

ATTENDEES:

Michael Harris	Chair
Chris Arnol	Chief Officer, TFS
Jeremy Smith	A/Deputy Chief Officer, TFS
Rod Sweetnam,	Chair SFC
Andrew Lea	Director, SES
Todd Crawford	Director, Business Services, DPFEM, Proxy for Donna Adams
Lisa Caswell	Senior Policy Analyst, OSEM, Proxy for Simon Roberts
Fiona Calvert	Director, Intergovernmental and Financial Relations, DOTAF
Mark Bryce	Manager Operations PWS, Proxy for Jason Jacobi
Gary Swain	A/Deputy Secretary, Industry and Business Development, State Growth

APOLOGIES:

Donna Adams	Deputy Secretary, Business & Executive Services
Jason Jacobi	Deputy Secretary, Parks and Wildlife Service
Simon Roberts	Director, Office of Security and Emergency Management

IN ATTENDANCE:

Felicity Novy	Project Manager
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ITEM 1 WELCOME / APOLOGIES

The Chair welcomed Steering Committee members and declared the meeting open at 1400 hours.

ITEM 2 TERMS OF REFERENCE FOR THE REVIEW

The Terms of Reference for the Review as approved by Cabinet were noted.

ITEM 3 DRAFT STEERING COMMITTEE TERMS OF REFERENCE

It was agreed that it was not realistic for members to meet the needs of all stakeholders and that this will be amended. The Steering Committee Terms of Reference were approved subject to minor amendment. The Terms of Reference will be placed on the Review's web site.

Action: Project Manager to amend Terms of Reference and place on web site.

ITEM 4 DRAFT PROJECT PLAN

The Project Plan was approved subject to some amendment to the Risk Register and some additions to the Stakeholder list.

Action: Project Manager to amend the Risk Register and the Stakeholder list. The Chair will write to the additional stakeholders informing them that the Review has commenced.

ITEM 5 CONSULTATION UNDERTAKEN TO DATE

The consultation undertaken to date, and that planned for the remainder of 2017 was noted.

ITEM 6 DRAFT STRUCTURE OF THE ISSUES PAPER

The draft structure of the Issues Paper was noted.

ITEM 7 STEERING COMMITTEE MEMBERS' CONTACT DETAILS

The contact details of members of the Steering Committee were noted.

ITEM 8 PROPOSED STEERING COMMITTEE MEETING DATES FOR 2018

The proposed dates for meetings of the Steering Committee in 2018 were noted.

ITEM 9 NEXT MEETING OF THE STEERING COMMITTEE

The next meeting of the Steering Committee will be 27 February 2018 at 10.00 am in the TFS Boardroom.


ITEM 10: OTHER BUSINESS

There was no other business.

ITEM 10 MEETING CLOSURE

Meeting closed at 1530.

Signed:


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Michael Harris, Chair

Dated:


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ATTENDEES:

Michael Harris	Chair
Chris Arnol	Chief Officer, TFS
Shane Batt	A/Deputy Chief Officer, TFS
Rod Sweetnam,	Chair SFC
Andrew Lea	Director, SES
Todd Crawford	A/Director, Business and Executive Services, DPFEM
Simon Roberts	Director, OSEM, DPAC
Fiona Calvert	Director, Intergovernmental and Financial Relations, DOTAF
Gary Swain	Deputy Secretary, Transport Services, State Growth

APOLOGIES:

Donna Adams	Deputy Secretary, Business & Executive Services, DPFEM
Jason Jacobi	Deputy Secretary, Parks and Wildlife Service

IN ATTENDANCE:

Emma Gardner	A/Project Officer
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ITEM 1 WELCOME / APOLOGIES

The Chair welcomed Steering Committee members and declared the meeting open at 1400 hours.

ITEM 2 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were accepted.

ITEM 3 REVISED PROJECT SCHEDULE

The revision of the project schedule was necessary due to the state election and caretaker period conventions. The revised project schedule was accepted.

ITEM 4 MINISTERIAL FEEDBACK ON THE ISSUES PAPER

The Chair provided a report detailing the Minister's feedback on the Issues Paper.

ITEM 5 TRENDS IN SUBMISSIONS TO THE REVIEW

It was agreed that the submissions will be analysed and a summary of the submissions will be provided highlighting trends as well as the original submissions.

