



State Fire Commission

A meeting of the State Fire Commission was held
12:00 pm, Wednesday 25 January 2023 at
TFS HQ, 77 Argyle St

MINUTES

Attendees:

- | | |
|-----------------|--|
| • Allan Garcia | Chair |
| • Dermot Barry | Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) (<i>via Webex</i>) |

In Attendance:

- | | |
|--------------------------|--|
| • Felix Ellis, MP | Minister for Police, Fire and Emergency Services |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Bruce Byatt | Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems |
| • Erin Baker | Director, People and Culture |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

It was noted that while not a member of the Commission, Kathy Baker had apologised for being unable to attend.

Meeting Opened

The Chair declared the meeting opened at 12:00 hrs 25 January 2023. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed Commission members and noted that B Menzie's re-appointment was not yet finalised and so he was in attendance as an observer.

1.2. Conflicts of Interest

No conflicts were noted.

2. Minutes

2.1. Minutes of 16 December 2022

D Faletic moved, B Corbett seconded that the Minutes be accepted.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was updated and is provided. The following matters were noted.

Action 1 - SFC Policy Review - Review Responsible Service of Alcohol Policy

SEO advised that consultation with the Associations was progressing. The Chair requested that a draft of the policy be brought to the February meeting of the Commission for endorsement. **(Update Action).**

Action 3 - SFC Policy Review - Review Policy 1-12, Classification and Payments to Non-Career Brigades

B Corbett advised that the Association was looking to present to the Commission on this matter at the April meeting.

Action 5 - An update on the specifics (not identifiable information) of the grievances statistics to be provided at the next meeting. ("Four of the five grievances relate to diversity and inclusion matters with two resulting from the Department's Diversity and Inclusion Coordinator/ Contact Network.")

E Baker provided an update on K Baker's behalf, noting that, of the five grievances, across all regions and from both volunteer and career firefighters, two are from the South, two from the North and one from the CFS Division. Three will move forward to a review process, two are being supported by P+C to resolve. The themes are interpersonal conflict – bullying, unprofessional or aggressive conduct. The next quarterly update will be provided at the February meeting.

Action 7 – An update to be brought to the next meeting on progress of lease of land in Marawah for the new station.

S Wilson – Haffenden provided an update, noting that a cost of \$47,000 had been agreed to by the Commission as the maximum amount to purchase the land. **Action:** S Wilson-Haffenden to bring further update to next meeting including size of land to be purchased.

Minister's presentation

The Minister joined the meeting via Webex at 12:15 p.m., to discuss with members the recent announcement of the establishment of the Tasmania Fire and Emergency Service.

As a result of the comprehensive reviews and public consultation into the *Fire Service Act 1979* over the past six years, it was identified that a contemporary and fit for purpose approach is needed. The planned governance reforms will see the Tasmania Fire Service (TFS) and State

Emergency Service (SES) formally united to become the Tasmania Fire and Emergency Services (TFES).

These changes will see the Chief Officer role elevated to Commissioner, Tasmania Fire and Emergency Services, reporting directly to the Minister of Police, Fire and Emergency Services.

The State Fire Commission will be retained and reformed as the State Fire and Emergency Services Committee. The Committee will include representation from current bodies, SES and other emergency services and will report to the Commissioner for Fire and Emergency Services.

The Minister opened the floor for questions from members. Clarification was sought on the powers of the reformed Commission, with the Minister noting that the new Committee will remain a statutory body which the Commissioner cannot disregard. It will remain a representative body. The roles and functions of the Committee will be developed as part of the legislative package and be the subject of discussion and consultation between the Chief Officer and representative bodies.

Members discussed the role of the Committee with respect to provision of advice, with the Chair noting that it will take the form of "We think you should" rather than "You shall." Members therefore need to ensure that what is put in place with service the needs of the organisations they represent. The Minister agreed and noted there are still matters to be considered for the updated legislation.

The timeframe for implementation was discussed, with the Minister noting that there has been an informal bringing together of the TFS and the SES already, so this work is underway. The Minister further noted the work underway with Business Executive Services, to formalise the provision of support in a uniform manner.

These changes requires new legislation, which the Minister advised was a government priority and which has strong support from the central agencies. Parliament returns in the last week of February and it is the Minister's intention to make progress as soon as possible.

A "simple, fair and sustainable" funding model is required, which will be looked at in the context of this year's budget.

It was noted that as Commissioner, the Chief Officer will be Chair of the Committee, meaning that A Garcia will depart the role when the changes are finalised. The Minister thanked the Chair for his contribution to the State Fire Commission and fire and emergency services more broadly.

The Minister left the meeting at 12:42 p.m.

4. Presentation

4.1. Fleet Reporting

S Wilson- Haffenden provided an update in the absence of new Fleet Manager Bel Stevanovich, noting there was still a lot of work to do with respect to the appliance fleet upgrade. The focus for the past few weeks has been "catch up" – e.g., replacement of 22 light tankers.

It is proposed that B Stevanovich attend the next Commission meeting to present. One of the immediate improvements made under her supervision is the management of vehicle servicing – servicing records had previously been kept on whiteboards and are now recorded in a spreadsheet which has improved visibility.

Action: S Wilson – Haffenden to circulate servicing records out of session

S35(1)

5. Standing Items

5.1. PCBU Update

The Report was taken as read. E Baker noted that the February report will include the Deputy Secretary's quarterly report.

The uplift in lodgement of PINs was noted as a risk, with three new notices in December (one closed); this risk has been kept in the report because of the new PINs and also because of some media on WHS matters and PINs, since the last meeting. An increase in PINs means an increase in the risk of non-compliance with legislative requirements, as well as WHS risks. E Baker further noted some issues with information getting to HSRs and the workforce in a manner that they see as timely and informative. E Baker highlighted the significant matters listed on pages 3 and 4 of the report.

Members noted the Report.

6. Items to Note

6.1. Financial Report

The Finance Report was taken as read.

S Wilson-Haffenden noted the common theme that the insurance levy continues to track significantly above expectations.

An error was highlighted between the total revenue reported under Background (\$63.8M) and under Revenue (Operating Statement) as \$63.9M. The former is the correct figure.

L Hills departed the meeting at 1:40 pm.

Members discussed the line item for the Southport Station Relocation (see Major Capital and Equipment Projects spreadsheet). S Wilson Haffenden noted that the costings of the capital projects are old – some up to ten years old. The Capital Committee will review all these projects.

Members noted the report.

6.2. Annual Work Plan

The Chair noted the Corporate Plan items which were due to be discussed at today's meeting, these will be carried over, due to the recent restructuring announcement. The Department is

working on the assumption that there will be a Corporate Plan, as current legislation requires the Minister to table one, with a draft due to him by 1 April 2023. Members discussed keeping the structure of the Plan the same but updating content, including wording around the restructuring announcement.

Members discussed S Wilson Haffenden or M Harris attending the February meeting and working through the Plan's figures with members. S Wilson Haffenden noted the value in having a specific session to attend to this work; however, after discussion it was agreed that the discussion should form part of the agenda for the February meeting.

The Plan was noted.

6.3. Calendar of Events – 2023 draft

The West Coast was proposed as a Tour location for April or May.

Action: Advice to be brought to the February meeting regarding strategic locations for upcoming Tours in 2023.

The Calendar was noted.

6.4. Performance and Progress Report

The Report was taken as read. Members discussed fire reporting, which is currently received from Victoria at a cost of \$10,000 a month plus other fees, adding up to around \$160-\$180,000 a year. The TFS is investigating managing this internally.

