contrary to the public interest

Please consider the environment before printing this email.



**From:** Carolyn Coletti  
**Sent:** Wednesday, 12 August 2020 11:55 AM  
**To:** Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>  
**Cc:** Andrew Alcock (PSBA) <[Andrew.Alcock@psba.qld.gov.au](mailto:Andrew.Alcock@psba.qld.gov.au)>; Anna Nguyen (PSBA) <[Anna.Nguyen@psba.qld.gov.au](mailto:Anna.Nguyen@psba.qld.gov.au)>; Melissa Biddle (PSBA) <[Melissa.Biddle@psba.qld.gov.au](mailto:Melissa.Biddle@psba.qld.gov.au)>  
**Subject:** OUTCOME:- Out of Session Consideration - ERVM Positions  
**Importance:** High

Hi Abby

Please refer to the email below. The DC's discovered a few errors in the ERVM submissions, so they have been clarified in the outcome below.

**The SAB Committee approves the following:-**

- Approves the 3 new FTE's as either RFS, SES or EM permanent positions.
- Approves the funding to be allocated to each of the 3 new FTE positions.
- Notes the title of the 'Air Operations Officer – RPAS Coordination' position is not approved. The title should be Air Operations Officer.

Andrew – Please note the new FTE's and approved funding allocation to each.

Thank you  
Carolyn



**Carolyn Coletti**  
Executive Officer  
Executive, Ministerial and Corporate Services Directorate  
Queensland Fire and Emergency Services

P 07 3635 2564

M Contrary to the public interest

Emergency Services Complex, D Block Level 2, Kedron Park Road, Kedron QLD 4130  
GPO Box 1425, Brisbane, QLD 4001

# Form

Effective Date: 01/03/2023

## Conversion to higher duties classification checklist

Consider the appointment of a public service employee to a higher classification role under the Public Sector Act 2022 and the directive relating to appointing a public service employee to a higher classification role.

Employee Requested Review	<input checked="" type="checkbox"/>

Employee details (HR to complete)			
Name:	contrary to the public interest	Employee number:	contrary to the public interest
Substantive Classification:	RFSO2, Rural Fire Service Officer (Air Ops Officer)	Current Position number:	756580
Higher Duties Classification:	FSINS, Inspector	Current Position title:	Manager
Division:	Fire & Rescue Service		
Employment details (HR to complete)			
HD Date commenced:	04/01/2021	HD end date:	01/10/2023
Conversion eligibility date:	04/07/2023	An outcome <b>must</b> be decided, and employee notified in writing within 28 calendar days of the eligibility date.	
Review due date:	01/08/2023		

Placement History
Contrary to the public interest



**ATTACH PSC CHECKLIST**

Outcome (Manager/HR)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Integrity Check Cleared: If recommending conversion, Integrity Check must be conducted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			
HR Comments:	<p>HR recommend that <span style="color: red;">Contrary to the public interest</span> request for a higher duties conversion be approved.</p> <p>An integrity check has been returned clear.</p> <p><span style="color: red;">Contrary to the public interest</span> has been relieving in HD in the Inspector position PN756580 since 04/01/2021. <span style="color: red;">Contrary to the public interest</span> has no unsolved performance issues, has the mandatory qualifications and has been deemed suitable to perform the role.</p> <p>The role has recently become substantively vacant due to the previous substantive owner <span style="color: red;">Contrary to the public interest</span> <span style="color: red;">Contrary to the public interest</span> being appointed to a different role.</p> <p>The functional code of this PN756580 is rural.</p> <p>Comments provided by Natalie Muharem, A/Senior HR Advisor, on 13/07/2023</p>		
Name of Reviewer:	Martin Gibson	Employee No:	<span style="color: red;">Contrary to the public interest</span>
Signature:	<span style="color: red;">Contrary to the public interest</span>	Date:	13/07/2023
Recommendation (Assistant Commissioner/Executive Director)			
Convert employee to higher classification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee consent to conversion?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position number for conversion:	756580	Position Title:	Manager
Classification:	FSINS, Inspector	Branch:	Specialist & Technical Response
Directorate:	Fire & Rescue Service	Division:	Fire & Rescue Service
Probation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Probation should only be used in exceptional circumstances.</i>	
Comments:			
Name:			
Signature:		Date:	
Delegate Approval (Deputy Commissioner)			
Convert employee to higher classification:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	20/07/2023
Name: Stephen Smith		Signature:	<span style="color: red;">Contrary to the public interest</span>

Forward to ERVM for noting

## Wanda Kropp

---

**From:** QFES Commissioner Staff Officer  
**Sent:** Tuesday, 16 January 2024 2:54 PM  
**To:** QFES Executive Services  
**Subject:** RE: 02122-2023 - Still open on MECS

**Categories:** Katinka

Hi,

This item can be closed, no further action required.

Thanks,

Sam

**Samantha Morrison**

Staff Officer | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3453 | M Contrary to the public interest

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**From:** QFES Executive Services <QFES.ExecutiveServices@qfes.qld.gov.au>  
**Sent:** Monday, 15 January 2024 11:06 AM  
**To:** QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
**Cc:** QFES Executive Services <QFES.ExecutiveServices@qfes.qld.gov.au>  
**Subject:** 02122-2023 - Still open on MECS

Hi Sam

Just following up on 02122-2023. This EBN addresses the Dual classification of the Executive Manager State Air Operations Unit position. You made a comment that it was noted by the Commissioner on 06/09 and then Exec Services finalised it. However, it was reactivated at your request on 16/10 for further action. At this point it is still open with no further advice.

Can you please provide some guidance on what you would like done with the item?

