

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Queensland Fire and Emergency

MINUTES

Date	Wednesday 15 September 2021
Time	4.00pm to 4.30pm
Location	Commissioner's Boardroom, Kedron Park Complex & Teams
Chair	Greg Leach, Commissioner, QFES
Attendees	Greg Leach, Michael Wassing, Stephen Smith, Joanne Greenfield, Tim Whittaker (Teams), Troy Davies (Teams), Adam Stevenson, Mark Roche, Lauren Poynting
Apologies	Nil
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance

Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 4.05pm;• welcomed members; and• discussed the outstanding action items. <p>➤ The Commissioner recommended that the CMT continue to reconvene for a weekly meeting.</p> <p>It was resolved that the CMT would continue to monitor and observe the activities through the week and meet again on Thursday 23 September 2021 dependent on any concerns that arise.</p>	
1.2	Emergency Alert System	<p>Action:</p> <p>Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived.</p> <p>Discuss with QCS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is</p>
	<u>Mandatory vaccination discussion</u>	



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Item	Subject	Action
	<ul style="list-style-type: none">There are ^{Contrary} QFES employees located in NSW that are resistant to have their first dose. They have the option to apply for further leave applicable to the individual.It was noted that a decision on mandatory vaccination is approaching.It requires consideration of the balance of Workplace Health and Safety, the safety of the community and the individual human rights.Each service may require a direction outlining deadlines for compliance, and potentially use the blue card exclusion process to include the vaccine requirement.No information has been received from AFAC regarding other Fire and Emergency Services processes for mandatory vaccinations.It was noted that the Commissioner emailed the QFES people located in NSW who indicated that they felt isolated; no feedback has been received.	<p>consistency for the portfolio.</p> <p>Responsible Officer: AC Smith</p>

Irrelevant information



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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 4.35pm The next CMT meeting will be held on Thursday 23 September 2021 at 9.00am.	



COVID-19
ACTION LIST**Actions**

Date	Subject	Action	Responsible	Status
Irrelevant information				
15 September				
15 September	Emergency Alert System	<ol style="list-style-type: none">1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived2. Discuss with QCS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	OPEN



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Date	Thursday 23 September 2021	
Time	9.00am to 9.30am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Joanne Greenfield (Teams), Tim Whittaker (Teams), Troy Davies (Teams), Adam Stevenson, Mark Roche, Brooke Gowland	
Apologies	Stephen Smith	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 9.05am;• welcomed members; and• discussed the outstanding action items. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Monday or Tuesday next week prior to the end of the Tweed/border seven-day lockdown period.</p> <p>It was resolved that the CMT would continue to monitor and observe the activities through the week and meet again on Tuesday 28 September 2021.</p>	

Irrelevant information



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Item	Subject	Action
Irrelevant information		
1.3	Mandatory Vaccination Directive A/DC Stevenson provided an update on the Mandatory Vaccination Directive; this included the following: <ul style="list-style-type: none">An action was allocated at the CMT meeting on 15 September 2021 regarding the mandatory vaccination process, a proposal was provided to the CMT.QPS is the lead agency already applying a direction for mandatory vaccinations, implementing this in the first week of October.QCS are currently watching, no commitment to date on their direction.NSW Fire Service are in the process of implementing mandatory vaccinations.QFES Far Northern Region have already implemented a directive for mandatory vaccinations for anyone accessing Cape York and Thursday Island due to the vulnerability of the community it serves.Need to investigate other remote Indigenous communities to ensure measures consistent.QFES needs to decide on mandatory vaccination's directive for QFES, and the application of it; noting it would be easier to apply it to all staff and volunteers. Sch.3 s.7 <ul style="list-style-type: none">Consultation has occurred regarding the vaccinations with the UFU and SOU, they are supportive of the mandatory direction. ➤ It was resolved that the CMT would consider the Mandatory Vaccination Directive proposal for further discussion at next meeting.	Action: Identify what existing systems QFES could utilise to capture the vaccine data and provide advice on the legal implications / provisions regarding the <i>Information Privacy Act 2009</i> and <i>Public Health Act 2005</i> . Arrange for a discussion with Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships regarding identifying remote Indigenous communities that QFES may need to have access to. Responsible Officer: AC Steve Smith A/DC Stevenson Action: Review the Mandatory Vaccination Directive proposal for further discussion at the next CMT meeting. Responsible Officer: All members

Irrelevant information



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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	



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Item	Subject	Action
3.0	Meeting finalisation	
3.1	The meeting concluded at 9.35am The next CMT meeting will be held on Tuesday 28 September 2021 at 11.30am.	



COVID-19
ACTION LIST

Date	Subject	Action	Responsible	Status
		Islander Partnerships regarding identifying remote Indigenous communities that QFES may need to have access to. 3. Review the Mandatory Vaccination Directive proposal for further discussion at the next CMT meeting.	All members	CLOSED



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Date	Tuesday 28 September 2021
Time	11.30am to 12.00pm
Location	Commissioner's Boardroom, Kedron Park Complex & Teams
Chair	Greg Leach, Commissioner, QFES
Attendees	Greg Leach, Michael Wassing, Joanne Greenfield, Tim Whittaker (Teams), Mark Roche, Brooke Gowland, Stephen Smith
Apologies	Adam Stevenson, Troy Davies
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance

Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 11.35am;• welcomed members; and• discussed the outstanding action items. <p>The following actions were closed:</p> <p>Irrelevant information</p> <ul style="list-style-type: none">• 23/09/2021 - Review the Mandatory Vaccination Directive proposal for further discussion at the 28 September CMT meeting.• 23/09/2021 - Arrange for a discussion with Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships regarding identifying remote Indigenous communities that QFES may need to have access to. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Friday this next week due to the COVID positive cases and long weekend coming.</p> <p>It was resolved that the CMT would continue to monitor and observe the activities through the week and meet again on Friday 1 October 2021.</p>	

Irrelevant information



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Item	Subject	Action
Irrelevant information		
1.3	Mandatory Vaccination Directive AC Smith provided an update in response to an action from the CMT meeting on 15 September 2021 on the Mandatory Vaccination Directive; this included the following: <ul style="list-style-type: none">Any advice that has been provided to the QLD Government has not been shared with QFES due to it being Legal-Privileged advice.An employee could claim for workers compensation for an adverse reaction if we mandated the vaccine, the costs <i>may</i> be covered under the Commonwealth scheme.The Medical Practitioner liability doesn't extend to the employer.QFES may still carry a liability due to the vaccinated still being able to contract COVID as asymptomatic and then transferring it to others.	Action: Prepare communications for staff and volunteers to encourage them to get the vaccine for the Commissioner to send out next week. Responsible Officer: Tim Whittaker Action: Sch.3 s.7 Irrelevant information Responsible Officer: AC Smith
Irrelevant information		



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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	



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Item	Subject	Action
3.1	The meeting concluded at 12.15pm The next CMT meeting will be held on Friday 1 October 2021 at 8.00am.	



COVID-19 ACTION LIST

Actions

Date	Subject	Action	Responsible	Status
31 August				
Irrelevant information				
15 September				
	Emergency Alert System	<ol style="list-style-type: none"> 1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived 2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio. 	AC Smith	OPEN Sch.3 s.7 23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data. 28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.
23 September				



COVID-19 ACTION LIST

Date	Subject	Action	Responsible	Status
	Mandatory Vaccination Directive	<p>1. Identify what existing systems QFES could utilise to capture the vaccine data and provide advice on the legal implications / provisions regarding the <i>Information Privacy Act 2009</i> and <i>Public Health Act 2005</i>.</p>	AC Smith / A/DC Stevenson	<p>OPEN Email was sent to Lyn Richards on 23/09/2021 seeking this to be actioned.</p> <p>Sch.3 s.7</p>
		<p>2. Arrange for a discussion with Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships regarding identifying remote Indigenous communities that QFES may need to have access to.</p>	AC Smith / A/DC Stevenson	<p>CLOSED 28/09/2021 update DATSIP's preference is to start mandatory vax for our people going into ANY Indigenous community. He is seeking both support from CHO (directive) and support from Mayors.</p>
		<p>3. Review the Mandatory Vaccination Directive proposal for further discussion at the next CMT meeting.</p>	All members	<p>CLOSED 28/09/2021 update All members have reviewed the proposal, further legal advice is required before any decisions are made.</p>
28 September				
Irrelevant information				
		2. Seek legal advice:	AC Smith	OPEN



COVID-19
ACTION LIST

Date	Subject	Action	Responsible	Status
		<ul style="list-style-type: none">- on a set of specific questions regarding privacy, health records, discrimination etc; and- the employer liability for adverse reactions to the COVID vaccine.		

Irrelevant information

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MINUTES		
Date	Tuesday 5 October 2021	
Time	1.30pm to 2.10pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Joanne Greenfield, Tim Whittaker (Teams), Mark Roche, Brooke Gowland, Adam Stevenson, Troy Davies (Teams), Michael Wassing, Stephen Smith	
Apologies	Nil	
Secretariat	Wendy Collins, Executive Manager, Corporate Governance (Teams)	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 1.30pm;• welcomed members; and• discussed the outstanding action items. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Wednesday 13 October.</p> <p>It was resolved that the CMT would meet next Wednesday 13 October 2021.</p>	

Irrelevant information



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Item	Subject	Action
Irrelevant information		
1.3	Mandatory Vaccination Directive A/DC Stevenson provided an update on the Mandatory Vaccination Directive; this included the following: <ul style="list-style-type: none">Working on the range of options available, the challenge is the legality of how the info is stored, used and shared.Assumption that QFES workforce is reflected similarly as the community, indicating the percentage of those not wanting to be vaccinated.Inter-region staged mandatory requirements could be established.Define deployment and align with QFES operations.Consider options for all, a mix or interstate/intrastate deployment.Update deployment requirements including vaccination. Part of a deployment requirement is that you have had vaccination, not that vaccination is mandatory.Staged approach for deployment which allows the monitoring of the state.Intrastate needs to be defined.For all Indigenous communities, any entry to the community requires double vaccination.	Action: Update the standing order in relation to vaccination and deployment. Responsible Officer: DC Stevenson

Irrelevant information



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Item	Subject	Action
Irrelevant information		
2.0	General Business	
Irrelevant information		
3.0	Meeting finalisation	
3.1	The meeting concluded at 2.10pm The next CMT meeting will be held on Wednesday 13 October 2021 at 4.00pm.	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	OPEN <div style="background-color: #cccccc; padding: 10px; font-size: 2em; font-weight: bold;">Sch.3 s.7</div>
				MONITORING
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data. 28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination. 5/10/21 Update Victorian Police, QPS starting to suspend people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS. MONITORING
23 September				
	Mandatory Vaccination Directive	1. Identify what existing systems QFES could utilise to capture the vaccine data and provide advice on the legal	AC Smith / A/DC Stevenson	OPEN Email was sent to Lyn Richards on 23/09/2021 seeking this to be actioned.



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		implications / provisions regarding the <i>Information Privacy Act 2009</i> and <i>Public Health Act 2005</i> .		Sch.3 s.7
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	OPEN 1/10/2021 update No further update on the legal advice.
1 October 2021				

Irrelevant information

5 October				
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Irrelevant information

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Date	Wednesday 13 October 2021
Time	4.00pm to 4.30pm
Location	Commissioner's Boardroom, Kedron Park Complex & Teams
Chair	Greg Leach, Commissioner, QFES
Attendees	Greg Leach, Joanne Greenfield, Tim Whittaker (Teams), Mark Roche, Lauren Poynting, Adam Stevenson, Troy Davies (Teams), Michael Wassing, Stephen Smith
Apologies	Nil
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance

Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 4.00pm;• welcomed members; and• discussed the outstanding action items. <p>The following action was closed:</p> <p>Irrelevant information</p> <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Friday 22 October 2021.</p> <p>It was resolved that the CMT would meet next Friday 22 October 2021.</p>	

Irrelevant information



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Item	Subject	Action
<h1>Irrelevant information</h1>		
1.3	Mandatory Vaccination Directive AC Smith provided an update on the Mandatory Vaccination Directive; this included the following: <ul style="list-style-type: none">• The Indigenous areas still require to be defined as some of the discreet areas have not been identified yet.• DATSIP and Mayors within these areas are supportive of the approach of the vaccination requirement to move about these communities.• Taking the middle ground approach instead of the mandatory vaccination directive at this time allows for QFES to still find someone else to do the job if required.• 	Action: Identify and update: <ul style="list-style-type: none">- the definitions of Indigenous communities within the Standing Order; and- the requirement for two doses to cross the border for work. Responsible Officer AC Smith Action:



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Item	Subject	Action
		Distribute the updated Standing Order to all CMT members for endorsement. Responsible Officer: Secretariat

Irrelevant information

2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 4.30pm The next CMT meeting will be held on Friday 22 October 2021 at 8.15am.	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p>

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>MONITORING</p>
23 September				
	Mandatory Vaccination Directive	Identify what existing systems QFES could utilise to capture the vaccine data and provide advice on the legal implications / provisions regarding the <i>Information Privacy Act 2009</i> and <i>Public Health Act 2005</i> .	AC Smith / A/DC Stevenson	<p>OPEN Email was sent to Lyn Richards on 23/09/2021 seeking this to be actioned.</p> <p>Sch.3 s.7</p> <p>13/10/21 If we do continue with this, it would have to be by consent via a legal document. This would be done on an honour system as well giving an option to update details. Bluecard compliance could be looked at for the volunteers.</p>
28 September				

Irrelevant information

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MINUTES	
Date	Friday 22 October 2021
Time	8.15am to 8.45am
Location	Commissioner's Boardroom, Kedron Park Complex & Teams
Chair	Greg Leach, Commissioner, QFES
Attendees	Greg Leach, Joanne Greenfield, Tim Whittaker (Teams), Mark Roche, Lauren Poynting, Adam Stevenson, Troy Davies (Teams), Michael Wassing, Stephen Smith
Apologies	Nil
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance

Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 8.15am;• welcomed members; and• discussed the outstanding action items. <p><u>Future State</u></p>	
	<p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Tuesday 2 November 2021 due to commitments next week.</p> <p>It was resolved that the CMT would meet next Tuesday 2 November 2021.</p>	



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Item	Subject	Action
Irrelevant information		
1.3	Mandatory Vaccination Directive AC Smith provided an update on the Mandatory Vaccination Directive; highlights included: Sch.3 s.7 <ul style="list-style-type: none">• The Government has not confirmed a position on mandatory vaccination for the public service workforce.• It was recommended that the methods in the Standing Order are reinforced, with a regional focus or perspective due to moving people around the state.• The Standing Order is appropriate for QFES's current position, to be reviewed when required.• All Australasian Fire and Emergency Service Authorities Council officers will have to be vaccinated as at 31 October 2021 to continue work.	Action: Arrange for the updated Standing Order for COVID activities to be published via knowledge hub and distributed to all QFES staff. Responsible Officer: Secretariat

Irrelevant information

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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 8.45am The next CMT meeting will be held on Tuesday 2 November 2021 at 11.00am.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
23 September				
	Mandatory Vaccination Directive	Identify what existing systems QFES could utilise to capture the vaccine data and provide advice on the legal implications / provisions regarding the <i>Information Privacy Act 2009</i> and <i>Public Health Act 2005</i> .	AC Smith / A/DC Stevenson	<p>OPEN</p> <p>Email was sent to Lyn Richards on 23/09/2021 seeking this to be actioned.</p> <p>Sch.3 s.7</p> <p>13/10/21 If we do continue with this, it would have to be by consent via a legal document. This would be done on an honour system as well giving an option to update details. Bluecard compliance could be looked at for the volunteers.</p> <p>22/10/2021 No change to position at this time as this is problematic with volunteers.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	OPEN 1/10/2021 update No further update on the legal advice. 13/10/2021 update No further update on the legal advice. 22/10/2021 No further update on the legal advice.
5 October				

Irrelevant information

13 October				
	Mandatory Vaccination Directive	1. Identify and update: - the definitions of Indigenous communities within the Standing Order; and	AC Smith	22/10/2021 The CMT endorsed the Standing Order on 22 October 2021 and was published via QFES knowledge Hub.



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		- the requirement for two doses to cross the border for work.		
Irrelevant information				
22 October				
	Mandatory Vaccination Directive	Arrange for the updated Standing Order for COVID activities to be published via knowledge hub and distributed to all QFES staff.	Secretariat	Standing Order was published on 22 October 2021 to be effective as at 25 October. Closed

Irrelevant information

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MINUTES		
Date	Tuesday 2 November 2021	
Time	11.00am to 11.45am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Joanne Greenfield, Mark Roche, Troy Davies (Teams), Michael Wassing (Teams), Stephen Smith, Brooke Gowland	
Apologies	Adam Stevenson, Lauren Poynting, Tim Whittaker	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 11.00am; and• welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Wednesday 10 November 2021.</p> <p>It was resolved that the CMT would meet on Wednesday 10 November 2021.</p>	

Irrelevant information

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Item	Subject	Action
Irrelevant information		
1.3	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive; highlights included:</p> <ul style="list-style-type: none">• There have been no issues raised regarding the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) that was sent out last week.• Feedback regarding lack of clarity on the vaccination criteria for contractors working for QFES, this will be included in the next review of the Standing Order.• there are risks of people not attending or completing courses due to trainees declining to provide their medical information. <p><u>Next steps</u></p> <ul style="list-style-type: none">• Need to determine whether we want to participate in a surveillance scheme to monitor vaccine status:<ul style="list-style-type: none">◦ Map out the Local Government Areas (LGA).• Need to determine whether we want to implement self-testing within the stations.• Need to have a clear management process of the potential increase in cases once the borders open on 17 December 2021; it was recommended that a workshop be held to scope this.	<p>Action:</p> <p>Hold a workshop to determine the following:</p> <ul style="list-style-type: none">◦ Home quarantine criteria, what will this look like for the workforce.◦ the Local Government Areas break down the staff and volunteer numbers.◦ what the Pandemic Preparedness Levels trigger would be for managing the vaccination requirements incorporating the allowable travel distance from either home or LGA. <p>Responsible Officer:</p> <p>AC Smith AC Greenfield</p>

Irrelevant information

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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 11.45am The next CMT meeting will be held on Wednesday 10 November 2021 at 8.45am.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
23 September				
	Mandatory Vaccination Directive	Identify what existing systems QFES could utilise to capture the vaccine data and provide advice on the legal implications / provisions regarding the <i>Information Privacy Act 2009</i> and <i>Public Health Act 2005</i> .	AC Smith / A/DC Stevenson	<p>OPEN Email was sent to Lyn Richards on 23/09/2021 seeking this to be actioned.</p> <p>Sch.3 s.7</p> <p>13/10/21 If we do continue with this, it would have to be by consent via a legal document. This would be done on an honour system as well giving an option to update details. Bluecard compliance could be looked at for the volunteers.</p> <p>22/10/2021 No change to position at this time as this is problematic with volunteers.</p>

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	OPEN 1/10/2021 update No further update on the legal advice. 13/10/2021 update No further update on the legal advice. 22/10/2021 No further update on the legal advice.
2 November				

Irrelevant information

	Mandatory Vaccination Directive	Hold a workshop to determine the following: <ul style="list-style-type: none"> Home quarantine criteria, what will this look like for the workforce. 	AC Smith AC Greenfield	OPEN
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COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		<ul style="list-style-type: none">the Local Government Areas break down the staff and volunteer numbers.what the Pandemic Preparedness Levels trigger would be for managing the vaccination requirements incorporating the allowable travel distance from either home or LGA.		

Irrelevant information



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Queensland Fire and Emergency

MINUTES		
Date	Wednesday 10 November 2021	
Time	8.45am to 9.15am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Troy Davies, Michael Wassing, Stephen Smith (Teams), Brooke Gowland, Adam Stevenson Tim Whittaker (Teams)	
Apologies	Lauren Poynting, Joanne Greenfield	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 8.45am; and• welcomed members. <p><u>Leadership Board update</u></p> <ul style="list-style-type: none">• The Queensland border is scheduled to re-open on 17 December 2021.• The Board discussed a directive from the Chief Health Officer (CHO) in relation to mandating the COVID-19 vaccine for public servants.• There was a unanimous vote in support of this directive.• The accountability of this mandate was discussed, however there was no direction given from the CHO. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Friday 12 November 2021.</p> <p>It was resolved that the CMT would meet on Friday 12 November 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive; highlights included:</p> <ul style="list-style-type: none">• A Risk Workshop was held on 1 November 2021, and the risk register was updated.• Scoping the tranches of work in support of the vaccination mandate directive continue; this included the following:<ul style="list-style-type: none">○ scenario exercises	<p>Action: Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.</p> <p>Responsible Officer: AC Steve Smith</p>

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Queensland Fire and Emergency

Item	Subject	Action
	<ul style="list-style-type: none"> looking at isolated areas reviewing transmission and vaccination rates identifying the foundation based on vaccination rates variations within communities COVID strains (i.e. Delta) Canvassing loss of workforce numbers and the impacts Assessment of what the thresholds will be Targeted vaccination status requests (linked to the individual role) determining the information storage disclaimer <ul style="list-style-type: none"> It was proposed that the vaccination directive threshold scope would include the following: <ul style="list-style-type: none"> All paid staff would require to be double vaccinated. Volunteers engaged in immediate life response activities would need to be double vaccinated. Volunteers would require a different instrument at this time staying with the current process of deployments and working within the bubble. In assessing the volunteer mandate, take a risk-based approach defining what they do in the community ensuring that consultation occurs. Need to prepare for the discussions regarding corporate employees negotiating working from home arrangements to evade the mandate. <p><u>Matrix framework</u></p> <ul style="list-style-type: none"> Develop a functional table outlining the following: <ul style="list-style-type: none"> Each Service <ul style="list-style-type: none"> Including building, station, brigade, group, interstate / international deployment Functions <ul style="list-style-type: none"> Road Crash Rescue, interstate / international deployments, any other movements (working within the community / public) Vaccination requirements (one, two or no doses) It was recommended that this matrix become a live document. There may be a legal challenge for applying the mandate. Work with the Media team on the development of the document, incorporating the lessons and challenges from QPS and Queensland health had from their process. <p><u>Other</u></p>	



Queensland Fire and Emergency Services
Crisis Management Team

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Item	Subject	Action
	<ul style="list-style-type: none">The Rapid antigen testing is not a supported mechanism due to the false positives and false negatives; a surveillance system is a better approach.The Public Service Commission needs to play a key role for consistency in addressing questions raised regarding alternative working arrangements and altering role description.It was recommended to link with Queensland Corrective Services for information as they have commenced the consultation process.	

Irrelevant information

2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 9.30am</p> <p>The next CMT meeting will be held on Friday 12 November 2021 at 8.30am.</p>	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
23 September				
	Mandatory Vaccination Directive	Identify what existing systems QFES could utilise to capture the vaccine data and provide advice on the legal implications / provisions regarding the <i>Information Privacy Act 2009</i> and <i>Public Health Act 2005</i> .	AC Smith / A/DC Stevenson	<p>OPEN</p> <p>Email was sent to Lyn Richards on 23/09/2021 seeking this to be actioned.</p> <p>Sch.3 s.7</p> <p>13/10/21 If we do continue with this, it would have to be by consent via a legal document. This would be done on an honour system as well giving an option to update details. Bluecard compliance could be looked at for the volunteers.</p> <p>22/10/2021 No change to position at this time as this is problematic with volunteers.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	OPEN 1/10/2021 update No further update on the legal advice. 13/10/2021 update No further update on the legal advice. 22/10/2021 No further update on the legal advice.
2 November				

Irrelevant information

	Mandatory Vaccination Directive	Hold a workshop to determine the following: <ul style="list-style-type: none"> Home quarantine criteria, what will this look like for the workforce. 	AC Smith AC Greenfield	CLOSED Workshop was held on 1 November 2022
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COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		<ul style="list-style-type: none"> the Local Government Areas break down the staff and volunteer numbers. what the Pandemic Preparedness Levels trigger would be for managing the vaccination requirements incorporating the allowable travel distance from either home or LGA. 		

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN

Irrelevant information

Queensland Fire and Emergency Services Crisis Management Team

MINUTES

Queensland Fire and Emergency

MINUTES		
Date	Friday 12 November 2021	
Time	8.30am to 9.00am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Troy Davies, Stephen Smith (Teams), Brooke Gowland, Adam Stevenson Tim Whittaker (Teams)	
Apologies	Lauren Poynting, Joanne Greenfield, Michael Wassing	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 8.30am; and• welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Tuesday 16 November 2021.</p> <p>It was resolved that the CMT would meet on Tuesday 16 November 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive; highlights included:</p> <ul style="list-style-type: none">• Discussions regarding mandating the COVID-19 vaccine for Public Servants continue with the Queensland Government.• An article in The Australian newspaper today reported the Queensland Premier advising the Government are considering mandating vaccination across all Queensland public servants.• Volunteers are not included in public servants, and with no Chief Health Officer directive, the mandate will apply to them at this stage.• Consultation has occurred with the Industrial bodies since the last CMT meeting; further discussions to occur once the threshold vaccination matrix is completed.• The Rural Fire Brigade Association Queensland (RFBAQ) and State Emergency Service Volunteer Association (SESVA) are opposed to the mandated approach and will continue to work with current arrangements as outlined in the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations).	

Queensland Fire and Emergency Services Crisis Management Team

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Queensland Fire and Emergency

Item	Subject	Action
	<p><u>Threshold Vaccination Matrix</u></p> <p>A discussion highlighted the following:</p> <ul style="list-style-type: none">• The vaccine mandate will apply to all public servants and paid staff.• Expecting to receive resistance from the RFBAQ as there is no legislative obligations for volunteers (not defined as a public officer and not referenced in the <i>Fire and Emergency Services Act 1990</i>).• All volunteers that participate in immediate life activities such as Road Crash Rescue would have to comply with the mandate.• Need to identify the risks associated with personnel in Community Engagement operations and Fire Wardens.• Continue assessing what the threshold for volunteers would be excluding Primary Producer Brigades.• If the mandate is applied to volunteers need to be aware of the potential loss of volunteers.• A workplace health and safety exposure risk assessment has been conducted and will be required to conduct a Human Rights capability assessment as well.• Need to ensure that the disclaimer notice for the collection of private information is explicit for the data storage. <p><u>Exemptions</u></p> <ul style="list-style-type: none">• Need to look at how the exemptions could be recorded.• There are limited exemption pathways, a medical exemption would be the only one accepted.• Would not be able to enter Fire stations nor public buildings if you aren't double vaccinated.• Need to determine the departmental position on how we manage the exempted staff and not being compliant with the mandate.• It was proposed that a surveillance system be developed and set up from within the State Operation Centre to manage the close contact tracing, the testing regime, vaccination status and the storing of medical information.• It was recommended that Alex Rees would be the best person for this role, there will be a lot of processes and documentation required for this.• Need to ensure that recruitment processes are reviewed, and relevant amendments are made to incorporate the mandate.• The mandate would apply for anyone participating in deployments and training.• There are significant challenges with the volunteer's mandate including the responsibility of managing the vaccine status and documents. This would be allocated to the First Officer; resistance would be expected from them.	

Queensland Fire and Emergency Services
Crisis Management Team

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Queensland Fire and Emergency

Item	Subject	Action
	<ul style="list-style-type: none">There would be Common Law legal issues if there is a COVID breakout after all have been mandated to have the vaccine.Continue to consult with the RFBAQ and SESVA on the threshold matrix for mandating the volunteers vaccine.Discussions are currently being held with QFES Industrial Relations regarding any industrial concerns in relation to the vaccine mandate directive.	