Action: B Byatt to bring a paper on this matter to the next meeting.

Members noted the Report.

6.5. TasFire Equipment Report

Members noted the Report.

6.6. TVFBA Commission Membership update

The update was taken as read. Members discussed the appointment of the LGAT representatives and were advised that it is likely new members will be appointed by the March meeting.

7. Correspondence

7.1. Cost variations on the Sorell Emergency Services Hub - response from the Chief Officer to Deputy Secretary

The correspondence was noted.

7.2. CPSU to Chair – Evacuation Plans

The Chair explained the circumstances of the recent media in which the CPSU stated they had not received a response to their correspondence regarding evacuation plans for TFS HQ. The Chair's computer had required repairs during the period the letter was sent and so he had not seen it.

Subsequently the Minister wrote to the Chair regarding the legislative obligations of the State Fire Commission. The Chief Officer and M Clarke have done some work and the Chair responded to the Minister advising that there were no evacuation plans in place for the building, but that there would be within the month.

The Chair noted that he had also expressed his personal disappointment, and that of the Commission, to the Minister, stating that there is an expectation that governance arrangements will be put in place that ensures a reporting regime to management, with escalation to the Commission as required.

Action: The Chair will circulate his response to the Minister, to members.

It was noted that GHD compile an annual compliance report, this needs to be escalated to management.

The Chair emphasised that the Minister's letter obliges the TFS and the Commission to be more aware of their obligations, and to have structures in place to allow for escalation when and where required.

8. Out of Session Decisions

There were no out of session decisions made.

9. Items of a Strategic Nature for Further Discussion

No items of a strategic nature were discussed.

10. Items of a Critical or Urgent Nature

No items of a critical or urgent nature were discussed.

Action: Agenda Items 9 and 10 to be combined into one item.

11. Other Business

The quarterly report from the State Fire Management Council was noted.

12. Key Messages


The Commission agreed that the key messages were that:

- The Commission received a presentation from the Minister on the review of the Fire Service Act and the reform of the State Fire Commission
- The Commission received an update on fleet management.

13. Meeting Closure

The meeting closed at 2:16 p.m.

CONFIRMED:

Chairperson	
Date	24 February 2023



State Fire Commission

A meeting of the State Fire Commission was held

9:00 am, Friday 24 February 2023 at

TFS HQ, 77 Argyle St

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Dermot Barry | Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |

In Attendance:

- | | |
|--------------------------|--|
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems |
| • Kathy Baker | Executive Director, People and Business Services |
| • Marijke Harris | Manager, Finance and Payroll Services |
| • Erin Baker | Director, People and Culture |
| • Emma Fitzpatrick | A/Executive Director, Strategy and Capability |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

- | | |
|---------------|---------------------------|
| • Bruce Byatt | Deputy Chief Officer, TFS |
|---------------|---------------------------|

Meeting Opened

The Chair declared the meeting opened at 8:58 am. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed Commission members and noted that B Menzie's re-appointment was finalised. The Chair also welcomed Marijke Harris to the meeting.

1.2. Conflicts of Interest

No conflicts were noted.

2. Minutes

2.1. Minutes of 24 January 2023

B Corbett moved, L Hills seconded that the Minutes be accepted.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was updated. Additional information on specific actions was provided through papers at the meeting.

3.1 – Action 1 paper - Responsible Use of Alcohol Policy

Members agreed that there was no requirement to circulate the policy further prior to endorsement.

The Briefing Paper is to be updated to clarify that the Commission is the PCBU for the TFS

Amendments were proposed and agreed to, to clarify sections of the policy and these will be incorporated into the endorsed policy.

B Menzie moved, and B Corbett seconded that with the proposed amendments to both the policy and the briefing paper, the Responsible Use of alcohol and drugs policy is endorsed.

The Motion carried.

3.1 – Action 2 paper – Appointment of Doctrine Manager

The appointment of Dr L Mendel to the position was noted by the Commission.

3.1 – Action 7 documents – Memorandum of Audit Findings

The Auditor's Memorandum of Audit Findings and Cover letter were noted by the Commission. As per Action List the Auditor is to be invited to the March meeting.

4. Presentation

4.1. Corporate Planning

S Wilson – Haffenden provided a presentation on the progress of the Corporate Plan. A copy of his presentation is provided with these Minutes.

Topics covered included:

- Key Dates
- Key Assumptions
- Plan Development – Opening Balance
- Plan Development – Revenue
- Insurance Levy modelling.

DPFEM met with Treasury on 23 February and worked through the modelling; Treasury will provide final modelling to S Wilson-Haffenden soon.

- Plan Development Expenditure – Baseline
- Plan Development Expenditure – Capital
- Outcomes

The spreadsheet of work behind the figures was shown and discussed to provide Commission members with confidence in the projections.

As the draft must be with the Minister soon, a follow up meeting will be scheduled within two weeks. **Action:** S Wilson – Haffenden to provide a date for the follow up meeting, to the SEO.

5. For Decision

5.1. Minor Amendments – TFS Fire Alarms Network Parts Pricelist

Noting the paper had some deficiencies, including the incorrect assumption that there was no head of power (as it is the Commission's obligation to approve prices), the Commission amended the draft resolution, to:

The Commission endorse the proposed ASE Price List, noting any minor price variations need to come back to the Commission for approval. The Commission also determined not to delegate pricing adjustments to the Director T&I as proposed in the paper.

B Corbett moved, D Faletic seconded. The Motion carried.

Action: To go back to Technology and Innovation to discuss the paper and its presentation, noting the report was prepared and proposed by the same person. A justification for the increase needs to be provided to the Commission. A supplementary paper is required for the next meeting – what was the pricing, what is it now? And what is the urgency of the timing? (noting the imminent switching off of the 3G network.)

6. Standing Items

6.1. PCBU Update

The Report was taken as read. E Baker noted that recommendation five under Corporate Governance and Compliance advised that the development of the training package was completed; not that the training itself was completed.

E Baker noted that there was a workshop held on 23 February to progress the Terms of Reference for WHS governance.

The Commission discussed PINs in TFS against in the rest of DPFEM and other agencies, noting a key theme of TFS PINs has been a perceived lack of information or lack of information about actions taken, although improvements have been noted in the last month.

Members discussed ways to possibly mitigate the chance of electric shock, as per the notifiable incident for ^{S36(1)} [REDACTED]. The question was raised whether the current building audit could have such checks incorporated. K Baker noted the audit had a different focus but that this question could be raised with the team undertaking the audit.

Members noted the Report.

7. Items to Note

7.1. Financial Report

The Finance Report was taken as read.

M Harris asked members whether they wished to see the whole budget, and not just actuals, in the next financial report. It was determined to include this detail in the next report, for information and feedback.

S35(1)

Members noted the report.

7.2. Annual Work Plan

In relation to February work on the strategic direction, the CO noted the roadshows conducted for staff around the state, to discuss the new strategic direction following the Minister's announcement of the establishment of the Tasmania Fire and Emergency Service (TFES).

A new strategic plan is being developed, for the next five years, which will include a session with the Commission to workshop the draft.

It was noted in relation to the item to review the SAMP (building SAMP) that this has been done through the development of the Corporate Plan, as has the item to review financial and non-financial risks.

With respect to the risk session, the Chair noted there is a risk register maintained at Executive Level, which is to be brought to the next meeting for review, to ascertain if there is any crossover. This can then be acknowledged so the Commission formally recognises a risk analysis of the business has been undertaken.

Action: Chief Officer to talk to A Klasan as owner of this work about providing it to the Commission.