Thanks

Lisa

**Lisa Walsh**

A/Executive Manager

Executive Services

**Queensland Fire and Emergency Services**

P 07 3635 1338 M Contrary to the public interest

---



**Work pattern:** Monday, Tuesday, Wednesday, Friday

Please contact [QFES.ExecutiveCorrespondence@qfes.qld.gov.au](mailto:QFES.ExecutiveCorrespondence@qfes.qld.gov.au) for assistance on Thursdays.

*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.*

## Wanda Kropp

---

**From:** Brooke Gowland  
**Sent:** Tuesday, 19 September 2023 10:12 AM  
**To:** Neil Francis  
**Cc:** Corro QFES FRS AC; John Cawcutt; QFES Commissioner Staff Officer  
**Subject:** RE: EBN 2122-2023 Clarification

Good morning,

Thanks for the information, I will review. It's still unclear however if/when the industrial bodies were consulted?

Can you please confirm.

### Brooke Gowland

Chief of Staff | Office of the Commissioner

Queensland Fire and Emergency Services

P 07 3635 3912 | M Contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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**From:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Tuesday, 19 September 2023 9:05 AM  
**To:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
**Subject:** RE: EBN 2122-2023 Clarification

Morning Brooke,

Please see attached ERVMC submission that relates specifically to the EM role being dual classified for FRS and RFS.

This matter was raised by the SOU and several meetings occurred in explaining the process and current situation of being dual classified with the provision that any vacancy over 2 weeks (HCOM) will be EOI'd for FRS and RFS to apply.

As part of CA22, 'Air Operations roles' will go through a work value review. Kylie's feedback is attached.

I'm not able to advise on the DC consultation point in detail however I understand that conversations occurred.

Thanks

Neil

Kind Regards,

**Neil Francis**

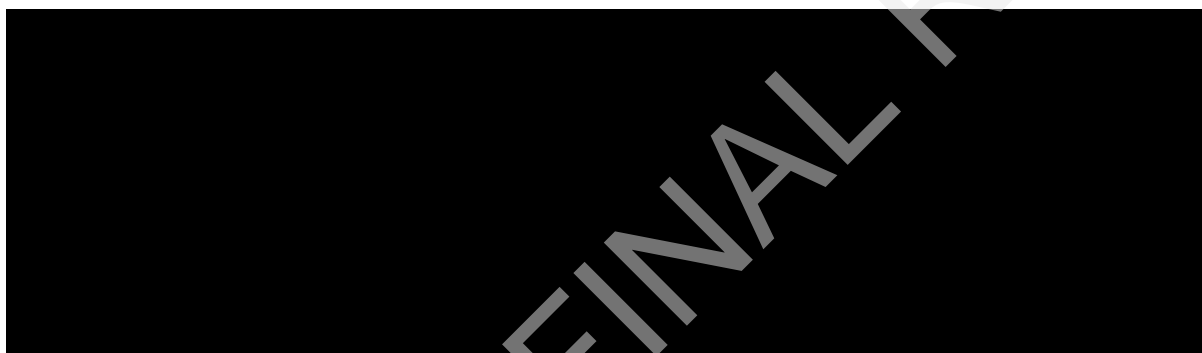
Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1955 M Contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



---

**From:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Sent:** Monday, 18 September 2023 6:00 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

**Subject:** EBN 2122-2023 Clarification

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

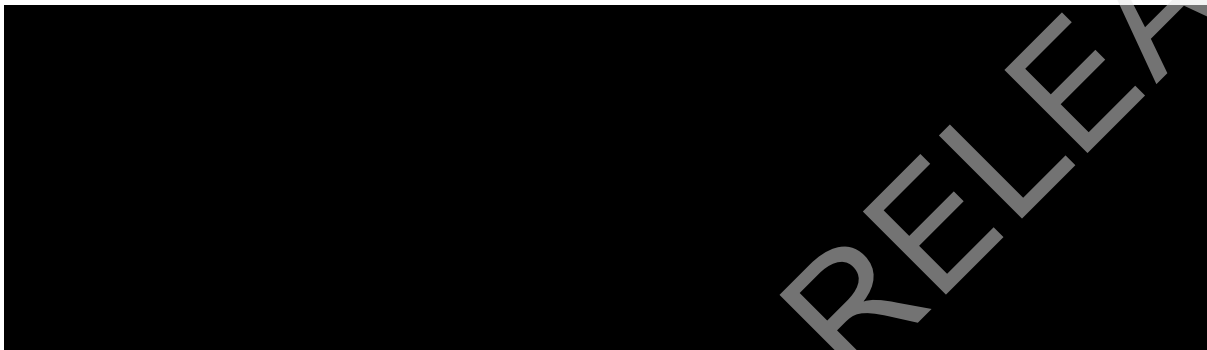
Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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QFES RTI FINAL RELEASE



## Wanda Kropp

---

**From:** John Cawcutt  
**Sent:** Tuesday, 3 October 2023 12:29 PM  
**To:** Neil Francis  
**Subject:** RE: EBN 2122-2023 Clarification

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Abby might be able to help you with this one.  
Regards John

---

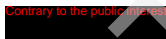
**From:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Sent:** Friday, 29 September 2023 4:19 PM  
**To:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; QFES Commissioner Staff Officer <QFES.CommissionerStaffOfficer@qfes.qld.gov.au>  
**Subject:** RE: EBN 2122-2023 Clarification