Irrelevant information

2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 9.00am The next CMT meeting will be held on Tuesday 16 November 2021 at 8.00am.	

Queensland Fire and Emergency Services Crisis Management Team

MINUTES

Queensland Fire and Emergency

MINUTES		
Date	Tuesday 16 November 2021	
Time	8.00am to 8.30am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Troy Davies, Michael Wassing, Stephen Smith (Teams), Brooke Gowland, Adam Stevenson Tim Whittaker (Teams), Joanne Greenfield (Teams)	
Apologies	Lauren Poynting	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none">• opened the meeting at 8.00am; and• welcomed members. <p><u>Leadership Board update</u></p> <ul style="list-style-type: none">• The Leadership Board meeting was held on 15 November 2021; a discussion was held on the Public Service mandate process.• The Chief Executive Officers of each department are responsible for conducting a risk assessment, this is currently been undertaken by QFES People. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Friday 19 November 2021.</p> <p>It was resolved that the CMT would meet on Friday 19 November 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive; highlights included:</p> <ul style="list-style-type: none">• Scenarios from the workshop demonstrate that we can implement measures to reduce the risks; however, cannot remove the risk entirely.• QFES employees and volunteers deliver critical services, the risk assessment identified that the interaction within the service streams cannot limit the mandate as all interact together.• The risk assessment included the totality of the vaccine looking at the recorded deaths and serious adverse reactions.	

Queensland Fire and Emergency Services Crisis Management Team

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Queensland Fire and Emergency

Item	Subject	Action
	<h3>Sch.3 s.7</h3> <ul style="list-style-type: none">The New South Wales Fire and Rescue Service and State Emergency Service provided QFES with their vaccine mandate process information.The Rural Fire Brigade Association Queensland (RFBAQ) and State Emergency Service Volunteer Association have a strong view of not mandating.Primary producer brigades will be exempt and not included in the mandate.Anyone entering Kedron building, such as critical staff, contractors, third party providers, engagement with fire wardens will be required to be vaccinated.Volunteers will have restrictions on what activities they can participate in if they aren't vaccinated.Nonoperational staff can be seconded within the department and have secondary roles, there would be very few employees able to utilise working from home arrangements.Vaccine data would be stored in OMS and VIMS, the legal components are being finalised.Need to contemplate whether QFES collects the passport certificates, where they would be stored and who is responsible for data entry into the system.Need to ensure QFES is consistent with QPS and QCS regarding accessing leave allowances if declining the vaccine. No leave without pay can be approved, and then discipline action taken once they return if they haven't complied with the directive. <h3>Sch.3 s.7</h3> <ul style="list-style-type: none">A human rights compatibility assessment is recommended to be undertaken; challenges will be successful if we don't follow processes.Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) is being amended to reflect the change to include interstate and international deployments requirements. <h4><u>Covid case assessment</u></h4> <ul style="list-style-type: none">Analysis was conducted across the service streams, highlighting specific regions assuming best- and worst-case scenarios.A methodology was created to identify how to manage the vaccination rate against trying to reduce the case numbers within the regions.	

Queensland Fire and Emergency Services
Crisis Management Team

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Queensland Fire and Emergency

Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 8.30am The next CMT meeting will be held on Friday 19 November 2021 at 8.45am.	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Queensland Fire and Emergency

MINUTES

Date	Friday 19 November 2021
Time	8.50am to 9.30am
Location	Commissioner's Boardroom, Kedron Park Complex & Teams
Chair	Greg Leach, Commissioner, QFES
Attendees	Greg Leach, Mark Roche, Troy Davies (Teams), Stephen Smith, Brooke Gowland, Adam Stevenson, Tim Whittaker (Teams), Joanne Greenfield, Michael Wassing
Apologies	Lauren Poynting,
Secretariat	Wendy Collins, Executive Manager, Corporate Governance

Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 8.50am; and welcomed members. <p>It was resolved that the CMT would meet on Monday 22 November 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive; highlights included:</p> <ul style="list-style-type: none"> Sch.3 s.7 Risk assessment reviewed, however not changed. Sch.3 s.7 FESA (Public Service Act) enables the direction to be enforced. A consultation element is still required Unions have been engaged, a more detailed explanation is required as a formality, no resistance expected, as they are advocates. When the Chief Health Officer (CHO) directive is provided, Crown Law will review, we will revise to inform our actions. Sch.3 s.7 COVID policy – drafted instruments, code of practice SES, FESA and RFB Vaccination verification and who is responsible for checking to be confirmed 	<p>Action: FAQs to be updated and included in the communications that are distributed. Responsible Troy Davies</p> <p>Action Holding comms to be provided when the CHO directive is released. Responsible Tim Whittaker</p>



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Queensland Fire and Emergency

Item	Subject	Action
	<ul style="list-style-type: none">• OMS is capable of recording vaccinations, while VIMS require more discussion with SES, it is achievable though. This work is priority. Recording of booster shots is being built into the system.• Once due dates are set, we will determine how to manage conduct and disciplinary process, exemption requests and terminations. QPS and Qld Health processes may provide some guidance.• Standing order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) has been updated including a range of situations and locations where double vaccination is required.• Determination of how and which staff check the vaccination status of visitors and workers. Clear communications required.• Checking the entry for visitors is with security at Kedron, this will be a challenge at other facilities.• Following the CHO directive, further information will follow on Monday, including assessment and adjustment of documents and advice to volunteers.• Cut off dates provided for full vaccination are currently first dose proof of by 17 Dec or earlier and second shot by 24 Jan.• Strengthen the QFES FAQs where possible.• Suspension process, provided a direction is forthcoming, is to submit leave (annual or long service, not sick leave) application, demonstrate by 24 Jan that you are fully vaccinated, if not suspension follows.• QPS continue to deal with people that failed to comply with the first directive, this is something that we will need to consider.• Management of exemptions is another point to consider.• UFU shared a document that stated reference to laws and cases are only to be considered that relate to Australian jurisdiction/s, all outcomes are leaning towards mandatory vaccinations are reasonable.• Prepare communications that we are considering information and will provide updates next Monday.• The Commissioner will wait for further information and include a response to letters and enquiries into a broader communication. The requests and letters received to date will be shared with the communications team and AC Smith.• Consideration of how to address the use of our messages for anti-vaxers will need to be addressed.	

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Queensland Fire and Emergency

Item	Subject	Action
<h1>Irrelevant information</h1>		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 9.30am The next CMT meeting will be held on Monday 22 November 2021.	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Monday 22 November 2021	
Time	3.30pm to 4.00pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach (Teams), Mark Roche, Stephen Smith, Brooke Gowland, Adam Stevenson (Teams), Joanne Greenfield	
Apologies	Lauren Poynting, Troy Davies, Tim Whittaker, Michael Wassing	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.30pm. welcomed members. <p>It was resolved that the CMT would meet on Friday 26 November 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> No Chief Health Officer (CHO) directive has been provided since the CMT meeting held on 19 November 2021. Need to provide guidance to QFES staff regardless of implementation of a directive. QFES staff are being denied access to private buildings due to vaccination status. Dr John Gerrard has been appointed as the new CHO this week for Queensland. Need to seek a directive from the CHO specifically for QFES or endorsement of the risk assessment conducted. Once the Queensland border opens, QFES needs to have access to the vaccination status of staff and volunteers to manage the COVID risks. The responses regarding the feedback received to the Commissioner's vaccination mandate email will be distributed today to relevant respondents. Concerns raised that due to delays in directive the timeline for meeting the first dose deadline of 17 December 2021 is more difficult to achieve. 	<p>Action: Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive.</p> <p>Responsible Officer: AC Steve Smith AC Joanne Greenfield</p> <p>Action: Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them.</p> <p>Responsible Officer: AC Steve Smith</p>

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> Dependent on the outcome of a discussion with Queensland Health, there will be either a CHO directive or a Commissioner's directive implemented. The directive issued will allow for 14 days for the first dose to be obtained, even in the event of the Queensland border opening earlier on 7 December 2021, and not 17 Dec as promoted. QFES staff that don't comply with the directive will be stood down and will go through a disciplinary process, with volunteers having their activities minimised. Need to ensure that HR processes are developed in support of a process for standing down staff for non-compliance. Currently preparing the communications for the recruit offers requirement to be vaccinated. QFES need to ensure that measures are in place to support the QFES staff and volunteers if no directive is issued by the CHO, to enable them to fulfil their duties. 	

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 4.00pm The next CMT meeting will be held on Friday 26 November 2021.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		<ol style="list-style-type: none">2. Have a discussion with Minister Mark Ryan to ascertain his position.3. Provide an update to John Oliver from the UFU on the vaccine mandate.		



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Friday 26 November 2021	
Time	10.30am to 11.00am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach (Teams), Mark Roche, Stephen Smith, Brooke Gowland, Adam Stevenson (Teams), Joanne Greenfield (Teams), Michael Wassing, Alex Rees, Troy Davies (Teams), Tim Whittaker (Teams)	
Apologies	Lauren Poynting,	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 10.30am. welcomed members. <p>It was resolved that the CMT would meet on Tuesday 30 November 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> Meeting was held with the Public Service Commission and Queensland Health regarding the request for a Chief Health Officer (CHO) directive on 25 November 2021. No CHO vaccine mandate directive will be provided for QFES at this time. It is unlikely that the Commissioner will be able to issue a directive as there is no remit or appetite for this. A Cabinet submission is required to be prepared to seek approval for the vaccine mandate. <p>Sch.3 s.2(1)(b)</p> <ul style="list-style-type: none"> QFES is hopeful of reaching the 90 percent vaccination rate by January 2022, this would provide more protection. 	<p>Action:</p> <ol style="list-style-type: none"> Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission. Have a discussion with Minister Mark Ryan to ascertain his position. Provide an update to John Oliver from the UFU on the vaccine mandate. <p>Responsible Officer: Commissioner</p>

Queensland Fire and Emergency Services

Crisis Management Team

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Item	Subject	Action
	<p><u>Next steps</u></p> <ul style="list-style-type: none"> Amendments to the Standing order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) to strengthen the protocols, to include: <ul style="list-style-type: none"> If unvaccinated masks and high-level Protective Personal Equipment would need to be always worn in the stations. If unvaccinated measures to manage entering buildings and private premises. Conduct a review of the FRS delivery model and consider seeking a mandate for permanent FRS staff only (dependent on government endorsement). Review the legal advice to assist with the preparation of a Cabinet submission regarding the vaccine mandate to ensure that we have a formal position. Prepare the documentation for a Commissioner's directive, so it is ready to implement if the government support it. Seek advice from Queensland Health regarding whether the QFES employees can be defined as a health care worker under the health directive. <p><u>QFES without the directive</u></p> <ul style="list-style-type: none"> Need to have measures in place regarding the limitations for deployment. Issue a partial mandate through the strengthening of the Standing order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations). Need to consider another cause of action as to how we live with COVID-19 from 17 December 2021. Need to plan for Workplace Health and Safety measures for the workforce that have challenged us and are refusing to get vaccinated. It was proposed that post 17 December 2021, QFES would become more stricter on the management of directing any QFES employee showing symptoms to stay at home and get tested. Need to acknowledge that COVID-19 will become a workplace injury for QFES to manage. It was recommended that Chief Superintendent Lance Duncan work with Alex Rees to determine how the FRS workforce operations will be managed after 17 December 2021. Need to ensure that there is consistency with other government departments regarding COVID-19 safety measures. 	
2.0	General Business	

**Queensland Fire and Emergency Services
Crisis Management Team**

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Item	Subject	Action
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 11.00am The next CMT meeting will be held on Tuesday 30 November 2021.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		<ol style="list-style-type: none">2. Have a discussion with Minister Mark Ryan to ascertain his position.3. Provide an update to John Oliver from the UFU on the vaccine mandate.		



Queensland Fire and Emergency Services

Crisis Management Team

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Date	Tuesday 30 November 2021
Time	2.30pm to 3.00pm
Location	Commissioner's Boardroom, Kedron Park Complex & Teams
Chair	Greg Leach, Commissioner, QFES
Attendees	Greg Leach (Teams), Mark Roche, Stephen Smith, Brooke Gowland, Adam Stevenson, Joanne Greenfield, Michael Wassing, Troy Davies (Teams), Tim Whittaker (Teams)
Apologies	Lauren Poynting
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance

Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 2.35pm. welcomed members. <p><u>Leadership meeting update</u></p> <ul style="list-style-type: none"> Meeting was held today 30 November 2021, unfortunately there is still no clarity regarding the vaccine mandate directive for QFES. Need to submit a risk assessment with the policy document as a part of a new process to request the vaccine mandate for the QFES workforce. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Friday 3 December 2021.</p> <p>It was resolved that the CMT would meet on Friday 3 December 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> The updated draft copy of the Standing order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) has been distributed to the CMT members for review. From 17 December 2021, unvaccinated QFES personnel will be unable to enter the Café within the Kedron Park complex. This will be the Café's responsibility to manage this including the verification of vaccination status. Need to consider whether we look at mandating the entire workforce except for the Primary Producer Brigades as previously discussed. 	<p>Action: Liaise with the Facilities team about the restrictions for businesses (specifically café's) and the requirements for checking vaccination status upon entry.</p> <p>Responsible Officer: Troy Davies</p> <p>Action:</p>