The Plan was noted.

7.3. Calendar of Events – 2023 draft

Commission members considered the suggestion brought to the meeting, to hold a meeting in Launceston and then tour some sites on the east coast and determined that this area had been visited recently and that the focus should be the west coast. It was noted that that there had been two years of fires in Roseberry and Tullah, as well as fuel reduction burning in Strahan. The Commission could meet at the Queenstown hub which would mean support could also be shown for the SES.

This plan was agreed, to be undertaken in April if possible.

The Calendar was noted.

7.4. Performance and Progress Report

The Report was taken as read.

Members noted the Report.

7.5. TasFire Equipment Report

It was agreed that a monthly TFE report was not required, and that a quarterly report with a focus on operations and a survey of finances, was all that was required.

Members noted the Report.

7.6. Purchase of land at Marrawah

The update was provided as part of Action 6 on the Action list at Agenda Item 3.1.

The update was noted.

7.7. Quarterly Update – People and Culture

E Baker spoke to the report, which was taken as read. The report covers the quarter October – December 2022.

Members discussed excess Long Service Leave figures, noting that these are managed with Leave Plans. When balances are over 80 but under 100 days Ministerial approval is required to maintain it.

Members discussed diversity and inclusion training, and were advised that mandatory online training will be implemented in the first half of this year, which follows last year's launch of policy and guidelines.

The Quarterly Update was noted.

7.8. Compliance obligations update

The Updated was noted.

8. Correspondence

8.1. Correspondence Out – Chief Officer to Mr James Downie and Bothwell Brigade members – relinquishment of West Bothwell sub-station

The CO provided background to the correspondence.

The correspondence was noted.

The Chair noted recent correspondence with the Minister's Office and CPSU regarding building evacuation plans, which will be circulated to members.

9. Out of Session Decisions

There were no out of session decisions made.

10. Items of a Strategic, Critical or Urgent Nature

There were no items raised.

11. Other Business

11.1. Update on LGAT nominations

The update on the progress of the appointments was noted.

11.2. Sorell Hub

K Baker noted that the Sorell Emergency services hub will be opened on 8 March. To date only the Police have moved in.

11.3. Late paper – Acquisition of Land at Bridport

D Barry presented a paper on the proposed acquisition of land at Bridport, for the purposes of constructing a new fire station. D Barry noted the volunteers were very supportive of the plan. It was also noted that the Commission had previously toured the existing station and understood its shortcomings.



The Motion carried.

K Baker noted that there had been two proposed land acquisition papers for today's meeting, with the other being for a location in Derby. The paper was composed but not provided and so is to be circulated out of session. **(Action)**

12. Key Messages


The Commission agreed that the key messages were:

- The Commission received a detailed briefing on the Corporate Plan fundamentals, framework and timing.
- The Commission noted the pending opening of the Sorell hub.
- The Commission noted the imminent successful completion of the Firefighter's Enterprise Agreement.
- The Commission endorsed the updated Responsible Use of Alcohol and Drugs Policy.

13. Meeting Closure

The meeting closed at 12:00 p.m.

CONFIRMED:

Chairperson	
Date	31 March 2023



State Fire Commission

A meeting of the State Fire Commission was held at
 9:00 am, Friday 31 March 2023 at
 TFS HQ, 77 Argyle St

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Dermot Barry | Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |

In Attendance:

- | | |
|------------------|--|
| • Jeremy Smith | A/Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Kathy Baker | Executive Director, People and Business Services |
| • Marijke Harris | Manager, Finance and Payroll Services |
| • Erin Baker | Director, People and Culture |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

- | | |
|--------------------------|---|
| • Bruce Byatt | Deputy Chief Officer, TFS (retired) |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems |
| • Emma Fitzpatrick | A/Executive Director, Strategy and Capability |

Meeting Opened

The Chair declared the meeting opened at 09:00 am. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed Commission members, noted the apologies and acknowledged that it was Bruce Byatt's last official day at the TFS. The Chair wished Bruce well and the Commission agreed that the contribution that Bruce had made to the TFS during his tenure was professional and commendable and that an acknowledgement of his efforts should be conveyed directly in a letter to him.

Action: A copy of the letter to B Byatt, from the Chief on behalf of the TFS and Commission, to be provided to the Chair.

1.2. Conflicts of Interest

No conflicts were noted.

2. Minutes

2.1. Minutes of 24 February 2023

Minor corrections to the Key Messages were made, following which the Commission endorsed the Minutes.

3. Business Arising

3.1. Action List

The Action List was updated and is provided. An action arose from Item 9 -

9 - *A paper on the work being done to move fire reporting from Victoria to internally within TFS, to be brought to the February meeting (completed)* – Now that B Byatt has retired, the carriage of this project sits with the Chief.

Action: An update on progress to be prepared by the Chief Officer for the April meeting Agenda.

4. Presentation

4.1. Audit Findings – TAO

Dipesh Gautam, Senior Auditor (in-person) and Jeffrey Tongs, Assistant Auditor-General – Audit (via Webex) joined the meeting at 9:30 to lead members through the memorandum of audit findings.

The findings were taken as read, with J Tongs noting that there was nothing of concern to note, and any issues identified were being worked through.

TAO staff departed the meeting at 10 a.m.

5. For Decision

5.1. North West Logistics - Brigade Name Change

B Corbett moved, B Menzie seconded that the Commission approve the name change of the North West Logistics Support Brigade to North West Operational Support.

The motion carried, with the qualifying statement that this decision notes the head of power through which the Commission's approval is sought, namely 26 (1) of the *Fire Service Act 1979* – the Commission may establish brigades. This change sees the support brigade formed into a full brigade with a Brigade Chief and reflects its true nature and purpose.

5.2. Endorsement of Corporate Plan

M Harris spoke to the updates to the draft Corporate Plan, as received up to 12 noon 30 March 2023 from Commission members.

The members discussed the updates and provided clarification to some changes. Members agreed that with the changes as discussed, which were recorded and will be made to the draft by M Harris, that they endorsed the provision of the draft Plan to the Minister on 31 March 2023.

D Faletic moved, and B Menzie seconded that the Commission endorses the draft Corporate Plan for provision to the Minister per the requirements of s.7E (3) of the *Fire Service Act 1979*.

The Motion was carried.

5.3. Strategic Asset Management Plan – 2023-2028

The paper was withdrawn from the Agenda, to be presented at a later meeting.

5.4. Building Safety staffing

The Chief spoke to the paper, which the Chair noted arose from issues around evacuations.

Members had an extensive discussion of the proposals presented in the paper and the Chair thanked D Barry for the paper, noting that it identified current issues but did not provide sufficient information for those issues to be solved. More information is required about the current capability of the Unit and what changes can be made.

The Commission discussed and agreed for K Baker and D Barry to scope a brief for the engagement of a consultant to undertake a review of business processes and resourcing for the Building Safety Unit. The brief would also identify a proposed budget for this engagement and will be circulated out of session for the Commission's consideration. (

Action.)

It was moved B Menzie and seconded D Faletic that a consultant will be engaged to undertake a review of business processes and resourcing of the Building Safety Unit, as a matter of urgency.

The motion carried.

5.5. North West Recruitment

The paper sought the support of the Commission to offer employment to nine trainees in addition to the offers of employment made to three experienced firefighters from interstate. The paper identified attrition via planned retirements as one of the drivers for employing the additional trainees.

B Corbett moved, and L Hills seconded that the Commission approve the appointment of all suitably recommended applicants from the 2023 North West Trainee selection process.

The Motion carried.