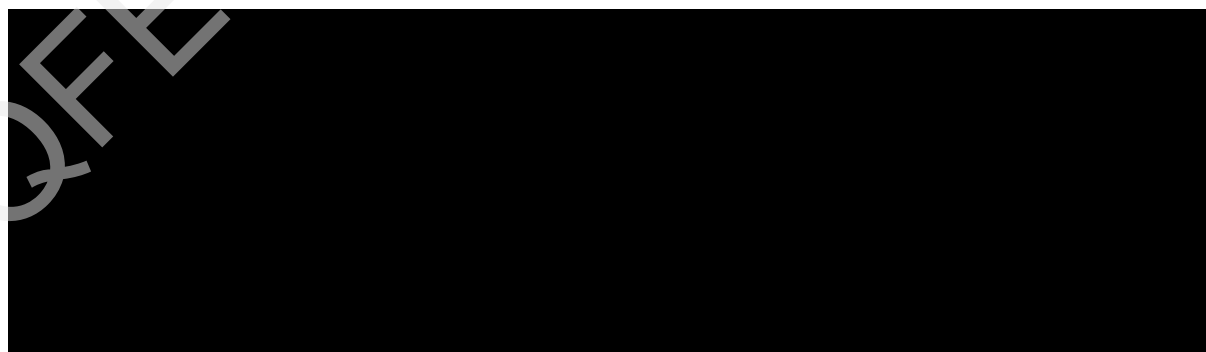
Good afternoon,

The Commissioner is meeting with TQ on 13 October. Can I please ask to have an update on this matter and any necessary background to what has occurred ahead on the meeting.

I am on leave next week, however it would be good to have the information provided by 10 October.

Thank you

**Brooke Gowland**  
Chief of Staff | Office of the Commissioner  
**Queensland Fire and Emergency Services**  
P 07 3635 3912 | M   
Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001



---

**From:** Brooke Gowland  
**Sent:** Thursday, 21 September 2023 8:17 AM

**To:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi all,

Thanks for looking into this. I have received multiple documents on the matter and its clear there is a detailed background to the matter.

Can I ask that before action is taken, that the matter is revisited and ensuring that all processes have been followed as needed, i.e. ERVMC approval, DC Consultation and Union consultation if needed.

For some context, we have had a union request a meeting with the Commissioner on some matters, one of which is this and I would like to ensure we have a clear understanding of the situation and have followed required processes. The meeting date is still to be arranged however is likely to be in about 2 weeks time.

Thanks

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M Contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001



---

**From:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 6:37 AM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>; Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi Neil,

Can you please retrieve the ERVM Minutes regarding this item. I spoke to A/DC Greenfield yesterday who advised that it had been rejected at ERVM. There has been considerable discussion regarding this issue over many years so would like to understand how all positions have become fully RFS when to my knowledge that was never the intention.

Regards John

---

**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Sent:** Tuesday, 19 September 2023 9:05 AM

**To:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

**Subject:** RE: EBN 2122-2023 Clarification

Morning Brooke,

Please see attached ERVMC submission that relates specifically to the EM role being dual classified for FRS and RFS.

This matter was raised by the SOU and several meetings occurred in explaining the process and current situation of being dual classified with the provision that any vacancy over 2 weeks (HCOM) will be EOI'd for FRS and RFS to apply.

As part of CA22, 'Air Operations roles' will go through a work value review. Kylie's feedback is attached.

I'm not able to advise on the DC consultation point in detail however I understand that conversations occurred.

Thanks

Neil

**Kind Regards,**

**Neil Francis**

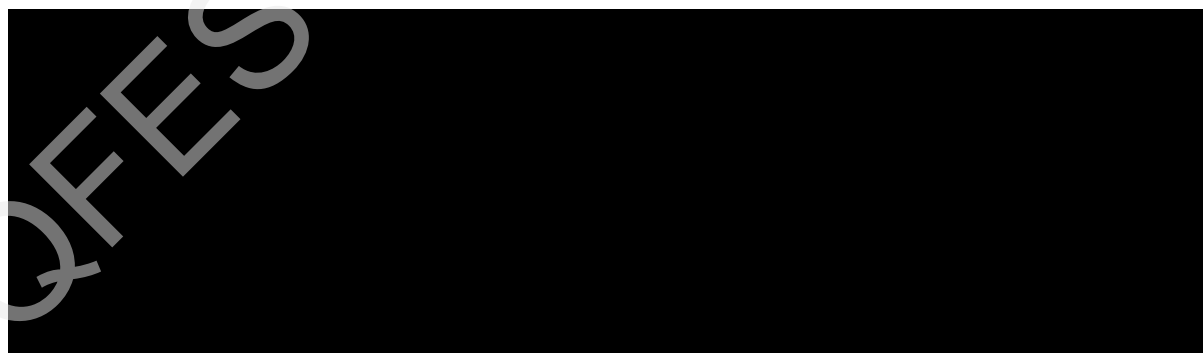
Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1955 M contrary to the public interest

[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) | <http://www.qld.gov.au/emergency>



---

**From:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Sent:** Monday, 18 September 2023 6:00 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES

Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

**Subject:** EBN 2122-2023 Clarification

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M Contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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## Wanda Kropp

---

**From:** Natalie Muharem  
**Sent:** Thursday, 8 February 2024 2:05 PM  
**To:** Neil Francis  
**Subject:** RE: 'State Operations' Position Details

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Neil

Sorry for the multiple emails.

I have reached out to the RIT for further clarification on the 4 positions that reference OS Rural and will let you know when they provide a response.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | Strategy and Services | People & Culture

Strategy and Corporate Services

**Queensland Fire and Emergency Services**

**E** [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | **P** 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	Kedron	WFH	Kedron



---

**From:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Sent:** Thursday, 8 February 2024 1:58 PM  
**To:** Alissa Hunt <Alissa.Hunt@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** FW: 'State Operations' Position Details

Hi Alissa

AC Francis has requested an update on the status of the positions within the proposed QFD, State Operations Directorate.

Are you able to look into whether the below positions are RFS or FRS and are dual classified?