Queensland Fire and Emergency Services

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Item	Subject	Action
	<ul style="list-style-type: none"> The definition of a worker is outlined to the <i>Work Health and Safety Act 2011</i> which covers all QFES staff and volunteers. Sch.3 s.2(1)(b) QPS used the argument that it was for community safety, didn't want to give to the community; didn't want it to be given to them and then it would mean that they wouldn't give it to anyone. <p><u>Next steps</u></p> <ul style="list-style-type: none"> Request the templates from Megan Barry from Public Service Commission regarding the vaccine mandate process. Re-visit the risk assessment that was conducted to ensure that it captures the vaccination rates for the workforce. The QFES People team will look at the new vaccine mandate process and update the templates with the relevant information and supporting documents with the intent to submit to Cabinet seeking the mandate. The Commissioner reiterated his position that QFES is a high-risk organisation that is required to make decisions quickly to be able to respond to emergencies. Sch.3 s.7 Identify how the vaccination status can be requested from the workforce to ascertain the ratio. <p><u>Queensland Restrictions directive impacts</u></p> <ul style="list-style-type: none"> QFES will be impacted, as BAU activities such as building inspections require access to various premises. Need to determine whether the <i>Fire and Emergency Services Act 1990</i> and the <i>Public Service Act 2008</i> overrides the directive. FRS staff interact with the public, QPS and Queensland Health workers, they will be required to be vaccinated. QFES will still need to operate, the Queensland directive allows for emergency response therefore the workforce would be exempt from the restrictions for this purpose. There will be risks for everyone as vaccinated and unvaccinated can contract COVID-19, and the consequences of this occurring would be that our business would have to stop. Need to have a directive for the vaccine mandate or specific measures in place by 17 December 2021 as restrictions apply to some of the premises from that date. <p><u>Other</u></p> <ul style="list-style-type: none"> Updates are still underway to OMS and VIMS for the capturing of vaccination status information. 	<p>Develop draft communications regarding the restrictions for unvaccinated people entering the Café and the provision of vaccination status verification.</p> <p>Responsible Officer: Tim Whittaker</p>

Queensland Fire and Emergency Services

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Item	Subject	Action
	<ul style="list-style-type: none"> Department of Premier and Cabinet and Queensland Health are currently finalising the quarantine policy. There will be booster shots required to remain vaccinated and the vaccine will continue to be tweaked for the variants. The variants are usually less of a concern. The industrial bodies held a meeting with Queensland Health today 30 November 2021 to discuss the risks associated for the QFES workforce. The new variant 'Omicron' has been identified in Australia, measures are in place where the national borders have been closed to the international students that were due to arrive in December, and they are looking at whether the vaccine is working. 	
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 3.00pm</p> <p>The next CMT meeting will be held on Friday 3 December 2021.</p>	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		<ol style="list-style-type: none"> Have a discussion with Minister Mark Ryan to ascertain his position. Provide an update to John Oliver from the UFU on the vaccine mandate. 		
30 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> Liaise with the Facilities team about the restrictions for businesses (specifically café's) and the requirements for checking vaccination status upon entry. Develop draft communications regarding the restrictions for unvaccinated people entering the Café and the provision of vaccination status verification. 	<p>Troy Davies</p> <p>Tim Whittaker</p>	<p>CLOSED</p> <p>OPEN</p>



Queensland Fire and Emergency Services

Crisis Management Team

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MINUTES		
Date	Friday 3 December 2021	
Time	3.00pm to 4.00pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Brooke Gowland, Adam Stevenson, Joanne Greenfield, Michael Wassing (Teams), Troy Davies (Teams), Tim Whittaker (Teams)	
Apologies	Lauren Poynting	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.05pm. welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Tuesday 7 December 2021.</p> <p>It was resolved that the CMT would meet on Tuesday 7 December 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> The updated draft copy of the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) and supporting documents have been distributed to the CMT members for review. The above standing order has been strengthened to assist with the Queensland Restrictions Directive vaccination status requirements, these include the following: <ul style="list-style-type: none"> It addresses the deployment for interstate movements. What is required for all operations and BAU activities. Sch.3 s.7 Sch.3 s.7 <p>[REDACTED] has been provided to Megan Barry noting these are subject to legal privilege, therefore have not been shared with the CMT.</p>	<p>Action: Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.</p> <p>Responsible Officer: Commissioner</p> <p>Action: Discuss with AC SES the impacts to SES facilities within the LGAQ's in relation to the Queensland Restrictions Directive.</p>

Queensland Fire and Emergency Services

Crisis Management Team

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Item	Subject	Action
	<ul style="list-style-type: none"> A Commissioner's directive mandating vaccination for QFES staff only, is supported by the QFES Legal Services. <p>Sch.3 s.7</p> <ul style="list-style-type: none"> There is a risk of non-compliance if the volunteers are required to be vaccinated as there are no legislative powers to enforce it. Not being able to obtain the data on the volunteer vaccination rate creates some complexity to managing the activities they will be involved in. Procedures for the QFES workforce mandate and vaccination status information storage will need to be developed. VIMS and OMS are being updated to capture private personnel information; this is high level information with the physical documents being stored elsewhere. Aurion will eventually have capability to capture and connect the immunisation information. <p>Sch.3 s.7</p> <ul style="list-style-type: none"> Other risk mitigation activities are being implemented <p><u>Other</u></p> <ul style="list-style-type: none"> Need to determine whether we wait for the 90 percent vaccination rate and manage the consequences or move forward with the vaccination mandate acknowledging the potential backlash Need to be prepared and mitigate the backlash with stations potentially closing due to staff resistance to comply with the mandate. The risk assessment may include potentially accepting some of the risks, noting there are other mitigation activities being implemented. Workcover will apply whether COVID-19 was contracted in the workplace or not, you wouldn't be able to prove otherwise. If no vaccine mandate is imposed on the workforce reasonable adjustments to an employee's role will need to be made if they cannot provide evidence of their vaccination status as the Queensland Restrictions Directive will still be relevant to their work. The mandate proposed that staff would be required to have two COVID vaccine doses by 23 January 2022. As of 15 December 2021, the workforce will be restricted if they are not fully vaccinated to enter hospitals, and health facilities, we need to ensure that the right information is communicated outlining exactly what it means for each of the services. 	<p>Responsible Officer: AC Steve Smith</p> <p>Action: Discuss with AC RFS the impacts to the increase of risk for the First Officer for managing the vaccination status evidence and the Queensland Restrictions Directive requirements.</p> <p>Responsible Officer: AC Steve Smith</p>

Queensland Fire and Emergency Services

Crisis Management Team

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Item	Subject	Action
	<ul style="list-style-type: none"> Need to engage with the Industrial Bodies on the changes to the Standing Order (SO-Q-OM-5.13) and the potential vaccine mandate. <p><u>Next steps</u></p> <ul style="list-style-type: none"> Move forward on the Commissioner's Directive, finalise the Standing Order (SO-Q-OM-5.13), publish it and submit the risk assessment information to the PSC for progression of the CHO directive. Engage with the Industrial Bodies on the changes to the Standing Order (SO-Q-OM-5.13) and the potential vaccine mandate. 	

Irrelevant information

2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 4.00pm</p> <p>The next CMT meeting will be held on Tuesday 7 December 2021.</p>	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		2. Have a discussion with Minister Mark Ryan to ascertain his position. 3. Provide an update to John Oliver from the UFU on the vaccine mandate.		
30 November				
	Mandatory Vaccination Directive	1. Liaise with the Facilities team about the restrictions for businesses (specifically café's) and the requirements for checking vaccination status upon entry. 2. Develop draft communications regarding the restrictions for unvaccinated people entering the Café and the provision of vaccination status verification.	Troy Davies Tim Whittaker	CLOSED OPEN
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate. 2. Discuss with AC SES the impacts to SES facilities within the LGAQ's in relation to the Queensland Restrictions Directive. 3. Discuss with AC RFS the impacts to the increase of risk for the First Officer for managing the vaccination status evidence and the Queensland Restrictions Directive requirements.	Commissioner AC Steve Smith AC Steve Smith	OPEN OPEN OPEN

Irrelevant information



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

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Date	Tuesday 7 December 2021	
Time	3.00pm to 4.00pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Brooke Gowland, Joanne Greenfield, Troy Davies (Teams), Tim Whittaker (Teams)	
Apologies	Lauren Poynting, Adam Stevenson, Michael Wassing	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.05pm. welcomed members. <p><u>Leadership Board update</u></p> <ul style="list-style-type: none"> Meeting was held today Tuesday 7 December 2021, there is still no support regarding the vaccine mandate directive for QFES. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Friday 10 December 2021.</p> <p>It was resolved that the CMT would meet on Friday 10 December 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> It was recommended to amend the Standing Order (SO-Q-OM-5.13 – QFES COVID-19 Activities – COVID-19 Vaccinations) to include the list of restricted businesses outlined in the Queensland restrictions directive. It was recommended to base the vaccine mandate from workplace health and safety grounds. The above standing order will have additional guidance material to assist with the Queensland Restrictions Directive vaccination status requirements. The workforce will require a COVID-19 vaccine booster shot every six months to remain fully vaccinated. 	<p>Action: Arrange consultation with the Industrial bodies regarding the Standing Order (SO-Q-OM-5.13 – QFES COVID-19 Activities – COVID-19 Vaccinations).</p> <p>Responsible Officer: AC Steve Smith</p> <p>Action: Consult with the three Service Leads to identify what they require from</p>

Queensland Fire and Emergency Services Crisis Management Team

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Item	Subject	Action
	<ul style="list-style-type: none"> The workforce can enter the restricted businesses in the event of an emergency without being double vaccinated. It has been identified that there are several firefighters within the South East Region that have not had the COVID-19 vaccine. The direction for the workforce will be clearly stated that if your job involves non-emergency services BAU, no entry will be permitted to the restricted private businesses as outlined in the directive because of Workplace, Health and Safety regulations. VIMS is being used to capture the vaccination data for SES volunteers. There are significant penalties for breaching the Queensland Restrictions Directive. The United Firefighter Union's position is that they would prefer the Chief Health Officer to provide a directive to mandate the vaccine for the paid firefighters. Need to ascertain if the Queensland Restrictions Directive affects the School of Fire and Emergency Services as RTO's have been defined as a restricted business. <p><u>Other</u></p> <ul style="list-style-type: none"> BHP's decision is pivotal identifying that there was a lack of consultation with all personnel, including Workplace Health and Safety representatives. The <i>Workplace Health and Safety Act 2011</i> act is the strongest baseline for legislative support that QFES has for a vaccine mandate directive. Need to ensure that negotiations around changes to role descriptions are looked at case by case, common law decisions would be used against us if it wasn't handled accordingly. <p><u>Next steps</u></p> <ul style="list-style-type: none"> Finalise the Standing Order (SO-Q-OM-5.13), publish it and send out comms to the workforce. Engage with the Industrial Bodies on the changes to the Standing Order (SO-Q-OM-5.13). 	<p>each of the services to meet operational needs due to the Queensland Restrictions Directive.</p> <p>Responsible Officer: AC Steve Smith</p> <p>Action: Seek clarity around the defined businesses specifically the RTO's to identify whether this affects SFEST.</p> <p>Responsible Officer AC Steve Smith</p>

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 4.00pm The next CMT meeting will be held on Friday 10 December 2021.	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		2. Have a discussion with Minister Mark Ryan to ascertain his position. 3. Provide an update to John Oliver from the UFU on the vaccine mandate.		
30 November				
	Mandatory Vaccination Directive	1. Liaise with the Facilities team about the restrictions for businesses (specifically café's) and the requirements for checking vaccination status upon entry. 2. Develop draft communications regarding the restrictions for unvaccinated people entering the Café and the provision of vaccination status verification.	Troy Davies Tim Whittaker	CLOSED OPEN
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate. 2. Discuss with AC SES the impacts to SES facilities within the LGAQ's in relation to the Queensland Restrictions Directive. 3. Discuss with AC RFS the impacts to the increase of risk for the First Officer for managing the vaccination status evidence and the Queensland Restrictions Directive requirements.	Commissioner AC Steve Smith AC Steve Smith	OPEN OPEN OPEN
7 December				

Irrelevant information



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
	Mandatory Vaccination Directive	1. Arrange consultation with the Industrial bodies regarding the Standing Order (SO-Q-OM-5.13 – QFES COVID-19 Activities – COVID-19 Vaccinations).	AC Steve Smith	OPEN
		2. Consult with the three Service Leads to identify what they require from each of the services to meet operational needs due to the Queensland Restrictions Directive.	AC Steve Smith	OPEN
		3. Seek clarity around the defined businesses specifically the RTO's to identify whether this affects SFEST.	AC Steve Smith	OPEN