In camera session

The Chair sought the leave of the meeting to hold a session in camera with only Commission members (excluding the Chief Officer) and tabled correspondence from the Minister to the Commission relating to Chief Officer Performance Management, Evacuations and Legislative Compliance.

The contents and issues relating to the correspondence were outlined to the Commission by the Chair along with anticipated actions arising from these matters.

D.Faletic left the meeting.

6. Standing Items

6.1. PCBU Update

S35(1)

Members noted the Report.

6.2. Financial Report

The Finance Report was taken as read.

M Harris noted particularly the Total Revenue of \$85.9 million and Total Operating Expenses of \$87.2 million which has resulted in an operating deficit of \$1.3 million.

Bushfire Fighting expenses is now \$3.1 million above budget with the majority related to aerial support. Following the tenure split process in May, reimbursement will be sought from the Department of Treasury and Finance for the balance.

Operations Expenses is under budget by \$4.8 million, with significant underspends in DELTA, and Community Fire Safety in Other supplies. Some further analysis will be undertaken to check if this is a budget/actual misalignment.

Members noted the report.

6.3. Annual Work Plan

6.3.1. Review of Commission Charter

Members agreed that the only update required to the Charter was at Attachment 2, the Instrument of Delegation to the Chief Officer, in recognition of the renewal of delegations as per s.9 of the *Fire Service Act 1979*, made at the December 2022 meeting of the Commission.

With this change made the updated Charter was endorsed by the Commission.

6.3.2. Consideration of Quarterly Strategy Meeting

Members agreed that no strategy meeting was required this quarter, noting that one might be required once the governance paper for the review of the *Fire Service Act 1979* is circulated.

Members noted the Annual Work Plan.

6.4. Calendar of Events – 2023

The Calendar was noted.

6.5. Performance and Progress Report

The Report was taken as read.

Members noted the Report.

6.6.

The Updated was noted.

7. Items to Note

7.1. Progress of Building Evacuations

This paper was considered in concert with Agenda item 5.4 – Building Safety staffing.

Members noted the report.

7.2. Progress on Compliance Obligations

The Chair noted that the Minister had written and asked to understand the Commission's legislative obligations and what processes were in place in terms of the risk assessment on those. The task therefore has been undertaken to understand what the compliance regime looks like apropos Acts and Regulations, and how the Commission responds to that in the context of risk.

S35(1)

The Chair noted that his expectation is that there would be adequate reporting to the Executive, which would enable the Commission to have comfort that the Executive is monitoring compliance. Should there be problems identified, these are brought to the attention of the Commission, with solutions identified.

For the purposes of risk management, the SEO will meet with the Manager of Risk and Audit next week. Following this meeting the SEO will brief the Chair, who will then update the Minister on progress.

The Chair noted the additional gaps identified in the spreadsheet but confirmed the focus is on those obligations for which the Commission is the catalyst, as the regulator. The next version of the spreadsheet will more clearly delineate those obligations for which the Commission has authority as regulator, as opposed to those it is obliged to do as an owner / occupier, or PCBU.

Members noted the report.

7.3. Risk Register – TFS Executive

This matter is to be re-listed for consideration at the April meeting.

7.4. Health and Wellbeing Quarterly Update

The Quarterly Update was noted.

7.5. West Coast Tour planning

Members discussed the proposed Tour schedule and suggested amendments. The SEO will revise and begin confirming the schedule following the meeting.

Members noted the paper.

7.6. Financial Sustainability Plan – Quarter One Report

K Baker noted that this update was prepared for the Minister to update him on the initiatives that were identified in the Financial Sustainability Plan. The priority activity, the establishment review, has been completed.

Members discussed whether the sustainability plan should be continued and whether this was a question to go to the Minister in the covering brief. K Baker noted that in the covering brief the

S35(1)

Members noted the Report.

8. Correspondence

- 8.1. Letter from Secretary DPFEM – Confirmation of SFC as PCBU for TFS
- 8.2. Letter from TAO - 2023 Senior Management and Members of Audit Committees Information Session
- 8.3. Letter from TAO – 2023 Audit Fee
- 8.4. Letter From Minister – Chief Officer Performance Management, Evacuations and Legislative Compliance

Members noted all correspondence.

9. Out of Session Decisions

9.1. Acquisition of land at Derby

S35(1)

10. Items of a Strategic, Critical or Urgent Nature

There were no items raised.

11. Other Business

S35(1)

12. Key Messages


The Commission agreed that the key messages were:

- The Commission noted the retirement of Deputy Chief Officer Bruce Byatt and recognised his significant contribution to the Tasmania Fire Service.
- The Commission congratulated Leonard Byers S36(1)
- The Commission endorsed the 2023-24 to 2026-27 Corporate Plan.
- The Commission received a presentation from the Tasmanian Audit Office on its audit findings relating to the Commission's 2021-22 Financial Statements.

13. Meeting Closure

The meeting closed at 12:16 p.m.

CONFIRMED:

Chairperson	
Date	27 April 2023



State Fire Commission

A meeting of the State Fire Commission was held at
2.00 pm, Thursday, 27 April 2023 at
Strahan Village Conference Facilities, Strahan

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Dermot Barry | Chief Officer, TFS |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Vanessa Adams | Local Government Association of Tasmania |
| • Peter Geard | Local Government Association of Tasmania |

In Attendance (Remotely):

- | | |
|------------------|---|
| • Lisa Stingel | A/Executive Director Strategy and Capability, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Marijke Harris | Manager, Finance and Payroll Services |
| • Liz Andrews | Senior Executive Officer, OoCO |

Apologies:

- | | |
|--------------------------|--|
| • Dana Faletic | Department of Treasury & Finance |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems |
| • Emma Fitzpatrick | A/Executive Director, Strategy and Capability |
| • Jeremy Smith | A/Deputy Chief Officer, TFS |
| • Erin Baker | Director, People and Culture |
| • Kathy Baker | Executive Director, People and Business Services |

Meeting Opened

The Chair declared the meeting opened at 2.00 pm. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed Commission members and noted the first Commission meeting for V Adams and P Geard. The Chair noted the apology of D Faletic.

1.2. Conflicts of Interest

L. Hills standard Conflict of Interests were noted.

V Adams declared a conflict of interest in relation to her position at Circular Head Council and the Marawah Fire Station.

2. Minutes

2.1. Minutes of 31 March 2023

The Commission endorsed the Minutes.

3. Business Arising

3.1. Action List

The Action List was updated and is provided. Amendments to actions arose and have been updated on the Action List to reflect these changes.

4. For Decision

4.1. Waratah and Ridgely Brigade amalgamation

The Chief spoke to the paper.

The Members noted that the paper says that the Waratah Station would still be a functioning building, the Chair reiterated that the Commission do not want to spend money on it.

S35(1)

The motioned carried, with the qualifying statement that if membership of Waratah Brigade increased then the brigades could stand alone again.

[The Chief stepped out of meeting to have a conversation with the Minister's Officer regarding budget issues].

4.2. Policy updates and rescindments paper

The paper was withdrawn from the Agenda, to be presented at the June meeting.

The Members discussed and agreed that the paper be re-submitted to include copies of the policies being rescinded, a comprehensive outline of the current policies, if any policy is replacing the rescinded policy, any statutory obligations and a gap analysis of any exposure to the Commission by rescinding the policy (**Action**).

4.3. Debt Write Off

M Harris spoke to the paper and clarified that the figure of \$15,000 are not individual debts but individual debtors that exist on the system and confirmed that the SFC currently has an exemption under the Financial Management Act to be able to write off their own debts.