Org Lvl 4	Org Lvl 5	Org Lvl 6	Position Number	Position Full Title	Position Classification	Position Classification Desc
EM & Cmty Capability	Cmty Resil & Risk Mtgn	Predictive Services	757280	Capability Officer	FSINS	Inspector
EM & Cmty Capability	State Operational Coord	IM Capability Development	758703	Capability Officer	RFSO1	Rural Fire Service Off 1
EM & Cmty Capability	State Operational Coord	IM Capability Development	758687	Executive Manager	FSPRI	Superintendent
EM & Cmty Capability	State Operational Coord	IM Capability Development	758690	Capability Development Officer	RFSO2	Rural Fire Service Off 2

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | Strategy and Services | People & Culture

Strategy and Corporate Services

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	Kedron	WFH	Kedron



**From:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>

**Sent:** Thursday, 8 February 2024 1:45 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** RE: 'State Operations' Position Details

Hi Neil

Please find attached a position detail report for the following units.

- Hazard & Risk
- Predictive Services
- SOC
- Strategic Operational Planning

- Public Info & Warnings
- IM Capability Readiness
- Intelligence Services
- Strategic Frontline Comms
- Operational Comms
- State Air Ops (2nd tab)

Filtering on the position function code column (AN) – OS Rural will show a reference to Rural positions.

The 3 State Air ops positions that are dual classified have reference to that in the comments column (AK) however no other positions within the spreadsheet appear to have a dual classified comment.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | Strategy and Services | People & Culture

Strategy and Corporate Services

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

 [Chat with me on Teams!](#)

Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	Kedron	WFH	Kedron




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**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Wednesday, 7 February 2024 7:04 PM  
**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>  
**Subject:** 'State Operations' Position Details

Hello Natalie,

As you maybe aware in the proposed QFD, a State Operations Directorate will be established that includes a range of capabilities that service both RFS and FRS (as attached).

I have been tasked along with A/AC Peter Hollier to determine 'how' the multi-classification issue of some roles can be resolved that meets the needs of the QFD and FRS/RFS.

To start this, I need to understand the 'current state' of these positions on whether they are RFS or FRS or multi-class?

Pls see attached proposed model with the relevant units circled in red that I need to understand the status of the positions.

As an example some of the SAOU positions are multi-class (RFS and FRS) including the EM position and the AirOps officers via an ERVMC meeting a few years ago.

Thanks and can explain further if needed.

I am looking for this info asap, but understand you have a lot on atm.

Can you pls advise of when I may receive this info?

Thanks

Neil

Regards,

Neil Francis

A/Assistant Commissioner

Fire and Rescue Directorate

QFES

Contrary to the public interest





## Wanda Kropp

---

**From:** Neil Francis  
**Sent:** Thursday, 12 October 2023 3:48 PM  
**To:** John Cawcutt  
**Subject:** Re: Advice - Dual-classification of the Executive Manager Air Operations position

Hey John,

This is very messy. I'm working through the paperwork from SABC.

I think there is confusion between the air ops officer roles and the EM role which SABC tied all together.

Kind Regards,

Neil Francis  
Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire & Emergency Services  
(M) contrary to the public interest



---

**From:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>  
**Sent:** Thursday, October 12, 2023 3:31:26 PM  
**To:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Subject:** RE: Advice - Dual-classification of the Executive Manager Air Operations position  
"not a Operational position; rather, it was an administrative/AO position" ...that's news to me

---

**From:** Brooke Gowland <brooke.gowland@qfes.qld.gov.au>  
**Sent:** Wednesday, 11 October 2023 5:51 PM  
**To:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Cc:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; Joanne Greenfield <Joanne.Greenfield@qfes.qld.gov.au>  
**Subject:** RE: Advice - Dual-classification of the Executive Manager Air Operations position

Hi AC Francis,

Thanks for the below information. It seems as though no consultation occurred with TQ RFS on this change.

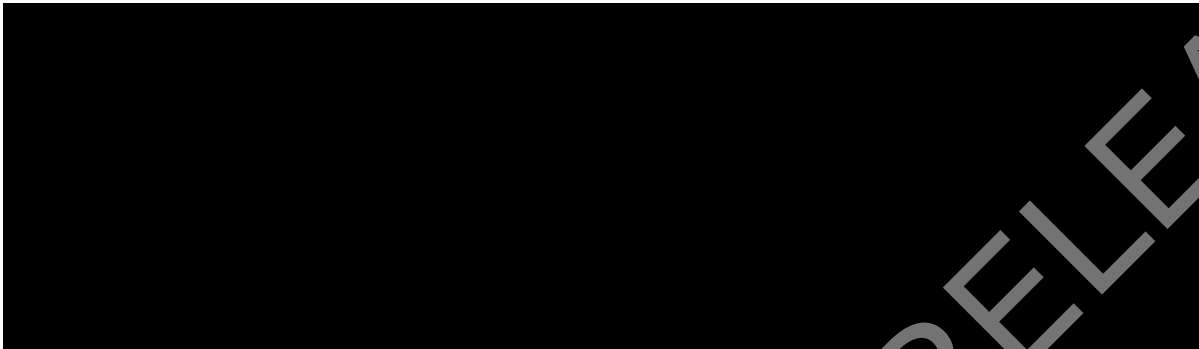
I note that you may not have information on the deputies consultation in 2020 on the matter, however this most recent EBN (02122-2023) was not consulted with the Deputies. Are you also able to provide the recent ERVMC paper that was approved that you referred to?

In addition I believe in a recent ERVMC in May 2023, as part of another matter the position was confirmed that it was not a Operational position; rather, it was an administrative/AO position. As such I am of the view that this process appears unclear on proper decision making and consultation, in particular with not all representative bodies being consulted, which the Commissioner is now meeting with the Union about. Therefore I suggest that it may need to be reviewed to confirm that all persons involved are in agreeance.