Irrelevant information



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES

Date	Friday 10 December 2021	
Time	1.30pm – 2.30pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Lauren Poynting, Adam Stevenson, Joanne Greenfield, Michael Wassing (Teams), Troy Davies (Teams), Tim Whittaker (Teams), Doug Smith (Teams)	
Apologies	Brooke Gowland	
Secretariat	Trish Smith (Teams), Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 1.30pm. welcomed members. <p>The Commissioner welcomed Doug Smith, Deputy Commissioner, Queensland Police Service to discuss the QPS vaccine mandate process, highlights included:</p> <p><u>Framework</u></p> <ul style="list-style-type: none"> The <i>Police Powers and Responsibilities Act 2000</i> provided the legislative powers to implement the vaccine mandate directive for QPS staff. QPS started planning early and made no attempt to define the workforce against their roles i.e. Public Servants and operational staff. It was determined that the QPS workforce would not be segregated as they would be interacting with each other and weren't prepared to take the risk. The QPS vaccination mandate argument was based on: <ul style="list-style-type: none"> Safe workplace Safe workforce Safe organisation to work in the community <p><u>Consultation</u></p> <ul style="list-style-type: none"> Consultation occurred with industrial bodies, one on one and collectively. Early engagement with them ensured that ratification of any issues raised was addressed promptly and supported, to move forward with the directive. 	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> The Together Union were very clear on not segregating the workforce and the Police Union was aggregated to the religious exemptions. <p><u>Communications</u></p> <ul style="list-style-type: none"> To ensure that the workforce was well informed and were aware of what the intent was going to be, an email campaign was launched. Messages were sent out on a Monday to allow for everyone to access information from the relevant people quickly. Management kept reinforcing to the workforce the importance of being vaccinated There was resistance from several employees, which resulted in challenges in the Queensland Industrial Relations Court (QIRC) and the Supreme court. <p><u>Legal</u></p> <ul style="list-style-type: none"> QIRC outcome for one matter was upheld by all Commissioners; they dealt with this quickly. Human Rights advice was that human rights are not absolute; this is supported by a high court ruling. There are still several ongoing QIRC proceedings regarding exemption decisions; two have been ruled in QPS' favour. Regarding applications for religious and medical exemptions, the following process was followed: <ul style="list-style-type: none"> Doug Smith was the sole advisor to the QPS Commissioner. Doug Smith was the sole decision maker on all exemption applications, this was to ensure that there is one responsible officer to avoid conflicts in court proceedings. On determining the outcome, had to balance the employee's application against their human rights, i.e. the right to life and the not to be exposed to disease. No medical exemptions have been granted, and only nine exemptions have been approved. Need to ensure that consequences are considered if the high vaccination rates aren't achieved pertaining to Workplace Health and Safety regulations. <p><u>Future state</u></p> <ul style="list-style-type: none"> As of 17 December 2021, QPS will utilise the Chief Health Officer directive which means that anyone working in a detention facility will be required to be fully vaccinated by 17 December 2021. All QPS Police Officers cannot do their job if they are restricted from entering a private premise that has been identified in the Queensland Restrictions Directive. 	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> QPS will be adopting the terminology of fully vaccinated status to now include the booster shot every six months. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Wednesday 15 December 2021.</p> <p>It was resolved that the CMT would meet on Wednesday 15 December 2021.</p>	
	Doug Smith left the meeting.	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> The intent was to publish the updated draft copy of the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) today 10 December 2021, however further consultation is required with the industrial bodies. It was recommended to seek support from the Chief Health Officer in writing, outlining reasons for requiring the vaccine mandate for the QFES workforce. <p>Sch.3 s.7</p> <p><u>Next steps</u></p> <ul style="list-style-type: none"> Finalise and publish the Standing Order (SO-Q-OM-5.13), for distribution to the workforce next week. Continue to engage with the Industrial Bodies on the changes to the Standing Order (SO-Q-OM-5.13) and the potential vaccine mandate. Continue to work on the draft communications for the publishing of the Standing Order (SO-Q-OM-5.13), however place a hold on the distribution. 	<p>Action: Draft a letter to the Chief Health Officer advising QFES's position, risk assessment seeking his support for a directive to mandate the COVID-19 vaccine.</p> <p>Responsible Officer: AC Steve Smith (lead) Troy Davies (support)</p> <p>Action: Draft communications for seeking vaccination status from the workforce.</p> <p>Responsible Officer: Tim Whittaker</p>
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 2.30pm</p> <p>The next CMT meeting will be held on Wednesday 15 December 2021.</p>	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
15 September				
	Emergency Alert System	1. Identify whether there is any work being done on employer liability regarding vaccine adverse reactions given the Medical Practitioner liability has been waived	AC Smith	<p>OPEN</p> <p>Sch.3 s.7</p> <p>MONITORING</p>
	Emergency Alert System	2. Discuss with QCS and QAS what QPS and QFES' approach is on the mandatory vaccination process to ensure there is consistency for the portfolio.	AC Smith	<p>23/09/2021 update DC Stevenson provided an update at the meeting. Further work to be conducted regarding collecting data.</p> <p>28/09/2021 update Remains open, no decision has been made regarding enforcing the mandatory vaccination.</p> <p>5/10/21 Update Victorian Police, QPS starting to suspend</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		2. Have a discussion with Minister Mark Ryan to ascertain his position. 3. Provide an update to John Oliver from the UFU on the vaccine mandate.		
30 November				
	Mandatory Vaccination Directive	1. Liaise with the Facilities team about the restrictions for businesses (specifically café's) and the requirements for checking vaccination status upon entry. 2. Develop draft communications regarding the restrictions for unvaccinated people entering the Café and the provision of vaccination status verification.	Troy Davies Tim Whittaker	CLOSED OPEN
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate. 2. Discuss with AC SES the impacts to SES facilities within the LGAQ's in relation to the Queensland Restrictions Directive. 3. Discuss with AC RFS the impacts to the increase of risk for the First Officer for managing the vaccination status evidence and the Queensland Restrictions Directive requirements.	Commissioner AC Steve Smith AC Steve Smith	OPEN OPEN OPEN
7 December				

Irrelevant information



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
	Mandatory Vaccination Directive	1. Arrange consultation with the Industrial bodies regarding the Standing Order (SO-Q-OM-5.13 – QFES COVID-19 Activities – COVID-19 Vaccinations).	AC Steve Smith	OPEN
		2. Consult with the three Service Leads to identify what they require from each of the services to meet operational needs due to the Queensland Restrictions Directive.	AC Steve Smith	OPEN
		3. Seek clarity around the defined businesses specifically the RTO's to identify whether this affects SFEST.	AC Steve Smith	OPEN

Irrelevant information

10 December				
	Mandatory Vaccination Directive	1. Draft a letter to the Chief Health Officer advising QFES's position, risk assessment seeking his support for a directive to mandate the COVID-19 vaccine.	AC Steve Smith (lead) Troy Davies (support)	OPEN
		2. Draft communications for seeking vaccination status from the workforce	Tim Whittaker	OPEN



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Tuesday 14 December 2021	
Time	7.15am – 7.40am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche (Teams), Stephen Smith, Lauren Poynting, Adam Stevenson, Joanne Greenfield (Teams), Michael Wassing (Teams), Troy Davies (Teams), Lyn Richards (Teams), Alex Rees (Teams), Michelle Boyd (Teams), Tim Whittaker (Teams)	
Apologies	Melissa Andrews	
Secretariat	Wendy Collins, Executive Manager, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 7.15am. welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Wednesday 15 December 2021.</p> <p>It was resolved that the CMT would meet on Wednesday 15 December 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith and AC Greenfield provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> A series of documents has been updated to include guidance for each service. Letter has been drafted for Chief Health Officer (CHO) including the risk assessment attachment. Mandatory declaration of vaccination status There were some changes to the CHO directives over the weekend providing more exemptions. There is no final CHO directive for business operations yet. The main change is in the language, stating that we will not have to be vaccinated for an emergency response, a broad exemption. The QFES risk assessment will be used to support our Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations), where schools and education buildings require double vaccination. 	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> We are meeting our WHS compliance issues through the risk assessment and Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations). The CHO directive protects our workforce accessing public buildings, however the vaccination status within fire stations will vary. Preference would be to request the CHO for a mandate to assist us making it clear and approve our risk assessment to support the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations). Without a mandate we may need a hotline that can assist in managing people's roles each day Union consultation was due to start today, can only consult when we have determined the course of action. The Commissioner has a Workplace Health and Safety obligation to staff and to those they interact with Risk assessment needs updating to ensure it aligns with the latest CHO directive. 	
	<h1>Sch.3 s.7</h1> <ul style="list-style-type: none"> Issues are with the mix of the volunteers and paid workforce, need to identify how QFES would enforce the mandate for the entire workforce. RFBAQ and SES meeting planned this afternoon with the Commissioner, which will commence the consultation process. <p><u>Next steps</u></p> <ul style="list-style-type: none"> Update the risk assessment following the latest CHO directive, then send the letter to the CHO regarding seeking support for the vaccine mandate directive. Continue to work on the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) to include the latest CHO directive information. Provide draft versions back for final approval on Wednesday 15 December 2021 planning for consultation Thursday/Friday. Appoint a watch desk FAQ resource to assist in workforce queries regarding what can and cannot be done under the CHO directive. 	

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 7.40am The next CMT meeting will be held on Wednesday 15 December 2021.	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		2. Have a discussion with Minister Mark Ryan to ascertain his position. 3. Provide an update to John Oliver from the UFU on the vaccine mandate.		
30 November				
	Mandatory Vaccination Directive	1. Liaise with the Facilities team about the restrictions for businesses (specifically café's) and the requirements for checking vaccination status upon entry. 2. Develop draft communications regarding the restrictions for unvaccinated people entering the Café and the provision of vaccination status verification.	Troy Davies Tim Whittaker	CLOSED OPEN
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate. 2. Discuss with AC SES the impacts to SES facilities within the LGAQ's in relation to the Queensland Restrictions Directive. 3. Discuss with AC RFS the impacts to the increase of risk for the First Officer for managing the vaccination status evidence and the Queensland Restrictions Directive requirements.	Commissioner AC Steve Smith AC Steve Smith	OPEN OPEN OPEN
7 December				

Irrelevant information



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
	Mandatory Vaccination Directive	1. Arrange consultation with the Industrial bodies regarding the Standing Order (SO-Q-OM-5.13 – QFES COVID-19 Activities – COVID-19 Vaccinations).	AC Steve Smith	OPEN
		2. Consult with the three Service Leads to identify what they require from each of the services to meet operational needs due to the Queensland Restrictions Directive.	AC Steve Smith	OPEN
		3. Seek clarity around the defined businesses specifically the RTO's to identify whether this affects SFEST.	AC Steve Smith	OPEN

Irrelevant information

10 December				
	Mandatory Vaccination Directive	1. Draft a letter to the Chief Health Officer advising QFES's position, risk assessment seeking his support for a directive to mandate the COVID-19 vaccine.	AC Steve Smith (lead) Troy Davies (support)	OPEN
		2. Draft communications for seeking vaccination status from the workforce	Tim Whittaker	OPEN
14 December				

Irrelevant information



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES

Date	Wednesday 15 December 2021	
Time	2.00pm – 3.00pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Lauren Poynting (Teams), Adam Stevenson, Joanne Greenfield, Michael Wassing, Troy Davies (Teams), Tim Whittaker, Matt Bulow, Lyn Richards	
Apologies	Brooke Gowland	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 2.00pm. welcomed members and guests. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Thursday 16 December 2021.</p> <p>It was resolved that the CMT would meet on Thursday 16 December 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <p><u>Voluntary disclosure notice</u></p> <ul style="list-style-type: none"> The vaccination status collection process has been reviewed to be simplified; it would involve the following: <ul style="list-style-type: none"> A generic email account would be developed to managed from the State Operation Centre. The notification form would be in the body of the email for the collection of the information. The workforce would then respond to the email with the attached vaccination status evidence. The evidence would be destroyed once the data was entered into the systems (after 10 January 2022). Need to continue to work on how the information can be shared with the responsible officers. 	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> The United Firefighter Union will support this position, however there are concerns from RFBAQ. This request is a voluntary disclosure from the workforce. Need to clearly articulate how the data is to be used, and who it will be shared with, otherwise we couldn't collect the certificates. The data would be used for the following: <ul style="list-style-type: none"> For rostering (including deployment). Forward planning. Compliance against the CHO directive. Potentially only receive 20-30 percent response, however it allows for gathering of the information to support future directions. Conversations would still need to occur at the local levels regarding vaccination status prior to entering restricted premises if it hasn't been disclosed. Concerns were raised regarding lack of confidentiality in OMS and VIMS with anyone being able to see the information. It was noted that the workforce is responsible for complying with the CHO directive. It was agreed that the voluntary disclosure notice would be placed on hold, and now finalise the standing order after consultation with the Industrial Bodies for distribution to the workforce before Friday 17 December 2021. Sch.3 s.7 will also be included in the Standing Order (SO-Q-OM-5.13). <p><u>Next steps</u></p> <ul style="list-style-type: none"> Update, and finalise the Standing Order (SO-Q-OM-5.13), for distribution to the workforce before 17 December 2021. Commence the consultation with the Industrial Bodies on the changes to the Standing Order (SO-Q-OM-5.13). Finalise the communications for the Standing Order (SQ-Q-OM-5.13) for distribution on 16 December 2021. Advise ELT on the publishing of the standing order and what to expect. <p>It was resolved that the voluntary disclosure notice would be placed on hold, finalising the standing order after consultation with the Industrial Bodies for distribution to the workforce before Friday 17 December 2021.</p>	
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	



**Queensland Fire and Emergency Services
Crisis Management Team**

MINUTES

Item	Subject	Action
3.1	The meeting concluded at 3.00pm The next CMT meeting will be held on Thursday 16 December 2021.	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES

Date	Wednesday 15 December 2021	
Time	9.30am – 10.30am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Lauren Poynting, Adam Stevenson, Joanne Greenfield, Michael Wassing (Teams), Troy Davies (Teams), Tim Whittaker (Teams)	
Apologies	Brooke Gowland	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 9.30am. welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Thursday 16 December 2021.</p> <p>It was resolved that the CMT would meet on Thursday 16 December 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> Consultation with the Industrial Bodies regarding the updated draft copy of the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) will commence today 15 December 2021. The letter seeking support for the vaccine mandate from the Chief Health Officer (CHO) was sent yesterday 14 December 2021. In a holding pattern now until we hear back from the CHO. Consultation has occurred with the industrial bodies regarding the voluntary disclosure notice. No significant issues have been raised; however, the United Firefighters Union preferred that the vaccine status information be gathered by the Area Commanders. The CHO letter was shared with the Industrial Bodies after it was sent. 	<p>Action: Draft communications regarding the changes for the workforce from 17 December 2021, this will include the CHO directive exemptions, safety measures and what the restrictions are.</p> <p>Responsible Officer: Tim Whittaker</p>