The Members would like a better understanding of the process used to identify a bad payer and once identified why a service was continuing to be provided but suspected that there was a statutory obligation to do so.

Action: M. Harris to provide a report outlining which debtors have been previously written off, who are the repeat offenders and the total amount of debts that are older than six months.

B. Corbett moved, P. Geard seconded that the Commission approve the debt write-off.

The motion carried.

4.4. Staff Redundancy

S35(1)

B. Corbett moved, P. Geard seconded that the Commission approve the payment of \$66,273 to S36(1) in the Office of the Chief Officer in the form of a redundancy.

The motion carried.

5. Standing Items

5.1. PCBU Update

The Report was taken as read.

The Chair provided background as to the PCBU to V. Adams and P. Geard.

Members noted the Report.

5.2. Financial Report

The Finance Report was taken as read.

M. Harris spoke to the paper and noted in particular that the total revenue as of 31 March 2023 is at \$103.8 million and total operating expenses for the same period is \$100 million, so we had a \$3.7 million difference.

The Insurance Fire Levy is tracking strongly at \$17.4 million above budget and workers compensation is tracking significantly above the year to date budget, which is the main driver for being \$906,000 above budget.

Bushfire Fighting expenses is now \$8.1 million with \$7.8 million related to aerial support with a tenure split for reimbursement being sought from Treasury in May 2023.

The Net Cash surplus is at \$10.7 million and net assets of \$156.1 million as of 31 March 2023.

M. Harris confirmed that the financial sustainability plan was sent to the Minister's office but no feedback had been received.

Members noted the report.

5.3. Annual Work Plan

5.3.1. Review Conflict of Interest Policy

The Members discussed the wording in the Conflict of Interest Policy under Nominee Members where it outlines that “*Nominee Members must be aware that, when acting in their capacity as Members, they are Members first and foremost and do not represent the nominating organisation*” and the potential to cause confusion.

The Chair noted that the role of the Commission is to have primacy and the Members cannot take a position unless it is in the best interest of the Commission. In the event that it is not in the best interests of the Commission, members should refrain from the vote.

Action: Wording around primacy to be provided to the Members and the Conflict of Interest policy be tabled at the next meeting for further review.

5.3.2. Endorse changes to State Fire Commission Charter

B. Menzie's noted that the changes in the Charter under Instrument of Delegation had not being amended to reflect that it is not the Chair of the State Fire Commission that delegates, it is the Commission that delegates the powers and functions to the Chief Officer.

The Chair noted that advice should be obtained as to the correct wording for the power to delegate in accordance with section 8 of the Fire Service Act (**Action**).

S35(1)

5.4. Performance and Progress Report

The Report was taken as read.

The Chair provided background to the new Commission members

The Members had an extensive discussion around bringing the reporting back to Tasmania from Victoria and whether it would make a difference to the reporting.

B Menzie enquired as to why there was a negative overtime amount in Devonport. M. Harris to review and provide an update to the Commission at the May meeting.

M Harris noted that she had a discussion with J McGee about changing to a financial year report rather than calendar year report as it would help to avoid discrepancies like this, with the financial year report changing from 1 July 2023. The Chair noted that this approach was sensible.

Members noted the Report.

5.5. Calendar of Events – 2023

The Calendar was noted.

6. Items to Note

6.1. April 2023 Tour Itinerary

Members noted the report.

The Chair noted that Wayne Woolley was an apology for the dinner on 27 April 2023.

The Chair further noted that B Corbett was not joining the tour on 28 April 2023 and B Corbett noted his apology. V. Adams was attending the Strahan Brigade and then departing.

The Chair provided a background as to the tour taking place in Strahan in relation to the fuel reduction burn in the area.

B Menzie also noting that the visit to the Rosebery Brigade was also important due to the closure of Tullah Station and their amalgamation.

6.2. TFE Quarterly Financial Report

The Chair provided background information in relation to the TFE and its reporting.

Members noted the report.

6.3. Review of Resources supporting ESCAD

The Members discussed the paper and confusion between the Draft Resolution and Recommendation.

[Chief returned to meeting]

S35(1)

P. Geard moved, and V Adams seconded the draft resolution with the amendment proposed by the Chair.

The Motion was carried.

6.4. Progress on Compliance Obligations

The Chair provided background to the new Members in relation why this report was tabled at the Commission.

V Adams suggested a prioritisation of higher risks and to look at an annual program of work and the Commission be provided with quarterly reports against the progress.

Chair to follow up with Chief Officer as to progress with outstanding/ill-defined functions and broader accountability

The Quarterly Update was noted.

6.5. Risk Register – TFS Executive

The Chair spoke to the paper.

The Chair requested a risk workshop be arranged with Angelique Klasan so that the Commission better understood the prioritisation, the actions and strategies (**Action**).

Members noted the paper.

7. Correspondence

7.1. Receipt of Financial Audit Strategy – TAO

The Members noted the letter from the Tasmanian Audit Office.

7.2. Insurance Arrangements Superannuation Scheme - RBF

The Members noted receipt of the letter from the RBF.

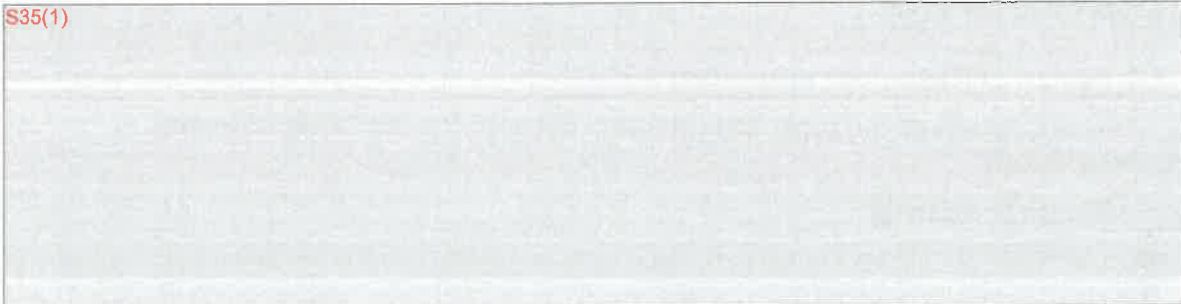
8. Out of Session Decisions

No out of session decisions were made.

9. Items of a Strategic, Critical or Urgent Nature

There were no items raised.

10. Other Business



11. Key Messages


The Commission agreed that the key messages were:

- The Commission noted the amalgamation of the Waratah and Ridgely Fire Brigades.
- The Commission noted V Adams and P Geard joining the Commission representing the Local Government Association.
- The Commission members toured the Strahan, Zeehan, Rosebery, and Queenstown Brigades on 28 April 2023.

12. Meeting Closure

The meeting closed at 3.39 p.m.

CONFIRMED:

Chairperson	
Date	26 May 2023



State Fire Commission

A meeting of the State Fire Commission was held at
 9:00 am, Friday 26 May 2023 at
 TFS Southern Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Dermot Barry | Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Vanessa Adams | Local Government Association of Tasmania <i>via WebEx</i> |
| • Peter Geard | Local Government Association of Tasmania |

In Attendance:

- | | |
|--------------------------|---|
| • Jeremy Smith | A/Deputy Chief Officer, TFS |
| • Lisa Stingel | A/Executive Director Strategy and Capability, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Kathy Baker | Executive Director, People and Business Services |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems Transformation |
| • Erin Baker | Director, People and Culture |
| • Bel Stevanovich | Manager, Engineering and Fleet Systems <i>via WebEx</i> |
| • Emma McGrath | Project Manager, Firefighter Recruitment Strategy |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

No apologies recorded.