Unless it can be clarified by tomorrow afternoon, I plan to inform TQ RFS when they raise this at our meeting that the decision is not being implemented and consultation will occur.

Regards.

**Brooke Gowland**



**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Wednesday, 11 October 2023 9:24 AM

**To:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** Advice - Dual-classification of the Executive Manager Air Operations position

Good morning Brooke,

Please be advised on 25 June 2020 the Establishment, Resource and Vacancy Management Committee (ERMVC) approved the allocation of a dedicated State Air Operations Unit Executive Manager at Superintendent level to provide overarching management, direction and reporting support to the unit. The ERVMC approved the position being a dual-classified position between the Rural Fire Service (RFS) and Fire and Rescue Service (FRS). I can confirm the Senior Officers Union (SOU) raised this matter and consultation occurred with the SOU from mid-2023.

Unfortunately, I cannot provide the details of the consultation that occurred between the Deputies in 2020. It appears the decision on what service the air operation unit roles should be was never finalised.

I can confirm both Air Operations Officer positions PN758160 and PN758161 are permanent positions and are dual classified between the RFS and FRS. The positions are currently occupied by RFS staff members.

To ensure these positions are truly equitable, all future relieving opportunities that are more than two weeks in duration should be fulfilled via an expression of interest recruitment process.

HR have confirmed the correct process to follow when modifying positions is to consult with the union and then submit an ERVMC/Executive Briefing note request detailing the changes required.

I can confirm union consultation occurred with the SOU and both an ERVMC/Executive Briefing Note have been submitted regarding the dual classification of the Executive Manager position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,

Neil Francis

Acting Assistant Commissioner

Fire and Rescue Service Directorate

Queensland Fire & Emergency Services

(M) Contrary to the public interest



## Wanda Kropp

---

**From:** Douglas May  
**Sent:** Monday, 11 September 2023 12:09 PM  
**To:** Corro QFES FRS AC  
**Subject:** RE: EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Thanks Cody. Received.

Regards

Doug

**Douglas May**

A/Chief Superintendent – Director  
Specialist and Technical Response Branch  
Queensland Fire and Emergency Services

T: +61 7 3909 4309 | M: Contrary to the public interest

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GPO Box 1425 Brisbane QLD 4001, Australia

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**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Wednesday, 6 September 2023 2:23 PM  
**To:** Douglas May <Douglas.May@qfes.qld.gov.au>  
**Cc:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>; Kim Morris <Kim.Morris@qfes.qld.gov.au>  
**Subject:** EBN - Dual Classification of the Executive Manager State Air Operations Unit Position - CQFES Noted

Good afternoon Doug,

Please find attached an Executive Briefing Note regarding the dual classification of the Executive Manager State Air Operations Unit position between the Fire and Rescue Service (FRS) and Rural Fire Service (RFS) for your attention and action as required for future relieving opportunities for this position.

Please note both FRS and RFS will be eligible to apply for future vacancies of this position, including temporary opportunities. To ensure this position is truly equitable, all future relieving opportunities that are more than two weeks in duration are to be fulfilled via an expression of interest recruitment process and the job advert is to list the position as dual classified.

I will send an email to HR and request that the position is updated in Aurion to reflect that it is a dual classified position.

Please do not hesitate to contact me if I can be of any further assistance.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@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.*

## Wanda Kropp

---

**From:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Sent:** Tuesday, 10 October 2023 8:22 AM  
**To:** Natalie Muharem  
**Cc:** Corro QFES FRS AC  
**Subject:** RE: EBN 2122-2023 Clarification

Thank you, Natalie.

Kind regards,  
Cody

### Cody Costigan

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Sent:** Tuesday, 10 October 2023 8:18 AM  
**To:** Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** RE: EBN 2122-2023 Clarification

Morning Cody

I'm unable to obtain any correspondence in relation to union consultation.

When modifying positions, the correct procedure is to

- Consult with the union
- Submit an ERVM/EBN request detailing the changes required.

Kind regards,

### Natalie Muharem

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237

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Monday	Tuesday	Wednesday	Thursday	Friday
WFH	Kedron	WFH	Kedron	Kedron



**From:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Sent:** Tuesday, 10 October 2023 7:43 AM

**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN 2122-2023 Clarification

Good morning Natalie,

As per the below request from A/AC Francis, may I please urgently confirm if the correct process was followed for the dual classification of the Executive Manager Air Operations position?

Thank you.

Kind regards,  
Cody

**Cody Costigan**

A/Executive Officer | Office of the Assistant Commissioner  
Fire & Rescue Service Directorate

**Queensland Fire and Emergency Services**

P 07 3635 1957 E [cody.costigan@qfes.qld.gov.au](mailto:cody.costigan@qfes.qld.gov.au)



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**From:** Neil Francis

**Sent:** Wednesday, 4 October 2023 5:05 PM

**To:** Natalie Muharem <[Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au)>; Abby Blair <[Abby.Blair@qfes.qld.gov.au](mailto:Abby.Blair@qfes.qld.gov.au)>; Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>

**Subject:** FW: EBN 2122-2023 Clarification

Afternoon Nat, Abby and Cody,

As per below request from Brooke, can I pls ask that any information be provided in support as per the request?

ERVMC approved 'pending position' the submission for the dual classification of the role on about mid June 2020 (submission Number 573).

I'm unaware of any DC consultation before this submission was submitted, or any union consultation until the recent series of events which were raised by the QFR SOU.

I do understand that further discussions were taken off line between DC Roche and DC Wassing, but again unsure exactly what that was or any outcomes.

Nat, can you pls confirm the right process was followed?

Abby/Cody, any info in our records regarding DC and union consultation would be appreciated?

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner  
Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

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---

**From:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Sent:** Friday, 29 September 2023 4:19 PM  
**To:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Good afternoon,

The Commissioner is meeting with TQ on 13 October. Can I please ask to have an update on this matter and any necessary background to what has occurred ahead on the meeting.