ITEM 6 CIRCULATION OF SUBMISSIONS TO STEERING COMMITTEE

A discussion about the best way to circulate submissions was had.

Action: A/Project Officer to further investigate a "drop box" type arrangement

ITEM 7 TREATMENT OF THE EMERGENCY MANAGEMENT ACT

A discussion of how the Emergency Management Act interacts with, and will be affected by, the review of the *Fire Service Act 1979* was had. The Steering Committee agreed to keep this item under review.

ITEM 8 OTHER BUSINESS

There was no other business

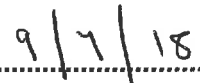
ITEM 9: NEXT MEETING OF THE STEERING COMMITTEE

The next meeting of the Steering Committee will be 18 September 2018 at 10:00am in the TFS Boardroom.

ITEM 10 MEETING CLOSURE

Meeting closed at 1450.

Signed: 
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Michael Harris, Chair

Dated: 
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ATTENDEES:

Michael Blake	Chair
Chris Arnol	Chief Officer, TFS
Bruce Byatt	Deputy Chief Officer, TFS
Donna Adams	Deputy Secretary, Business & Executive Services, DPFEM
Rod Sweetnam	Chair SFC
Andrew Lea	Director, SES
Simon Roberts	Director, OSEM, DPAC
Fiona Calvert	Director, Intergovernmental and Financial Relations, DOTAF
Gary Swain	Deputy Secretary, Transport Services, State Growth

APOLOGIES:

Jason Jacobi Deputy Secretary, Parks and Wildlife Service

IN ATTENDANCE:

Felicity Novy Project Manager

ITEM 1 WELCOME / APOLOGIES

The Chair welcomed Steering Committee members and declared the meeting open at 1430 hours. The Chair provided a brief introduction of himself and a brief background. Two additional items were added to the Agenda by the Chair:

- Other Business
- Next Steps in the Review Process.

ITEM 2 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 3 July 2018 were accepted.

ITEM 3 DECLARATION ON INTERESTS

The Steering Committee noted the circulated declaration of the Chair's interests and also noted that there was no conflict of interest.

ITEM 4 ACTIONS ARISING

The submissions received in response to the Issues Paper have been analysed and summarised. This work will be circulated to the Steering Committee.

ACTION: Project Manager to circulate the summary document.

It was agreed that the "drop box" option would not be pursued further.

As regards Item 7, it was agreed that a log of potential consequential amendments required to the *Emergency Management Act 2006* and other associated legislation would be maintained and kept under review.

ACTION: Project Manager to maintain a register of potential consequential amendments to legislation arising as a result of the Review of the Fire Service Act.

ITEM 5 REPORTS TO THE MINISTER

The Chair indicated that he would be representing the Steering Committee in any future meetings with the Minister and that Briefing Notes to the Minister would go through the normal Departmental processes.

ITEM 6 STEERING COMMITTEE VIEWS ON SUBMISSIONS TO THE ISSUES PAPER

It was noted that the Steering Committee had approved the Issues Paper prior to its release.

ITEM 7 DRAFT DISCUSSION PAPER

There was broad discussion on the Draft Discussion Paper and it was agreed that it would not be progressed in its current format and that it required further analysis. It was agreed that the Chair would meet with individual Steering Committee members with a view to developing, in line with the 'purpose' statement in the Review's terms of reference, a Steering Committee agreed vision for contemporary emergency management legislation. An objective behind this approach is to ensure discussions about identified issues and proposed resolutions have an agreed context.

ACTION: Chair to meet with individual Steering Committee members with a view to developing a Steering Committee agreed vision for contemporary emergency management legislation.

It was also agreed that Steering Committee members would provide comments on the Draft Discussion Paper and the appropriate process for its potential release to the Project Manager who will circulate the comments to other Steering Committee Members. Consideration should also be given to identifying those recommendations where agreement may be easily reached. It was noted that the Director, SES had already provided comments and these will be circulated to members. Comments should be provided to the Project Manager by close of business Friday 15 March 2019.

Common observation from SC members about the Draft Discussion Paper was that in their view it failed, in some areas, to make a sound case for the selected and recommended options. The Chair and Project Manager to review this as comments are provided.