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> Have received feedback from the Health and Safety Representatives, they have raised similar previous issues regarding human rights. Need to ensure that all communication channels are utilised for providing the relevant information to the workforce. <p><u>Voluntary disclosure comms</u></p> <ul style="list-style-type: none"> The proposed due date for the workforce to provide their vaccination status is 10 January 2022. A vaccination status notification form has been developed for the workforce. It identifies the COVID-19 vaccine doses (including booster); it requires supporting evidence and the signature of the individual and manager. The question was raised regarding whether a simpler process could also be implemented, this would involve: <ul style="list-style-type: none"> Individual can provide an email with a copy of the vaccination status evidence. Collate the email declaration and store them accordingly. This would be an ongoing declaration that would require being submitted to include the booster doses every six months. Need to ensure that we comply with the <i>Information Privacy Act</i> regarding the storage and sharing of medical information. The communications regarding the voluntary declaration notice to be distributed today to the workforce. The holding statement communications can be distributed next week. Legal advice has been received regarding the Sch.3 s.7 and placed on the team's site for review. <p><u>Hotline</u></p> <ul style="list-style-type: none"> Currently working through the resourcing for the hotline to manage all vaccination status queries. Need to ensure that there is consistency with the messaging. Need to look at resourcing options with both operational and public service employees. Queensland Shared Services could potentially take on this role, however this would take some time and scripts would need to be developed. It was recommended that this position would be paid overtime. <p><u>Next steps</u></p> <ul style="list-style-type: none"> Commence consultation with the Industrial Bodies on the changes to the Standing Order (SO-Q-OM-5.13). 	
2.0	General Business	

**Queensland Fire and Emergency Services
Crisis Management Team**

MINUTES

Item	Subject	Action
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 10.30am The next CMT meeting will be held on Thursday 16 December 2021.	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING</p>
28 September				

Irrelevant information

	Mandatory Vaccinations	Sch.3 s.7	AC Smith	<p>OPEN</p> <p>1/10/2021 update No further update on the legal advice.</p> <p>13/10/2021 update No further update on the legal advice.</p> <p>22/10/2021 No further update on the legal advice.</p>



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN
19 November				
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. FAQs to be updated and included in the communications that are distributed. 2. Holding comms to be provided when the CHO directive is released. 	Troy Davies Tim Whittaker	OPEN
22 November		3.		
	Mandatory Vaccination Directive	<ol style="list-style-type: none"> 1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them. 	AC Steve Smith AC Joanne Greenfield AC Steve Smith	OPEN

Irrelevant information

26 November				
	Mandatory Vaccination Directive	1. Have a discussion with Rebecca McGarrity and Mark Cridland from DPC regarding the cabinet submission.	Commissioner	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		2. Have a discussion with Minister Mark Ryan to ascertain his position. 3. Provide an update to John Oliver from the UFU on the vaccine mandate.		
30 November				
	Mandatory Vaccination Directive	1. Liaise with the Facilities team about the restrictions for businesses (specifically café's) and the requirements for checking vaccination status upon entry. 2. Develop draft communications regarding the restrictions for unvaccinated people entering the Café and the provision of vaccination status verification.	Troy Davies Tim Whittaker	CLOSED OPEN
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate. 2. Discuss with AC SES the impacts to SES facilities within the LGAQ's in relation to the Queensland Restrictions Directive. 3. Discuss with AC RFS the impacts to the increase of risk for the First Officer for managing the vaccination status evidence and the Queensland Restrictions Directive requirements.	Commissioner AC Steve Smith AC Steve Smith	OPEN OPEN OPEN
7 December				

Irrelevant information



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
	Mandatory Vaccination Directive	1. Arrange consultation with the Industrial bodies regarding the Standing Order (SO-Q-OM-5.13 – QFES COVID-19 Activities – COVID-19 Vaccinations).	AC Steve Smith	OPEN
		2. Consult with the three Service Leads to identify what they require from each of the services to meet operational needs due to the Queensland Restrictions Directive.	AC Steve Smith	OPEN
		3. Seek clarity around the defined businesses specifically the RTO's to identify whether this affects SFEST.	AC Steve Smith	OPEN

Irrelevant information

10 December				
	Mandatory Vaccination Directive	1. Draft a letter to the Chief Health Officer advising QFES's position, risk assessment seeking his support for a directive to mandate the COVID-19 vaccine.	AC Steve Smith (lead) Troy Davies (support)	OPEN
		2. Draft communications for seeking vaccination status from the workforce	Tim Whittaker	OPEN
14 December				

Irrelevant information

15 December				
	Mandatory Vaccination Directive	Draft communications regarding the changes for the workforce from 17 December 2021, this	Tim Whittaker	OPEN



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		will include the CHO directive exemptions, safety measures and what the restrictions are.		



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	16 December 2021	
Time	4.15pm – 6.30pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Lauren Poynting (Teams), Adam Stevenson, Michael Wassing, Troy Davies (Teams), Tim Whittaker, Alex Rees, Lyn Richards, Brooke Gowland	
Apologies	Joanne Greenfield	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 4.15pm. welcomed members and guests. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on Tuesday 21 December 2021.</p> <p>It was resolved that the CMT would meet on Tuesday 21 December 2021.</p>	
1.2	<p>Mandatory Vaccination Directive</p> <p>AC Smith provided an update on the Mandatory Vaccination Directive, highlights included:</p> <ul style="list-style-type: none"> Consultation with the Industrial Bodies regarding the updated draft copy of the Standing Order (SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations) has occurred. Feedback has been received from the United Firefighter's Union (UFU), they raised concerns regarding: <ul style="list-style-type: none"> The definition of sighting Nature of doses Pause in the non-exempt activities Sighting is referring to the vaccination certificate proof. UFU position is that consultation has occurred, however that doesn't mean an agreement. To comply with the applicable Chief Health Officer directive, the Standing order outlines the exempt and non-exempt activities. 	



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> Need to be prepared to amend the Standing order to capture the school restrictions from 23 January 2022 for the unvaccinated to access. Don't need to be vaccinated to attend a public event. Need to ensure that the workforce is provided information prior to 17 December 2021. Need to clearly articulate the exemptions in the Standing Order. The Standing Order will be reviewed on 10 January 2022 initially then as an ongoing process. Temporarily pausing non-emergency activities until 10 January 2022, further advice will be provided in the coming weeks. Continue to do the building fire safety activities, education programs, and community engagement. The CMT reviewed and updated the Standing order and practical guidelines together as an activity. The updated Standing Order was sent to the HSR representatives, all industrial bodies and ELT members as well. <p><u>Next steps</u></p> <ul style="list-style-type: none"> Finalise and publish the Standing Order (SO-Q-OM-5.13), for distribution to the workforce tonight. Distribute the communications for the publishing of the Standing Order (SO-Q-OM-5.13). Distribute the COVID-19 leader pack document to ELT requesting it to be distributed out to the manager's Publish the practical guidelines on the QFES Gateway through QFES Online. 	
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 6.30pm</p> <p>The next CMT meeting will be held on Tuesday 21 December 2021.</p>	



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Tuesday 21 December 2021	
Time	1.00pm to 2.00pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Lauren Poynting (Teams), Adam Stevenson, Joanne Greenfield, Michael Wassing, Tim Whittaker (Teams) Brooke Gowland, Alex Rees	
Apologies	Troy Davies	
Secretariat	Trish Smith, Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 1.00pm. welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on 22 December 2021.</p> <p>It was resolved that the CMT would meet on Wednesday 22 December 2021.</p>	

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
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Irrelevant information



Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 2.00pm The next CMT meeting will be held on Wednesday 22 December 2021.	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Wednesday 22 December 2021	
Time	2.30pm to 3.30pm	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith, Adam Stevenson, Joanne Greenfield, Michael Wassing (Teams), Tim Whittaker (Teams) Brooke Gowland, Alex Rees (Teams), Andrew Short (Teams)	
Apologies	Troy Davies, Lauren Poynting	
Secretariat	Trish Smith (Teams), Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 2.30pm. welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on 23 December 2021.</p> <p>It was resolved that the CMT would meet on Thursday 23 December 2021.</p>	

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
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Irrelevant information

**Queensland Fire and Emergency Services
Crisis Management Team**

MINUTES

Item	Subject	Action
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 3.30pm The next CMT meeting will be held on Thursday 23 December 2021.	

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Thursday 23 December 2021	
Time	8.45am to 9.45am	
Location	Commissioner's Boardroom, Kedron Park Complex & Teams	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Mark Roche, Stephen Smith (Teams), Lauren Poynting (Teams), Adam Stevenson, Joanne Greenfield (Teams), Michael Wassing, Tim Whittaker (Teams) Brooke Gowland, Alex Rees (Teams), Lyn Richards (Teams), Andrew Short (Teams), Adam Green (Teams)	
Apologies	Troy Davies	
Secretariat	Trish Smith (Teams), Senior Governance Liaison Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 8.45am. welcomed members. <p>➤ The Commissioner recommended that the CMT reconvene for a meeting on 29 December 2021.</p> <p>It was resolved that the CMT would meet on Wednesday 29 December 2021.</p>	

Irrelevant information

**Queensland Fire and Emergency Services
Crisis Management Team**

MINUTES

Item	Subject	Action
<div style="font-size: 48px; font-weight: bold; text-align: center;">Irrelevant information</div> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-30deg); opacity: 0.3; font-size: 100px; pointer-events: none;">RTI Final Release</div>		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 9.30am</p> <p>The next CMT meeting will be held on Wednesday 29 December 2021.</p>	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
				<p>Update Victorian Police, QPS starting to suspend people after 6/10/21. Continue to monitor. QFES working with QAS on their requirement for QFES to be vaccinated to work in QAS.</p> <p>13/10/21 Still to finalise an agreed policy with QAS. QFES staff and volunteer would be asked to wear PPE if not vaccinated.</p> <p>22/10/2021 Policy hasn't been finalised yet.</p> <p>MONITORING Suggest close and re-enliven should matters of interest arise</p>
28 September				

Irrelevant information



COVID-19

CRISIS MANAGEMENT MEETING ACTION LIST

Date	Subject	Action	Responsible	Status
	Mandatory Vaccinations	Sch.3 s.7	AC Smith	OPEN 1/10/2021 update No further update on the legal advice. 13/10/2021 update No further update on the legal advice. 22/10/2021 No further update on the legal advice. Closed – legal advice has been provided
2 November				

Irrelevant information

10 November				
	Mandatory Vaccination Directive	Develop a vaccination threshold matrix for QFES staff, volunteers and contractors.	AC Steve Smith	OPEN Suggest close – work done, re-enliven should support change
22 November				
	Mandatory Vaccination Directive	1. Arrange a meeting with PSC and QHealth this week to discuss the request for a CHO directive or Commissioner's directive. 2. Liaise with QCS on the process that they are going through in relation to the directive that is being developed for them.	AC Steve Smith AC Joanne Greenfield AC Steve Smith	Closed, meeting held Closed – QCS engaged
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
		2. Discuss with AC SES the impacts to SES facilities	AC Steve Smith	Closed – discussions have occurred



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
		within the LGAQ's in relation to the Queensland Restrictions Directive.		
		3. Discuss with AC RFS the impacts to the increase of risk for the First Officer for managing the vaccination status evidence and the Queensland Restrictions Directive requirements.	AC Steve Smith	Closed – discussions have occurred
7 December				
	Mandatory Vaccination Directive	1. Consult with the three Service Leads to identify what they require from each of the services to meet operational needs due to the Queensland Restrictions Directive.	AC Steve Smith	Closed – discussions have occurred
	Mandatory Vaccination Directive	2. Seek clarity around the defined businesses specifically the RTO's to identify whether this affects SFEST.	AC Steve Smith	Closed – discussions have occurred, SFEST complaint
10 December				
	Mandatory Vaccination Directive	Draft communications for seeking vaccination status from the workforce.	Tim Whittaker	OPEN 6/1/22 – action on hold, until response received back by CHO
14 December				

Irrelevant information

5 January

Irrelevant information

2.1	General Business	Close out action list. Secretariat to distribute list for closure.	Secretariat	Closed
10 January				



From: [Wendy Collins](#)
To: [Stephen Smith \(QFES Assistant Commissioner\)](#); [Tim Whittaker](#); [Adam Stevenson](#)
Cc: [Patricia Smith](#)
Subject: RE: CMT Actions to be commented on please
Date: Monday, 10 January 2022 9:36:37 AM
Attachments: [image002.png](#)
[image004.jpg](#)
[image006.jpg](#)
[image007.png](#)

Morning all
Thank you for your responses.

Regards

Wendy Collins *GAICD, BBus Mgt, JP*
Executive Manager, Corporate Governance
Assurance Directorate
Queensland Fire and Emergency Services
P 07 3635 3025 M Contrary to the public interest



From: Stephen Smith (QFES Assistant Commissioner) <StephenA.Smith@qfes.qld.gov.au>
Sent: Monday, 10 January 2022 9:27 AM
To: Wendy Collins <Wendy.Collins@qfes.qld.gov.au>; Tim Whittaker <Tim.Whittaker@qfes.qld.gov.au>; Adam Stevenson <Adam.Stevenson@qfes.qld.gov.au>
Cc: Patricia Smith <Patricia.Smith@qfes.qld.gov.au>
Subject: RE: CMT Actions to be commented on please

Morning Wendy

See in attached, my comments.

Thanks

Steve

Stephen Smith AFSM *EMPA MLshipMgt GAICD*
Assistant Commissioner, QFES People

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
www.qfes.qld.gov.au | <http://www.qld.gov.au/emergency>
Respect | Integrity | Courage | Loyalty | Trust

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: Wendy Collins <Wendy.Collins@qfes.qld.gov.au>

Sent: Friday, 7 January 2022 3:40 PM

To: Stephen Smith (QFES Assistant Commissioner) <StephenA.Smith@qfes.qld.gov.au>; Tim Whittaker <Tim.Whittaker@qfes.qld.gov.au>; Adam Stevenson <Adam.Stevenson@qfes.qld.gov.au>

Cc: Wendy Collins <Wendy.Collins@qfes.qld.gov.au>; Patricia Smith <Patricia.Smith@qfes.qld.gov.au>

Subject: CMT Actions to be commented on please

Good afternoon,

Following the CMT meeting yesterday, could you please review the attached and provide any updates, and if closed, on the actions allocated to you prior to the next meeting (Tuesday)?