I am on leave next week, however it would be good to have the information provided by 10 October.

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

P 07 3635 3912 | M contrary to the public interest

Mail Cluster 6.1 | GPO Box 1425, Brisbane 4001

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**From:** Brooke Gowland  
**Sent:** Thursday, 21 September 2023 8:17 AM  
**To:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi all,

Thanks for looking into this. I have received multiple documents on the matter and its clear there is a detailed background to the matter.

Can I ask that before action is taken, that the matter is revisited and ensuring that all processes have been followed as needed, i.e. ERVMC approval, DC Consultation and Union consultation if needed.



For some context, we have had a union request a meeting with the Commissioner on some matters, one of which is this and I would like to ensure we have a clear understanding of the situation and have followed required processes. The meeting date is still to be arranged however is likely to be in about 2 weeks time.

Thanks

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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**From:** John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>  
**Sent:** Wednesday, 20 September 2023 6:37 AM  
**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>; Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Hi Neil,  
Can you please retrieve the ERVM Minutes regarding this item. I spoke to A/DC Greenfield yesterday who advised that it had been rejected at ERVM. There has been considerable discussion regarding this issue over many years so would like to understand how all positions have become fully RFS when to my knowledge that was never the intention.  
Regards John

---

**From:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>  
**Sent:** Tuesday, 19 September 2023 9:05 AM  
**To:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>  
**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>  
**Subject:** RE: EBN 2122-2023 Clarification

Morning Brooke,

Please see attached ERVMC submission that relates specifically to the EM role being dual classified for FRS and RFS.

This matter was raised by the SOU and several meetings occurred in explaining the process and current situation of being dual classified with the provision that any vacancy over 2 weeks (HCOM) will be EOI'd for FRS and RFS to apply.

As part of CA22, 'Air Operations roles' will go through a work value review. Kylie's feedback is attached.

I'm not able to advise on the DC consultation point in detail however I understand that conversations occurred.

Thanks

Neil

**Kind Regards,**

**Neil Francis**

Acting Assistant Commissioner

Fire and Rescue Service Directorate

**Queensland Fire and Emergency Services**

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**From:** Brooke Gowland <[brooke.gowland@qfes.qld.gov.au](mailto:brooke.gowland@qfes.qld.gov.au)>

**Sent:** Monday, 18 September 2023 6:00 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** Corro QFES FRS AC <[corro.qfesfrsac@qfes.qld.gov.au](mailto:corro.qfesfrsac@qfes.qld.gov.au)>; John Cawcutt <[John.Cawcutt@qfes.qld.gov.au](mailto:John.Cawcutt@qfes.qld.gov.au)>; QFES Commissioner Staff Officer <[QFES.CommissionerStaffOfficer@qfes.qld.gov.au](mailto:QFES.CommissionerStaffOfficer@qfes.qld.gov.au)>

**Subject:** EBN 2122-2023 Clarification

Hi A/AC,

I have been made aware of the attached EBN for the Commissioner's noting of the Exec Manager, State Air Operations Unit and would like to seek clarity on some areas.

I note the EBN refers to a ERVMC decision made 3 years ago, however I am advised the decision within ERVMC was to **"Approve the 3 new FTE's as either RFS, SES or EM permanent positions."** Can you please confirm what information was used to reference the approval of the dual classification at ERVMC in June 2020?

I note under consultation that Ms Kylie Watson was consulted. Can you please confirm;

- What the HR advice received was
- If consultation occurred with the union representative bodies for the position
- If the Deputies were consulted, given the original decision was made 3 years ago I would assume that it would have been confirm the decision still stands and is representative of the current needs

Thank you

**Brooke Gowland**

Chief of Staff | Office of the Commissioner

**Queensland Fire and Emergency Services**

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## Wanda Kropp

---

**From:** Natalie Muharem  
**Sent:** Friday, 31 March 2023 1:05 PM  
**To:** Neil Francis  
**Subject:** RE: contrary to the public interest - HD Conversion

Hi Neil

By way of an update, I have reached out to the workforce data team to see if a report can be run and will provide when received.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

[E Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



---

**From:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Sent:** Wednesday, 29 March 2023 10:37 AM  
**To:** Natalie Muharem <Natalie.Muharem@qfes.qld.gov.au>  
**Subject:** Fwd: contrary to the public interest - HD Conversion

Morning Natalie,

I'm currently reviewing the attached application and need to confirm that this position is a FRS position and not a RFS position. I am aware this has been bouncing around for some time, however we now need to be definitive.

Whilst I accept and understand the ERVM submissions etc as attached, do we have a HR report (?) that clearly identifies this position as FRS?

This is very important as it would appear that this is the basis of not supporting the HD conversion application for contrary to the public interest

Thanks

Neil

Regards,

Neil Francis  
A/Assistant Commissioner  
Fire and Rescue Directorate

QFES

Contrary to the public interest



**From:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>

**Sent:** Sunday, March 26, 2023 4:41:30 PM

**To:** Neil Francis <[Neil.Francis@qfes.qld.gov.au](mailto:Neil.Francis@qfes.qld.gov.au)>

**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>

**Subject:** FW: Contrary to the public interest - HD Conversion

Good afternoon A/AC Francis,

The attached documents refer to the application for HD conversion by A/Superintendent Contrary to the public interest

I have signed the OBM177 at my comment line as requested by HR, although this may not be required on the official record (No location box for my signature).

This is not the outcome that A/Supt Contrary to the public interest was looking forward, however I am confident that the governance and due diligence around this decision will stand scrutiny.

Can you please finalise the documents as requested by HR, and return them to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) for actioning.