ACTION: Steering Committee members to provide comment on the Discussion Paper and the appropriate process going forward to Project Manager by Friday 15 March 2019.

ACTION: Project Manager to circulate these comments to all members of the Steering Committee.

The Chair indicated that he had received a response from the former Chair, Michael Harris, to a number of questions he had raised in regard to the Discussion Paper. .

ITEM 8: FORM OF THE DISCUSSION PAPER FOR SUBMISSION TO CABINET

It was agreed that the Discussion Paper would not be submitted to Cabinet until it had been endorsed by the Steering Committee and the process outlined in the SC's Review Terms of Reference followed.

ITEM 9: FORM THE DISCUSSION PAPER SHOULD TAKE FOR PUBLIC CONSULTATION

It was generally agreed that the Discussion Paper should not contain draft recommendations but should identify the options and include preliminary views where relevant.

ITEM 10: OTHER BUSINESS

The Chair tabled his initial summary of matters that in his view may not have been addressed in the Issues/Discussion Paper. He invited Steering Committee members to provide him with any comments or feedback. Some items were discussed with the remainder to form part of individual discussions between the Chair and SC members.

ACTION: Steering Committee to provide the Chair with comments on his initial summary of omissions from the Issues/Discussion Paper.

The Steering Committee noted that the Department of Treasury and Finance was undertaking work on a number of potential funding models.

Regarding funding and costs incurred by the TFS, there was discussion as to the correct, or differing, interpretations of Section 79 of the Act, which refers to the level local government contribution to the State Fire Commission being used solely for defraying the operating costs of brigades. The Chair will seek legal advice as to whether administration costs can be included in operating costs as defined in the Act. The draft letter seeking this advice will be circulated to Steering Committee members for comment.

ACTION: Chair to draft a letter seeking legal advice on the appropriate clauses and circulate this to Steering Committee members for comment.

There was general discussion concerning the most appropriate methodology for determining the efficiency and effectiveness of TFS/SFC and the SES and what it costs to run these services. The Chief Officer TFS indicated that any Terms of Reference for a Review must take into account concerns about how community outcomes and community service obligations are measured and reflected. An objective is to establish a realistic base line operating cost for running TFS and SES. Regard will be had to, but will not be a focus, capital costs (equipment, vehicles and infrastructure) along with the need for these services to be provided on a state-wide basis. This exercise is not intended to suggest the identified total costs will be funded.

It was agreed that Wise, Lord and Ferguson (WLF) would be approached to undertake this work.

ACTION: The Chair to draft Terms of Reference for the scope of this work to measure the efficiency and effectiveness of SFC/TFS and SES and base line costs to do so and circulate to the Steering Committee for comment.

A need for analysis of a preferred Governance model that would reflect best practice into the future was identified. Discussion was held as to who might best carry out such analysis with no decision made. Chair to develop Terms of Reference for the scope of the work to be undertaken, who might best be engaged to carry out this work and circulate this to the Steering Committee prior to progressing this.

Gary Swain left the meeting.

ACTION: Steering Committee members were requested to give some thought as to who would be most appropriate to undertake this work and to provide any suggestions to the Chair.

ACTION: Chair to develop Terms of Reference for this analysis.

The Chair noted his view that it would be useful for the SC to develop broad underlying principles upon which any draft legislation for a fire and emergency service should be based. He noted this work has been commenced, as evidenced by documents filed by the Project Manager, and that this should be progressed with input from all SC members.

Simon Roberts left the meeting.

ACTION: Chair to further proposed high level principles for discussion with the SC at its next meeting.

The Chair indicated that he will be seeking an extension for the completion date of the Review until 30 June 2020. The Project Plan will need to be adjusted accordingly and also include a proposed budget going forward, for which the Chair will be accountable to the Steering Committee. Once completed and agreed, the Chair will meet and discuss with the Minister.


ACTION: Chair and Project Manager to review and amend the Project Plan for approval of the Steering Committee.

NEXT MEETING OF THE STEERING COMMITTEE

The next meeting of the Steering Committee will be Thursday 4 April 2019 at 1400 hours in the TFS Operations Centre.

ITEM 10 MEETING CLOSURE

Meeting closed at 1600 hours.

Signed: 
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Mike Blake, Chair

Dated: 4/7/19
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