Thank you

Regards

Wendy

Wendy Collins *GAICD, BBus Mgt, JP*
Executive Manager, Corporate Governance
Assurance

Queensland Fire and Emergency Services

P 07 3635 3025 **M** Contrary to the public interest



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

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Tuesday 11 January 2022	
Time	3.30pm – 4.15pm	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Stephen Smith, Adam Stevenson, Tim Whittaker, Brooke Gowland, Alex Rees, Tony Johnstone	
Apologies	Troy Davies	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.30pm. welcomed members. <p>➤ The CMT will reconvene for a meeting on Thursday 13 January 2022 (as recommended to align with National cabinet weekly meetings).</p> <p>It was resolved that the CMT would meet on Thursday 13 January 2022.</p>	

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
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Irrelevant information



Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	All actions recommended for closure from the action list were supported to be closed and actions list has been updated.	
3.0	Meeting finalisation	
3.1	The meeting concluded at 4.15pm. The next CMT meeting will be held on Thursday 13 January 2022.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
10 December				
	Mandatory Vaccination Directive	Draft communications for seeking vaccination status from the workforce.	Tim Whittaker	OPEN 6/1/22 – action on hold, until response received back by CHO
11 January				

Irrelevant information



Queensland Fire and Emergency Services
Crisis Management Team
MINUTES

MINUTES		
Date	Thursday 13 January 2022	
Time	3.30pm – 4.30pm	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Stephen Smith, Adam Stevenson, Tim Whittaker, Brooke Gowland, Alex Rees, Tony Johnstone	
Apologies	Troy Davies, Lauren Poynting	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.30pm. welcomed members. <p>Irrelevant information</p>	

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
Irrelevant information		
1.2	<p>Shared tenancy and mandatory vaccination</p> <p>The CMT discussed the shared tenancy issues and revisiting the mandatory vaccination directive, this included:</p> <ul style="list-style-type: none"> • QFES staff located in the Cairns building may be required to be mandated to have the COVID-19 vaccine due to the CHO directive. • Advice from the office of the CHO is that QFES doesn't fit into the high-risk category to be allocated a mandatory vaccine directive. • Need to determine what the trigger will be for implementing a mandatory vaccination directive for QFES. • Need to continue looking at other mitigation options as it is still quite difficult to implement a vaccine mandate. • Need to determine whether the vaccine mandate is applied for QFES staff only or volunteers as well. • There are risks associated to service delivery, need to look at what areas a mandate can be applied to. • Predicting the peak time for COVID-19 strain Omicron to be end of January to mid-February 2022, this does not allow for a mandate to be implemented in enough time. • Need to ensure that the safety of QFES staff is a priority, and that the WHS obligations are adhered to. 	<p>Action: Develop an options paper outlining the factors, changes and current circumstances that would support a mandatory vaccine directive.</p> <p>Responsible Officer: AC Steve Smith Alex Rees</p>

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
<div style="position: relative;"> <div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; background-color: #cccccc; z-index: 1;"> <h1 style="margin: 0;">Irrelevant information</h1> </div> <div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; background: linear-gradient(to bottom right, transparent 49%, #ccc 49%, #ccc 51%, transparent 51%); background-size: 100px 100px; z-index: 2;"></div> </div>		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 4.30pm.</p> <p>The next CMT meeting will be held on Tuesday 18 January 2022.</p>	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
10 December				
	Mandatory Vaccination Directive	Draft communications for seeking vaccination status from the workforce.	Tim Whittaker	OPEN 6/1/22 – action on hold, until response received back by CHO
11 January				
Irrelevant information				
13 January				
	Shared tenancy and mandatory vaccination	Develop an options paper outlining the factors, changes and current circumstances that would support a mandatory vaccine directive.	AC Steve Smith Alex Rees	OPEN



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Tuesday 18 January 2022	
Time	3.30pm – 4.30pm	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Stephen Smith, Adam Stevenson, Brooke Gowland, Alex Rees, Tony Johnstone Lauren Poynting, Tim Whittaker, Joanne Greenfield	
Apologies	Troy Davies	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.30pm. welcomed members. <p>➤ The CMT will reconvene for a meeting on Thursday 20 January 2022 (as recommended to align with National cabinet weekly meetings).</p> <p>It was resolved that the CMT would meet on Thursday 20 January 2022.</p>	

Irrelevant information

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
Irrelevant information		
1.3	<p>Mandatory vaccination directive</p> <p>The CMT discussed the mandatory vaccination directive, this included:</p> <ul style="list-style-type: none"> The options analysis paper regarding mandatory vaccination was uploaded to the CMT teams' site for review and feedback. <p><u>Analysis and trends</u></p> <ul style="list-style-type: none"> Currently three weeks behind the Queensland peak for the Omicron variant, this doesn't include any new cases. The modelling is showing that there will be a longer duration than other variants. QFES has a duty of care to ensure that the staff and volunteers are kept safe. The CHO announced that the unvaccinated will be 24 times more likely to go to hospital if they contract COVID-19. Need to understand the service delivery risks, especially the weather outlook as the likelihood of incidents occurring is very high. Need to factor in the ongoing variants. Need to be aware of the reputational risk and community perception as an emergency services department exposing people to potential infection. Need to continue looking at other mitigation strategies, because if 90 percent of QFES workforce are vaccinated, then there would be minimal benefit to mandate the vaccine. In implementing a mandatory vaccination directive, the following needs to be noted: <ul style="list-style-type: none"> There would be a burden on the department for managing this including data collection. The backlash from enforcing the directive. Pushback from volunteers (reflecting on the Blue card experience). Maintaining staffing levels and the organisational impact long term with additional workload. Risk for the QFES paid workforce is different to the volunteers. There is a limitation with the legislative powers for enforcing the directive on the volunteers. It was proposed that the vaccination status be requested from the QFES workforce to ascertain the current vaccination rate within QFES; there is legal coverage for this. 	<p>Action: Develop a roadmap and stakeholder matrix outlining the requirements for implementation of a mandatory vaccination directive.</p> <p>Responsible Officer: AC Steve Smith Alex Rees Maree Kimberley</p>

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> The government strategy is about service delivery and minimising hospitalisation, QFES hasn't been impacted at this time, need to ensure that the mandate can be justified. Concerns were raised around only mandating the paid employees and not the entire workforce. The system for data collection is ready to be used. It was proposed that we look at a phased approach for a mandatory vaccination directive that will include all of the QFES workforce, communicating with the volunteers now to identify what this would look like for them. Need to continue encouraging the QFES workforce to get vaccinated. Need to ensure that we are clear as to why QFES is mandating the vaccine, this is about keeping people out of hospital. <p><u>Next steps</u></p> <ul style="list-style-type: none"> Continue to consult with the industrial bodies expanding on change of scope for a mandatory vaccination directive for the QFES paid staff only. 	
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 4.30pm.</p> <p>The next CMT meeting will be held on Thursday 20 January 2022.</p>	



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
10 December				
	Mandatory Vaccination Directive	Draft communications for seeking vaccination status from the workforce.	Tim Whittaker	OPEN 6/1/22 – action on hold, until response received back by CHO
13 January				
Irrelevant information				
18 January				
	Mandatory vaccination directive	Develop a roadmap and stakeholder matrix outlining the requirements for implementation of a mandatory vaccination directive.	AC Steve Smith Alex Rees Maree Kimberley	OPEN



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Thursday 20 January 2022	
Time	3.30pm – 4.30pm	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Stephen Smith, Adam Stevenson, Brooke Gowland, Alex Rees, Tony Johnstone, Lauren Poynting, Tim Whittaker, Lyn Richards, Bianca Jennings	
Apologies	Troy Davies	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.35pm. welcomed members. <p>➤ The CMT will reconvene for a meeting on Tuesday 25 January 2022 (as recommended to align with National cabinet weekly meetings).</p> <p>It was resolved that the CMT would meet on Tuesday 25 January 2022.</p>	
1.2	<p>Mandatory vaccination directive</p> <p>The CMT discussed the mandatory vaccination directive, this included:</p> <ul style="list-style-type: none"> The updated options analysis paper regarding mandatory vaccination was uploaded to the CMT Teams site for review and feedback. <p><u>Consultation process</u></p> <ul style="list-style-type: none"> A task force has been stood up for a period of eight weeks to manage the process (lead by Lyn Richards), an EBN will be submitted to the Commissioner outlining the approach. <p>Sch.3 s.7</p> <ul style="list-style-type: none"> Crown Law has been re-engaged to assist. Consultation will commence with the industrial bodies from 21 January 2022 and with the workforce from the date the email is distributed. The role of the CMT will be to provide guidance and recommendations to the Commissioner. The United Firefighters Union have advised that if the Commissioner implements a directive to mandate vaccination for career personnel, 	<p>Action: Distribute communications regarding the Consultation on mandatory vaccination email to the workforce on Monday 24 January 2022.</p> <p>Responsible Officer: Tim Whittaker</p>

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
	<p>that the directive should also include Auxiliary firefighters due to the close working arrangements with career firefighters in many locations.</p> <p>Sch.3 s.7</p> <ul style="list-style-type: none">• The taskforce will be responsible for updates to the CMT.• All inappropriate responses from staff or volunteers from the consultation process will be managed by the Relations Standard Branch.• Currently finalising the communications plan for the taskforce. <p>It was resolved that the consultation would occur with the paid workforce which included full time, part time and casual employees, from Monday 24 January 2022.</p>	

Irrelevant information

Queensland Fire and Emergency Services
Crisis Management Team

MINUTES

Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 4.30pm. The next CMT meeting will be held on Tuesday 25 January 2022.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
20 January				
	Mandatory Vaccination Directive	Distribute communications regarding the Consultation on mandatory vaccination email to the workforce on Monday 24 January 2022.	Tim Whittaker	CLOSED

Irrelevant information

Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Tuesday 25 January 2022	
Time	8.00am – 8.30am	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Stephen Smith, Adam Stevenson, Brooke Gowland, Alex Rees, Tony Johnstone, Tim Whittaker, Lyn Richards, Troy Davies	
Apologies	Lauren Poynting	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 8.00am. welcomed members. <p>➤ The CMT will reconvene for a meeting on Tuesday 1 February 2022 once consultation has occurred with the industrial bodies regarding the mandatory vaccination.</p> <p>It was resolved that the CMT would meet on Tuesday 1 February 2022.</p>	
1.2	<p>Mandatory vaccination directive</p> <p>AC Steve Smith and Lyn Richards provided an update on mandatory vaccination directive, this included:</p> <ul style="list-style-type: none"> Consultation will commence with the industrial bodies on 28 January 2022 and 31 January 2022. Workshops will be held with the intent to allow them to raise and address any underlying issues. Sch.3 s.7 The responses recorded so far from the email request to QFES workforce on Monday 24 January 2022 for the potential mandatory vaccination directive consultation phase have identified the following: <ul style="list-style-type: none"> 142 being supportive 56 unsupportive (of these 23 have identified as being vaccinated however don't support the mandate) 310 emails to be processed Acknowledge the people that are unsupportive have been thankful for the opportunity for consultation. There have been no 'poor behaviour' emails received. All emails are acknowledged once read. 	<p>Action: Look at what COVID operations look like with the intent to consolidate a COVID team for one single point of truth.</p> <p>Responsible Officer: DC Wassing A/AC Johnstone and Alex Rees</p> <p>Action: Circulate the draft mandatory vaccination directive out of session to the CMT.</p> <p>Responsible Officer:</p>

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Crisis Management Team

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Item	Subject	Action
	<ul style="list-style-type: none"> A draft of the mandatory vaccination directive is ready to be distributed for consultation to the CMT. Currently still working through the resourcing for the COVID taskforce. It was proposed to consolidate the COVID operations and the Taskforce teams. <p>It was resolved that the draft mandatory vaccination directive would be circulated out of session to the CMT for endorsement.</p>	Lyn Richards

Irrelevant information

2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 8.30am.</p> <p>The next CMT meeting will be held on Tuesday 1 February 2022.</p>	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
25 January				
	Mandatory Vaccination Directive	1. Look at what COVID operations look like with the intent to consolidate a COVID team for one single point of truth.	DC Wassing A/AC Johnstone and Alex Rees	OPEN
		2. Circulate the draft mandatory vaccination directive out of session to the CMT.	Lyn Richards	CLOSED

Irrelevant information

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Crisis Management Team

MINUTES

MINUTES		
Date	Monday 31 January 2022	
Time	3.30pm – 4.30pm	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Adam Stevenson, Brooke Gowland, Alex Rees, Tony Johnstone, Tim Whittaker, Lyn Richards, Troy Davies, Michelle Boyd, Melissa Andrews	
Apologies	Lauren Poynting, Stephen Smith	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 3.30pm. welcomed members. 	
Irrelevant information		
	<p>➤ The CMT will reconvene for a meeting on the following dates:</p> <ul style="list-style-type: none"> Thursday 3 February 2022 (placeholder) Wednesday 9 February 2022 (once consultation feedback has been collated). <p>It was resolved that the CMT would meet on Thursday 3 February 2022 if required.</p>	
1.2	<p>Mandatory vaccination directive</p> <p>Lyn Richards provided an update on the mandatory vaccination directive, this included:</p> <ul style="list-style-type: none"> Consultation with the industrial bodies has occurred with positive discussions. 	<p>Action:</p> <p>Distribute the reminder email regarding the mandatory vaccination consultation with the inclusion of the draft directive out to all staff.</p>

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Item	Subject	Action
	<ul style="list-style-type: none"> The draft copy of the mandatory vaccination directive was distributed to the Workplace Health and Safety Chairs and representatives. This did not include the ELT members. The feedback documents have been updated and uploaded to the CMT TEAMS site for review. The United Firefighters Union (UFU) advised at this stage they have identified approximately 400 members (16 percent of membership) would remain non-compliant if the mandatory vaccination directive was implemented. The UFU have raised several questions as outlined in a document to be distributed to the CMT for review. Questions were taken on notice; requesting whether the risk assessment and human rights assessment will be shared with the UFU. 	<p>(ensure that it is clearly articulated it is a draft only, no decision has been made)</p> <p>Draft communications regarding the return to work for QFES staff commencing 7 February 2022.</p> <p>Responsible Officer: Tim Whittaker</p>
	<h1 style="text-align: center;">Sch.3 s.7</h1>	<p>Action: Review the mandatory vaccination risk assessment and provide feedback back to Lyn Richards by 12pm Tuesday 1 February 2022.</p> <p>Responsible Officer: All CMT members</p>
	<p><u>Next steps</u></p> <ul style="list-style-type: none"> Review the consultation feedback documents for oversight, noting it will be finalised on 8 February 2022. Consider the inclusion of the consultants and the contractors within the directive. Review the mandatory vaccination risk assessment and provide feedback to Lyn Richards by 12pm Tuesday 1 February 2022. 	
Irrelevant information		
2.0	General Business	