Natalie, Thank you for your thorough analysis of the position's origin. This work has likely protected the QFES from external challenges.

Regards

Brad

Please call if you have any queries  
Regards

**Brad Commens AFSM**  
**Chief Superintendent**  
**Director Specialist and Technical Response Branch**  
**Fire and Rescue Service**

**Queensland Fire and Emergency Services**

T: +61 7 3909 4309 | M: Contrary to the public interest | E: [brad.commens@qfes.qld.gov.au](mailto:brad.commens@qfes.qld.gov.au)

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**From:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Sent:** Thursday, 23 March 2023 5:05 PM  
**To:** Brad Commens <[Brad.Commens@qfes.qld.gov.au](mailto:Brad.Commens@qfes.qld.gov.au)>  
**Cc:** QFES Human Resource <[HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)>  
**Subject:** [REDACTED] - HD Conversion

Hi Brad

Thank you for your time last week discussing [REDACTED] HD Conversion.

After further investigation I can confirm that the origin of the State Air Ops – Superintendent PN758159 is that it belongs within the Fire and Rescue Directorate and is a F&R classified position.

In December 2019 Neil Gallant approved the upgrade of the Executive manager Air Operations position PN13718 to a Superintendent position PN7598159.

This position was created (ERVM 573) in lieu of PN757161, Business Planning Officer, a position that sat within the Training and Emergency Management (TAM) unit, this position was abolished and the FTE was reallocated to the new Superintendent position. This background information has deemed the role a Fire and Rescue position which if filled through a HD conversion process would require the following

Mandatory qualifications.

- Eligible to apply for, or hold a current Blue Card;
- Manual Medium Rigid (MRV) driver's licence as recognised by the Department of Transport and Main Roads; and QFES Applicants
- Have successfully completed all the requirements for Station Officer Level 3 qualifications (or equivalent) and maintained the operational competencies appropriate to the rank of Inspector within the Fire and Rescue Service of the QFES; or
- Currently hold the rank of Inspector or above

As per the [Review of acting or secondment at higher classification level \(Directive 03/23\)](#) [REDACTED] is eligible to request a review after one year after being seconded to or assuming the duties and responsibilities of the higher classification role.

The requirements of this review includes:

- performance of duties and responsibilities has been for a continuous period of at least one year in the same higher classification role, in the same agency in which the employee holds an appointment or is employed
- whether the employee is eligible for appointment to the higher classification level having regard to the merit principle
- the genuine operational requirements of the department

While [REDACTED] meets the eligibility of a HD conversion regarding time he does not meet the other requirements as he holds qualifications that align with a Rural Fire Service Superintendent and not that of an Fire & Rescue Superintendent.

As per the directive we need to provide a formal response to [REDACTED], attached is a QFES OBM-177 form recommending that [REDACTED] HD conversion request not be approved along with a declined letter.

Could you please sign the OBM-177 form and forward through to A/AC Francis and obtain his approval. Then return it back to [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au)

Attached documents

- ERVM 02/12/2019 – Neil Gallant's approval – detailing approving option one, creation of new perm position
- ERVM 573 – Approved Neil Gallant 22/06/2020 and all three DC's – Approval to advertise perm State Air Ops – SuperIntendent position as dual classified.
- [REDACTED] – Resume and Statement of Suitability
- RFS Role Description, RSS and email from [REDACTED] detailing mandatory requirements

- Conversion Checklist
- QFES OBM-177
- Higher classification conversion letter – declined

Feel free to call if you have any questions or concerns.

Kind regards,

**Natalie Muharem**

A/Senior HR Advisor

HR Services | QFES People – Strategy and Services Branch

**Queensland Fire and Emergency Services**

E [Natalie.Muharem@qfes.qld.gov.au](mailto:Natalie.Muharem@qfes.qld.gov.au) / [HR@qfes.qld.gov.au](mailto:HR@qfes.qld.gov.au) | P 07 3635 2237



## Wanda Kropp

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**From:** Neil Francis  
**Sent:** Wednesday, 6 September 2023 6:10 PM  
**To:** John Cawcutt  
**Subject:** Re: MECS Item Finalised : 02122-2023 Subject: EBN Dual classification of the Executive Manager State Air Operations Unit position

Thanks John, this will also be provided to Doug as we need to make sure the opportunity is provided for both services to apply when the position is vacant for any reason.

I'm sure [redacted] will want [redacted] who is the Inspector in SAOU to be the auto selection for A/Supt however it will need to be advertised across both services.

Additionally, we are having the relevant comments added to Aurion to ensure this arrangement is recorded and is actioned accordingly when Air Ops moves into Joint Ops as part of QFD.

Neil

Kind Regards,

Neil Francis  
Acting Assistant Commissioner  
Fire and Rescue Service Directorate  
Queensland Fire & Emergency Services  
(M) [redacted]



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**From:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>  
**Sent:** Wednesday, September 6, 2023 6:01:01 PM  
**To:** Neil Francis <Neil.Francis@qfes.qld.gov.au>  
**Subject:** FW: MECS Item Finalised : 02122-2023 Subject: EBN Dual classification of the Executive Manager State Air Operations Unit position

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**From:** Corro.QFESFRSDC <Corro.QFESFRSDC@qfes.qld.gov.au>  
**Sent:** Wednesday, 6 September 2023 11:13 AM  
**To:** John Cawcutt <John.Cawcutt@qfes.qld.gov.au>; Neil Francis <Neil.Francis@qfes.qld.gov.au>; Corro QFES FRS AC <corro.qfesfrsac@qfes.qld.gov.au>  
**Subject:** MECS Item Finalised : 02122-2023 Subject: EBN Dual classification of the Executive Manager State Air Operations Unit position  
FYI