Meeting Opened

The Chair declared the meeting opened at 9:00 am. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed Commission members and invited those present at the Hobart location to introduce themselves individually to Vanessa Adams, who joined the meeting via Webex.

1.2. Conflicts of Interest

L. Hills' standard Conflict of Interests were noted.

2. Minutes

2.1. Minutes of 27 April 2023

B Corbett moved, B Menzie seconded, that the Minutes be accepted.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was updated and is provided. Amendments to actions arose and have been updated on the Action List to reflect these changes.

4. For Decision

4.1. Amendment to the State Fire Commission Charter

The paper was taken as read.

B Menzie moved, P Geard seconded that

The Commission approve an amendment to Attachment 1 of the State Fire Commission Charter to reflect the requirements of the Fire Service Act 1979 to delegate powers / functions to the Chief Officer.

The Motion carried.

4.2. Psychosocial Hazards

E Baker joined the meeting to speak to the paper, which was taken as read, noting that the Commission as PCBU has an obligation to eliminate the risk of psychosocial hazards. These include job demands such as excessive workloads and low job control as well as conflict, and exposure to hazards.

E Baker highlighted the Action Plan objectives, noting work against a number of actions has already begun, including the updating of the FOLIO reporting system to include psychosocial hazard types; senior leadership information sessions and draft policy updates, which are with E Baker for review.

L Hill queried the lack of an identified level of management responsible for the matter (within the paper) and was advised that the P+C Director has responsibility and reports through the PCBU on these hazards.

P Geard moved, D Faletic seconded that

The Commission notes the updates to the Work Health and Safety Regulations and the new Code of Practice for managing psychosocial hazards at work and endorses the action plan to educate staff and volunteers and review existing risks to ensure psychosocial hazards are being appropriately identified and managed.

The Motion carried.

4.3. Operational workforce analysis and recruitment

E McGrath joined the meeting to present the paper to members; the paper was taken as read.

E McGrath noted the aim to return to proactive recruiting and establishment management, in order to meet operational and workforce wellbeing needs.

Members discussed a proposed cap on recruitment numbers, noting the proposal is for 12 recruits as a base, to meet known and possible separations over the upcoming 12 months. It was noted that recruitment takes seven months to complete.

Members noted:

- the data submitted relating to age of the TFS workforce and predicted separations, and queried whether additional recruits would significantly reduce overtime;
- that retirements from within the existing leadership groups would lead to a large leadership gap and the importance of leadership training and development for staff including middle managers;

Members agreed that additional profiling was required regarding projected separations to better understand the implications of additional recruits and cost to TFS. The Commission noted that it was disappointing that this matter hadn't been raised to enable incorporation of costs in the 2023-24 Corporate Plan. K Baker noted that, with establishment costs included, this proposal introduces new variables therefore the Corporate Plan may need to be reprofiled.

It was noted that if the process commences now, the cost won't be incurred until recruits are engaged on a course, by which point there would have been some departures. The graduation of the recruit course would be in June / July next year, with anticipated departures over that period, which means new recruits would be filling truly vacant positions.

The Chair noted the draft resolution and requested the required analytics back by the next meeting (**Action**).

S Wilson-Haffenden undertook to work with E McGrath to bring required figures back to the next meeting of the Commission, in terms of the financial implications, with a number of scenarios considered.

The Chair agreed that the draft resolution stood, but with the proviso that the requested paper is presented to the next meeting (30 June 2023) providing further analysis of the impact on the Corporate Plan, and the establishment, including considering scenarios, from worst case to the expected outcome, including the implications if less separations occur than forecast.

S35(1)

The Chair therefore requested that the paper coming back to the June meeting should also include information on what a workforce plan might look like, what it would entail, and the cost of putting it together. K Baker noted it should also include a regional breakdown.

B Corbett moved, P Geard seconded that

The State Fire Commission approve TFS to commence a selection process for a 2024 recruit course; and note the issues raised in this paper in relation to the ageing workforce; with the condition that a paper be brought to the June Commission meeting, providing further analysis of

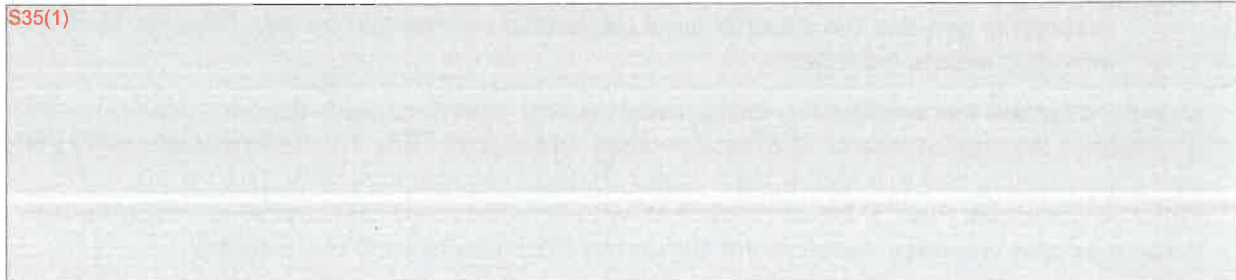
the financials, the impact on the Corporate Plan and on establishment, and outline planning for the development of a workforce plan.

The motion carried.

4.4. Campbell Town TFS and SES Station

S Wilson- Haffenden spoke to the paper, reminding members that approval of a budget for these works had been received in 2021, and noted the increase in projected costs (via Quantity Surveyor) since that time.

The proposal has gone through the internal Capital and Accommodation Committee and options discussed. Scaling back the design was mooted, but the current design provides a training facility, as well as a strategic benefit through its location, so scaling back is not seen as the preferred option.



The Motion carried.

5. Standing Items

5.1. PCBU Update

The Report was taken as read; E Baker highlighted the inclusion of the Minutes of the meeting of the Central WHS Group with the paper. This is the first time they have been attached but will be provided at each meeting from now on.



Members discussed the report, noting that there remains a small number of volunteers who do not wish to undertake HAZMAT training.

The Chief noted upcoming interviews for a WHS role within the Office of the Chief Officer to act as the conduit to the BES team.

The Chair noted improvements in processes related to management of WHS matters, and thanked J Smith for his assistance in helping move matters forward.

B Corbett moved, D Faletic seconded that the Commission note the PCBU Report.

The Motion carried.

5.2. Financial Report

The Finance Report was taken as read.

S Wilson-Haffenden spoke to the paper, noting the state budget delivered the following –

- Whole of Government efficiencies and wages funding which will present challenges.
- \$10M in additional infrastructure support for brigades; S Wilson-Haffenden is working with the TFS Executive to clarify the scope of this funding, with the intention to spread it across the state, for projects such as PPC separation, small repairs and maintenance, fleet and connectivity.
- \$800,000 for an emergency dispatch and messaging application; the first priority for this is ensuring that the paging system is still operable and capable post-30 June 2024.
- \$500,000 for business case and scoping for an emergency services hub in Kingston.
- \$250,000 to develop a plan and scoping for an emergency services training facility for TFS and SES.

It was noted that this additional funding will also have to be included in a revised Corporate Plan.

Members discussed whether there had been any progress on what the future financial modelling for the TFES would look like, noting that the discussions are still being held and the detail of the plan is still being developed. L Hills asked whether it was possible to request an update from the Steering Committee on progress.