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Item	Subject	Action
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 4.30pm. The next CMT meeting will be held on Thursday 3 February 2022.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
25 January				
	Mandatory Vaccination Directive	1. Look at what COVID operations look like with the intent to consolidate a COVID team for one single point of truth.	DC Wassing A/AC Johnstone and Alex Rees	OPEN
31 January				
		1. Distribute the reminder email regarding the mandatory vaccination consultation with the inclusion of the draft directive out to all staff. (ensure that it is clearly articulated it is a draft only, no decision has been made)	Tim Whittaker	CLOSED
		2. Draft communications regarding the return to work for QFES staff commencing 7 February 2022.	Tim Whittaker	CLOSED
		3. Review the mandatory vaccination risk assessment and provide feedback back to Lyn Richards by 12pm Tuesday 1 February 2022.	All CMT members	CLOSED



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Crisis Management Team

MINUTES

MINUTES

Date	Thursday 3 February 2022	
Time	9.00am – 9.30am	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Adam Stevenson, Brooke Gowland, Alex Rees, Tim Whittaker, Lyn Richards, Troy Davies, Michelle Boyd, Melissa Andrews	
Apologies	Lauren Poynting, Stephen Smith, Tony Johnstone	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 9.00am. welcomed members. <p>The Commissioner raised concerns regarding the additional stress to the workforce that has been generated from the mandatory vaccination considerations consultation.</p> <p>➤ The CMT will reconvene for a meeting on Wednesday 9 February 2022 (once consultation feedback has been collated).</p> <p>It was resolved that the CMT would meet on Wednesday 9 February 2022.</p>	<p>Action: Liaise with FESSN regarding the increase in QFES staff accessing the service and if this impacts on them providing assistance. Also identify how this can be managed to ensure support is available at all times.</p> <p>Responsible Officer: A/DC Adam Stevenson</p>
1.2	<p>Mandatory vaccination directive</p> <p>Lyn Richards provided an update on the mandatory vaccination directive consultation feedback, this included:</p> <ul style="list-style-type: none"> The United Firefighters Union (UFU) consultation meeting occurred on 2 February 2022. No issues were raised. A UFU representative advised that one member has requested to meet with the Commissioner to provide a list outlining the 400 members that would resign if a decision was made to mandate the COVID-19 vaccine. 	<p>Action: Draft communications for the extension of the mandatory vaccination directive consultation.</p> <p>Responsible Officer: Tim Whittaker</p>

Sch.3 s.7

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Crisis Management Team**

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Item	Subject	Action
	<p>Sch.3 s.7</p> <p><u>Next steps</u></p> <ul style="list-style-type: none"> ○ Continue to consult with the UFU and other industrial bodies. ○ Update the draft mandatory vaccination with the inclusion of the temporary staff. ○ Draft communications for the extension period for the consultation with staff regarding the mandatory vaccination directive. 	

Irrelevant information

2.0	General Business	
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**Queensland Fire and Emergency Services
Crisis Management Team**

MINUTES

Item	Subject	Action
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 9.30am. The next CMT meeting will be held on Wednesday 9 February 2022.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
25 January				
	Mandatory Vaccination Directive	1. Look at what COVID operations look like with the intent to consolidate a COVID team for one single point of truth.	DC Wassing A/AC Johnstone and Alex Rees	OPEN
3 February				
	Meeting opening	Liaise with FESSN regarding the increase in QFES staff accessing the service and if this impacts on them providing assistance. Also identify how this can be managed to ensure support is available at all times.	A/DC Adam Stevenson	OPEN
	Mandatory Vaccination Directive	Draft communications for the extension of the mandatory vaccination directive consultation.	Tim Whittaker	OPEN



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Crisis Management Team

MINUTES

MINUTES		
Date	Wednesday 9 February 2022	
Time	8.30am – 9.15am	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Adam Stevenson, Brooke Gowland, Alex Rees, Tim Whittaker, Lyn Richards, Troy Davies, Joanne Greenfield, Michelle Boyd, Tony Johnstone	
Apologies	Lauren Poynting, Stephen Smith	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 8.30am. welcomed members. <p>➤ The CMT will reconvene for a meeting on Tuesday 15 February 2022.</p> <p>It was resolved that the CMT would meet on Tuesday 15 February 2022.</p>	
1.2	<p>Mandatory vaccination directive</p> <p>Lyn Richards provided an update on the mandatory vaccination directive consultation feedback, this included:</p> <ul style="list-style-type: none"> The draft exposure report has been provided to the CMT members and uploaded to the team's site. Finalising the consultation data, reviewing any duplicated entries or responses. A letter has been received from Allan Bullock solicitors challenging the mandate and legislative powers. In the event of a legal challenge, an injunction could be imposed on the directive. Continuing with the engagement with Industrial Bodies. Received responses from an external email address, these have been provided to cyber security initially as a part of security protocols. Need to determine whether the feedback received after the closing period are accepted or rejected. 	<p>Action:</p> <ol style="list-style-type: none"> At the Leadership Board meeting seek clarity on the other departments not implementing the vaccination mandate. Liaise with the Deputy Chief Health Officer on QHealth's position in relation to the Omicron variant. <p>Responsible Officer: Commissioner</p> <p>Action:</p>

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Item	Subject	Action
	<ul style="list-style-type: none"> Concerns were raised regarding the heightened unrest in the workplace, and the high level of mistrust across the organisation. Need to consider communicating with the workforce timeline for the decision outcome. <p><u>Omicron variant</u></p> <ul style="list-style-type: none"> The current risk regarding the Omicron variant is around the vulnerable. There is no conclusive information or direction on a future variant. <p>➤ The Commissioner acknowledged the great work that Lyn Richards has done.</p> <p>➤ The Commissioner reiterated to the CMT members to be prepared to make recommendations for the proposed vaccine mandate at the meeting being held on 15 February 2022.</p> <p><u>Next steps</u></p> <ul style="list-style-type: none"> Continue to consult with the UFU and other industrial bodies. Include in communications for the workforce an updated regarding the consideration of the feedback and timeline of decision. 	<p>Review the draft exposure report and provide feedback to Lyn Richards by COB 9 February 2022.</p> <p>Responsible Officer: CMT Members</p>

Irrelevant information

2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	<p>The meeting concluded at 9.15am.</p> <p>The next CMT meeting will be held on Tuesday 15 February 2022.</p>	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December 2021				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	OPEN
25 January				
	Mandatory Vaccination Directive	1. Look at what COVID operations look like with the intent to consolidate a COVID team for one single point of truth.	DC Wassing A/AC Johnstone and Alex Rees	OPEN
3 February				
	Meeting opening	Liaise with FESSN regarding the increase in QFES staff accessing the service and if this impacts on them providing assistance. Also identify how this can be managed to ensure support is available at all times.	A/DC Adam Stevenson	OPEN
	Mandatory Vaccination Directive	Draft communications for the extension of the mandatory vaccination directive consultation.	Tim Whittaker	CLOSED This was not required.
9 February				
	Mandatory Vaccination Directive	1. At the Leadership Board meeting seek clarity on the other departments not implementing the vaccination mandate. 2. Liaise with the Deputy Chief Health Officer on QHealth's position in relation to the Omicron variant. 3. Review the draft exposure report and provide feedback to Lyn Richards by COB 9 February 2022.	Commissioner Commissioner CMT Members	CLOSED Leadership Board meeting was held on 10 March 2022. Four other departments have not mandated. CLOSED Meeting was held on 14 February 2022. CLOSED



COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST**

Date	Subject	Action	Responsible	Status
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Irrelevant information

QFES RTI Final Release



Queensland Fire and Emergency Services

Crisis Management Team

MINUTES

MINUTES		
Date	Tuesday 15 February 2022	
Time	9.00am – 10.00am	
Location	TEAMS	
Chair	Greg Leach, Commissioner, QFES	
Attendees	Greg Leach, Michael Wassing, Mark Roche, Adam Stevenson, Brooke Gowland, Alex Rees, Tim Whittaker, Lyn Richards, Troy Davies, Cheryl-Lee Fitzgerald, Stephen Smith	
Apologies	Lauren Poynting	
Secretariat	Trish Smith, Senior Governance Officer, Corporate Governance	
Item	Subject	Action
1.	Meeting opening	
1.1	<p>The Commissioner:</p> <ul style="list-style-type: none"> opened the meeting at 9.00am. welcomed members. <p><u>Queensland Health advice</u></p> <ul style="list-style-type: none"> On Monday 14 February 2022, a meeting was held with QFES and the Deputy Chief Health Officer Dr Lynne McKinley. The intent of the meeting was to discuss QFES's current position regarding the consultation phase for the vaccine mandate directive and to seek advice on the current and future state of the COVID-19 pandemic. The following advice was provided from QHealth: <ul style="list-style-type: none"> The COVID-19 variant 'Omicron' has passed its peak and continues to trend downward. The number of patients in the Intensive Care Unit are trending down and predicting that there will be only 200 hospitalisations by the end of the month. From a public health perspective, QHealth will be progressively reducing the public health directives and restrictions. There is no indication of a new variant and are confident we are through the worst of the Omicron outbreak. The following questions were asked by QHealth to QFES representatives: <ul style="list-style-type: none"> Why would you be seeking a directive, do you have a risk management strategy in place? <ul style="list-style-type: none"> Yes QFES does have a risk management strategy in place. 	

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MINUTES

Item	Subject	Action
	<ul style="list-style-type: none"> Has there been an impact to the workforce with excessive leave of absence due to illness from COVID-19? <ul style="list-style-type: none"> <i>No QFES has had no impacts on service delivery capabilities due to the comprehensive risk management plan in place.</i> Then the question to be asked is why you would implement a vaccine mandate directive now. 	
1.2	<p>Mandatory vaccination directive</p> <p>Lyn Richards provided an update on the mandatory vaccination directive consultation feedback, this included:</p> <ul style="list-style-type: none"> The final copy of the exposure report has been provided to the CMT members and uploaded to the team's site. This includes 17 attachments. Received 31 email correspondence from family members of QFES personnel advising their concerns regarding the vaccine mandate consideration. As this correspondence was received post the feedback closing date, it is not to be included in the consultation data. Finalising responses to various emails received regarding challenges to the risk assessment, adverse reaction to the vaccine and workplace health and safety concerns. <p>➤ The Commissioner acknowledged the great work that Lyn Richards has done.</p> <p><u>Next steps</u></p> <ul style="list-style-type: none"> Prepare a closure report for the finalisation of the taskforce. 	
1.3	<p>Decision – considerations</p> <p>The CMT held a discussion regarding the proposed vaccine mandate directive, the following was considered:</p> <ul style="list-style-type: none"> The collated feedback data regarding the workforce consultation process on the vaccine mandate directive. The QFES Workplace Health and Safety risk assessment. Crown Law advice received regarding the Sch.3 s.7. Queensland Health advice regarding the current and future position of the COVID-19 pandemic, the Chief Health Officer (CHO) directives and the exemptions provided for emergency responders. QFES's current risk management strategies, this includes: <ul style="list-style-type: none"> Pandemic Preparedness Levels staging requirements. 	



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Item	Subject	Action
	<ul style="list-style-type: none"> ○ COVID-19 Business Continuity Plans. ○ Standing orders (COVID-19 and RAT). ○ Service delivery impacts. ○ Safety of the QFES workforce and the community. ○ Industrial bodies consultation feedback. <p>The CMT:</p> <ul style="list-style-type: none"> • Recommended the Commissioner as the Chief Executive Officer [as <i>the accountable officer</i>], not approve the Mandatory COVID-19 Vaccination Directive for QFES paid staff. • Noted QFES would continue with the risk management strategies in place, reviewing them on a regular basis. • Noted the changes in the risk profiling and trajectory points that required the consideration of a vaccine mandate initially. • Noted the CHO directives provide the exemptions for QFES's service delivery. <p>➤ The Commissioner QFES, resolved to Not Approve the Mandatory COVID-19 Vaccination Directive for QFES paid staff.</p> <p>It was resolved that the CMT would meet on Friday 18 February 2022 to stand down the CMT and review the lessons learnt.</p>	

Irrelevant information

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Item	Subject	Action
Irrelevant information		
2.0	General Business	
2.1	Nil	
3.0	Meeting finalisation	
3.1	The meeting concluded at 10.00am. The next CMT meeting will be held on Friday 18 February 2022.	

COVID-19**CRISIS MANAGEMENT MEETING ACTION LIST****Actions**

Date	Subject	Action	Responsible	Status
3 December 2021				
	Mandatory Vaccination Directive	1. Raise at the next Leadership Board meeting a discussion regarding the placement of employees across government departments that have exemptions from the mandate.	Commissioner	CLOSED Decision regarding the mandatory vaccination directive has been finalised.
25 January				
	Mandatory Vaccination Directive	1. Look at what COVID operations look like with the intent to consolidate a COVID team for one single point of truth.	DC Wassing A/AC Johnstone and Alex Rees	CLOSED Decision regarding the mandatory vaccination directive has been finalised.
3 February				
	Meeting opening	Liaise with FESSN regarding the increase in QFES staff accessing the service and if this impacts on them providing assistance. Also identify how this can be managed to ensure support is available at all times.	A/DC Adam Stevenson	CLOSED Decision regarding the mandatory vaccination directive has been finalised.
15 February				

Irrelevant information