Regards

**Nadine Rose**

A/Executive Officer

to A/DC Stephen Smith (on leave 4 Sept – 20 Oct) & A/AC Cheryl-Lee Fitzgerald

A/DC John Cawcutt (during dates above)

QFES RIT Support Directorate

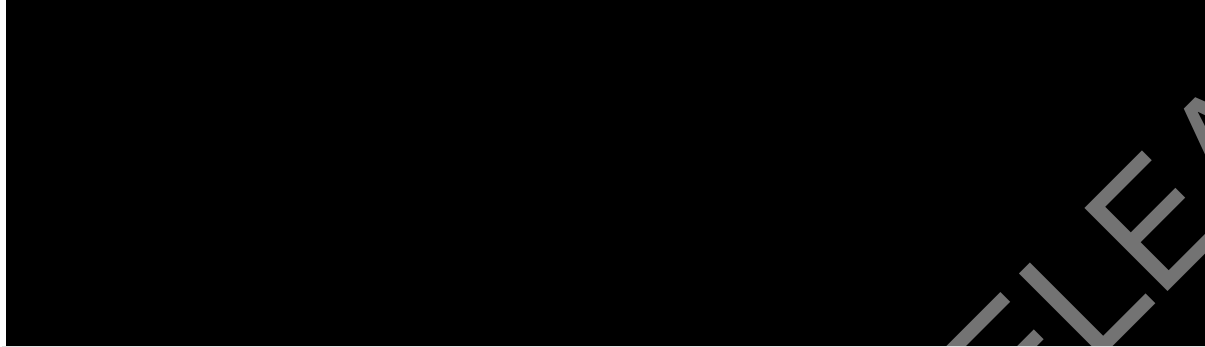
Queensland Fire and Emergency Services



Level 1, 77 Hudson Road, Albion Qld 4010

E: [DC.FRS@qfes.qld.gov.au](mailto:DC.FRS@qfes.qld.gov.au)

P: Contrary to the public interest



**From:** Corro QFES Commissioner <[Corro.QFESCommissioner@qfes.qld.gov.au](mailto:Corro.QFESCommissioner@qfes.qld.gov.au)>

**Sent:** Wednesday, 6 September 2023 10:50 AM

**To:** Corro.QFESFRSDC <[Corro.QFESFRSDC@qfes.qld.gov.au](mailto:Corro.QFESFRSDC@qfes.qld.gov.au)>

**Subject:** MECS Item Finalised : 02122-2023 Subject: EBN Dual classification of the Executive Manager State Air Operations Unit position

MECS Item Number 02122-2023 has been finalised.

The following comment has been provided (if any): **QFES NOTED EBN attached, item finalised.**

**Item Details**

Action Type: QFES - Brief for Commissioner (EBN)

Subject: EBN Dual classification of the Executive Manager State Air Operations Unit position

As you were involved in this item you may wish to review the comment history and view any final attachments.

**Please click on the [Item Link](#) to view the item in MECS.**

If you have any queries please contact officers from QFES - Commissioner or email [corro.qfescommissioner@qfes.qld.gov.au](mailto:corro.qfescommissioner@qfes.qld.gov.au).

email: EmailSignOffFinaliseInvolved

## State Air Operations Unit Summary

### History of the Inspector Role

- Inspector FRS – [redacted] Contrary to the public interest
- Inspector FRS – [redacted]
- Inspector FRS – [redacted]
- Inspector RFS Created – [redacted] Contrary to the public interest appointed permanently

### Creation of three new roles

- ERVM approved on 25/06/2020
  - o #571 – Air Operations Officer (ATSO-1/SOF)
  - o #572 – Air Operations Officer (ATSO-1/SOF)
  - o #573 – Executive Manager (Supt – RFS/FRS)
  - o Approved, pending positions being available (TEM),
  - o Air Operations Officer with comment: position to be advertised as either RFS ATSO or FRS SO
- SABC approved (advised on 12/08/2020)
  - o Approves 3 new FTE's as either RFS, SES or EM permanent positions
  - o Approves funding to be allocated to each of the 3 new FTE positions
  - o Notes the title of 'Air Operations Officer – RPAS Coordination' position is not approved; the title should be Air Operations Officer.
- Outcome advice from SABC provided to FRS, including classifications.
- Email from FRS on 12/10/2020 advising AC FRS was aware and discussing with DC RRS.
- Email from DC RRS on 21/10/2020 advising DC RRS and EMVCR had discussed & were planning to talk further.
- **No decision** has been made to date on the classification of the EM SAOU position.
- Positions created in Aurion in September 2020 (using TEM FTE?)
  - o #571 – Air Operations Officer (ATSO-1)
  - o #572 – Air Operations Officer (ATSO-1)
  - o #573 – Executive Manager (Supt – RFS)
- Manager Air Operations advertised late 2020 as Insp/AO7 (internal EOI)
  - o UFUQ correspondence on 30 November 2020
  - o CQFES reply on 7 December 2020 advising the process was suspended.
- Executive Manager Air Operations advertised August 2020 as internal EOI FRS Inspector; [redacted] Contrary to the public interest successful applicant in EOI. [redacted] Contrary to the public interest acted since July 2020.



Superintendent – RFS / FRS?  
Pos ID: 756503 / ERVM #573  
Sub Occ: Vacant  
Actual: Contrary to the public interest

Inspector RFS  
Pos ID: 758159  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756508  
Sub Occ: Contrary to the public interest  
Actual: Contrary to the public interest

ATSO  
Pos ID: 756732  
Sub Occ: Contrary to the public interest  
Actual: Vacant

ATSO / SO ?  
Pos ID: 758160 / #571  
Sub Occ: Vacant  
Actual: Contrary to the public interest

ATSO / SO ?  
Pos ID: 758161 / #572  
Sub Occ: Vacant  
Actual: Contrary to the public interest