Action: A Garcia to contact D Adams and request an update from the Committee on the project to implement new legislation to replace the *Fire Service Act 1979*, in light of the letter received (see Agenda Item 7.1).

Members received the report.

5.3. Annual Work Plan

5.3.1. Review of TFS Fees and Charges

Members agreed to move this item to earlier in the calendar year (February) in the Annual Work Plan, so that it can be considered in the context of the Corporate Plan development.

Members discussed ongoing concerns with sustainability of costs, and queried why the Commission has not seen the review of fees and charges, as undertaken by WLF, noting it may have been provided to the Audit and Risk Committee but not yet to the Commission.

Action: WLF Review of TFS Fees and Charges to be presented at June Commission meeting.

5.3.2. Conflict of Interest Register

The paper provided was taken as read. It was noted that some of the interests registered are “ancillary” interests which usually will not impact on Commission proceedings, but it is appropriate to record them, nevertheless.

Action: Updated Register to be provided to June meeting, as well as new blank forms for all members to return for the 2023/24 financial year.

Ad hoc conflicts will continue to be recorded each meeting, as per usual practice.

Members noted the paper.

5.4. Performance and Progress Report

The Report was taken as read.

Members noted the Report.

5.5. Calendar of Events – 2023

The Calendar was noted, including the Risk Workshop scheduled for June.

The Chair will speak with A Klasan about format – to use the risk paper presented to the April Commission meeting as its starting point.

K Baker noted that A Klasan will bring the risk register to the session, and that the discussion should assess whether the ratings are appropriate and if the Commission is comfortable with the control measures and mitigations to control the current risks. K Baker will brief A Klasan on this.

6. Items to Note

6.1. TFS TasGRN Funding Brief

Paper taken as read.

M Lowe noted the two aspects to the draft resolution – one is to note the situation regarding TasGRN and the increase to the funding requirement, the second is the approval of that expenditure.

The Chair confirmed the Commission was noting the resolution, not approving as the contract under which the payment is to be made was already approved.

The paper was noted.

6.2. TFS Financial Delegations

The paper was taken as read.

S35(1)

Members noted the report.

6.3. People and Culture report – Quarter 3

Members discussed the report, including that there is one more round of wage increases to come; and discussed excess Long Service Leave.

It was noted that it had been a busy quarter of activity, which explains some of the increases in measures, and that these should decline in Quarter 4.

Members noted the report.

6.4. TFS Southern Regional Aerial Appliance

The Chief led the discussion on this matter, noting for members that on 9 December 2020, three new Aerial Appliances arrived in Tasmania to replace those in the South, North and North-West regions and that when the Southern Aerial Appliance arrived in Hobart, it initially experienced some technical issues that were subsequently fixed within the warranty period.

These technical issues related to a malfunction of the hydraulic pump. The appliance continued to have issues, and on 13 March this year, 14 days after the major annual service, EFS were called to another fault with the appliance, which has a faulty hydraulic solenoid valve and a hydraulic oil leak.

S35(1)

Members noted the paper.

6.5. State Fire Management Council Report

Members noted the Report.

6.6. TFS Fleet Profile

Bel Stevanovich joined the meeting via Webex and spoke to her suite of papers, noting that the key message reflected in the papers is that the ongoing correction management of the historical TFS fleet weight compliance issue remains the priority for Engineering and Fleet Services (EFS). Across the EFS branch, the priority is to get the TFS operational vehicles that had to be removed, back into service, or complete upgrades. This also includes SES vehicles.

Since the last meeting there have been some changes –

- 100 kg weight occupancy limit applied for, an upgrade from 85 kgs. This has had an impact on the 7.1s (passenger fleet vehicles).
- BRU and ultra-light design completed, in consultation with J Smith and his working groups.
- TFS Vehicle disposals – a number have been held over for past 12-18 months while weight issues rectified and for use if required in a non-operational manner. Now vehicle supply and demand has returned to business as usual, those vehicles have been able to be sent to market, and the costs associated with overweight vehicles offset.

B Corbett noted his email of 24 May (cc'd all members) regarding the 7.1s and related restrictions. B Stevanovich clarified that all 7.1s have been weighed, and the records kept; the process is now that EFS holds the weight sheet and puts a copy in the vehicle. If any vehicles do not have one, they can be provided with a copy.

B Stevanovich advised that in the context of the replacement schedule there is now a list of all the vehicles which can only carry one passenger (due to weight compliance); an upgrade kit has also been sourced for some vehicles, meaning they will not need to come off the road.

The Chair requested clarity on the timeframe for significant compliance; B Stevanovich noted the work done with dealers giving TFS the capacity to pre-order and then on-sell vehicles at no loss if upon delivery dates the vehicle is no longer required, removing this risk.

Ford Rangers are the key issue with passenger vehicles, and EFS now has an understanding exactly what options are available to offer upgrade kits, suspension upgrades, and exactly what this will cost. A paper is being prepared for the Acting Chief Officer as the delegate for the fleet owner.

EFS will then be able to prioritise the replacement schedule, including on-selling. The only thing impacting this is the work schedule at EFS, to be able to fit these vehicles in, around an already committed build schedule, which is behind because of weight rectification issues.

K Baker noted that the control measures now in place mean that TFS is compliant, with the focus now being getting more vehicles able to have more than a single occupant.

It was further noted that, for future procurement, no vehicles with which there have been compliance issues, will be purchased; EFS is working with AFAC on this, utilising their experience in this area.

B Stevanovich explained the complexity in weighing vehicles (and needing to do in the workshop); as well as plans to improve this process.

Action: A communication to be circulated to staff about EFS holding the weight sheets and the availability of copies via EFS, if any vehicles do not have one. B Stevanovich to work with J Smith on this action.

The Chair thanked B Stevanovich and her staff for their efforts with the rectification of the weight issue.

7. Correspondence

7.1. Donna Adams to Chief Officer – Fire Service Act 1979 Review Costs

The Members noted the letter from the Secretary.

B Menzie noted that, as the Corporate Plan is not yet signed by the Minister, s.107 of the *Fire Service Act 1979* –

107. Expenditure outside Act

The Chief Officer may, in any financial year, expend out of the funds of the Commission any sum of money for any purpose approved by the Minister, notwithstanding that that expenditure may not be authorized under any other provision of this Act.

might be utilised to make the payment cited in the letter.

Members agreed that this could be done.

Action: S Wilson-Haffenden to organise for this payment through the powers granted to CO by s.107 of the Act.

Members discussed whether the Deputy Secretary of DPAC managing the legislative process should have written to the Chair of the Commission, rather than to the Secretary of DPFEM, on this matter. It was clarified that it was done this way as the funds sit in the Department, rather than with the Commission, and so DPFEM will bill the Commission for reimbursement of funds it has paid to DPAC.

7.2. Deputy Secretary to Chief Officer – Update on TFS Fleet Issues

Members noted the letter, which was also discussed in the context of the Fleet Update provided at Agenda Item 6.6.

8. Out of Session Decisions

No out of session decisions were made.

9. Items of a Strategic, Critical or Urgent Nature

S Wilson-Haffenden noted the intention to provide an Out of Session paper on the Air Operations Base in the north of the state, funding for which was endorsed by the Commission some time ago. Work has progressed to a 20-year lease agreement with the airport at \$300,000

per annum. The paper will provide background and seek the current Commission's endorsement of the arrangement.

10. Other Business

The Chair noted the following events:

- The excellent awards ceremony conducted at Penguin, wonderful community recognition for service. The Chair acknowledged the efforts of S Batt and the NW Region.
- The volunteer conference, with a special tribute paid to the presenter from BES on the Wellbeing program. The conference was well attended and great participation.
- Opening of the Southport station, which drew a great crowd, very good attendance by the community and a fantastic facility. The Chair commended all who played a role in the event and in the project. While the Commission had no formal role in the opening, in the future where the Commission has had involvement, it would be appropriate for the Chair and members to be asked to play a role, with no expectation that they must do anything.

B Corbett noted the national memorial service in Canberra. Eleven individuals were commemorated on the day, S36(1)

11. Key Messages

The Commission agreed that the key messages were:

- The Commission noted Volunteer Week (15 to 21 May), and acknowledged and thanked volunteers for their commitment and service to the community.
- The Commission acknowledged the significant contribution of Emma Fitzpatrick to the work of the TFS and the Commission.
- The Commission noted the successful opening of the Southport station and the efforts of all involved.
- The Commission noted progress with fleet management.
- The Commission endorsed additional funding for the joint Campbell Town TFS and SES station.

12. Meeting Closure

The meeting closed at 11:55 a.m.

CONFIRMED:

Chairperson	
Date	



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 am, Friday 30 June 2023 at
TFS Southern Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance (<i>via Webex</i>) |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Vanessa Adams | Local Government Association of Tasmania |
| • Peter Geard | Local Government Association of Tasmania |

In Attendance:

- | | |
|--------------------------|--|
| • Ross Hinkley | Executive Director Strategy and Capability, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Kathy Baker | Executive Director, People and Business Services |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems Transformation (<i>via Webex</i>) |
| • Erin Baker | Director, People and Culture |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

Shane Batt, Acting Deputy Chief (observer).

Guest speakers:

- | | |
|----------------|---------------------------|
| • Donna Adams | Secretary, DPFEM |
| • Craig Limkin | Associate Secretary, DPAC |

Meeting Opened

The Chair declared the meeting opened at 9:00 am. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

Following the presentation by the Secretary, DPFEM and DPAC Associate Secretary, the Chair welcomed Commission members and particularly Ross Hinkley, attending as an observer in his

role as the newly appointed Executive Director of Strategy and Capability; and Jeremy Smith for his first meeting as Acting Chief Officer.

1.2. Conflicts of Interest

L Hills noted a conflict of interest at agenda item 5.1. and departed the meeting for the duration of that discussion.

2. Presentation – Secretary, DPFEM Donna Adams, DPAC Associate Secretary Craig Limkin

The Secretary, DPFEM and Associate Secretary, DPAC provided an update on progress related to Tasmania Fire Service Act reform.

The presentation and a briefing paper has been provided with these Minutes.

Members were provided with the opportunity to ask questions and seek further clarification on matters.

The Commissioner and Associate Secretary departed at 9:27 a.m.

3. Minutes

3.1. Minutes of 26 May 2023

Members agreed the Minutes required further refining to reflect only outcomes and not detail; and to carry endorsement over to the July meeting.

4. Business Arising

4.1. Action List

The Action List was updated and is provided.

An updated Conflict of Interest policy was presented in support of Action 7, which sought an update to wording in the policy to more clearly reflect members' obligation to act in the best interests of the Commission.

V Adams moved, P Geard seconded that the proposed wording be accepted.

The Motion carried.

Further discussion was held regarding Action 13 - *Accountable Authority under the Financial Management Act 2016 to be confirmed – Secretary DPFEM, or CO?*

S Wilson-Haffenden advised that, under the *State Service Act 2000* the Secretary is Accountable Authority (pursuant to matters covered by that Act); while under the *Financial Management Act 2016* – the Chief Officer is Accountable Authority (pursuant to matters covered by that Act).

S35(1)

Members require further clarification on exemptions and whether these are still valid.

Further discussion was also held by members regarding Action 14 - *S Wilson-Haffenden to organise for the costs associated with the project to implement new legislation to replace the Fire Service Act 1979 through the powers granted to CO by s.107 of the Act.*

Members agreed that in the Commission's response to the correspondence listed at Agenda Item 8.1, they would seek clarification regarding payments for the legislative steering committee under s.107, as well as seek approval to redraft the Corporate Plan in light of post-State Budget funding commitments.

5. For Decision

5.1. Recruitment to the vacant position of District Officer, Mersey.

The paper was taken as read.

Once Members were advised of the incumbent officer's name, L Hills excused himself, identifying a conflict of interest.

S35(1)

J Smith moved, and B Corbett seconded that the Commission approve recruitment above existing establishment, to fill the District Officer (DO) Mersey which has been vacant since December 2021.

The Motion carried.

5.2. TFS Reporting and Data Management

The paper was taken as read.

A Garcia moved and P Geard seconded that the Commission endorse funding allocated for financial year 2022/23 to be carried forward to 2023/24.

The Motion carried.

5.3. Policy updates and rescindments

Members discussed the paper, agreeing more clarity was required.

It was agreed that a strategy session is to be held in September to clarify the overall content and structure of the Commission's policy framework.

Action: A Garcia and J McGee to liaise and organise the policy strategy session.

5.4. TFS Fees and Charges

The Report was taken as read.

V Adams moved, J Smith seconded that the Commission endorse the TFS Fees and Charges for the 2023-24 financial year.

The Motion carried.

6. Standing Items

6.1. PCBU Update

The Report was taken as read.

E Baker highlighted the fact that there are no current PINs.

E Baker further noted two recent recruitment processes are close to being finalised; the WHS Manager, and the District Officer, WHS, who will work out of the Office of the Chief Officer. The successful applicant has been advised and will commence ASAP.

Members noted the PCBU Report.

6.1.1. Cultural Review of the Tasmania Fire Service (late paper)

M Clarke joined the meeting to speak to the paper and provided background to the proposed independent review.

S35(1)

V Adams departed the meeting with the prior agreement of the Chair, for an LGAT obligation.

J Smith moved, and P Geard seconded that the Commission endorse the appointment of the Tasmanian Anti-Discrimination Commissioner to undertake an independent review of the culture of the Tasmania Fire Service.

The Motion carried.

M Clarke departed the meeting.

6.2. Financial Report

The Finance Report was taken as read.

S Wilson-Haffenden spoke to the paper, noting the timing issues with revenue items.

The Minister's desire to receive a quarterly update on the progress against the Financial Sustainability Plan was noted. This will occur at the Minister's regular meetings with the Acting CO and the Chair.

Members discussed the surplus and how best it could be utilised, S35(1)

S35(1)

B Corbett moved and D Faletic seconded that the Finance Report be received.

The Motion carried.

S Wilson-Haffenden left the meeting.

6.3. Annual Work Plan

Members discussed whether there was a need for a performance review, given the change process currently underway. Members agreed to defer the discussion and reconsider in January 2024 after the proposed introduction of the new legislation.

The other three items for June were all completed.

Members noted the paper.

6.4. Performance and Progress Report

The Report was taken as read. J Smith noted that SES data should be included in future reporting.

Members discussed how important good reporting is in assessing how well the organisation is performing.

Members noted the Report.

6.5. Calendar of Events – 2023

The Calendar was noted.

Members agreed to move the October meeting from Friday 27 October to Wednesday 25 October, in consideration of the public holiday on Thursday 26 October.

Members further agreed to reschedule the end of year dinner from November to December, reflecting the 2022 arrangement.

Action: J McGee to ascertain likely attendance at the August Commission meeting given attendance at AFAC and other obligations of members.

If a quorum cannot be achieved, the meeting will be rescheduled.

7. Items to Note

7.1. WLF Review of Fees and Charges

To be presented at the July meeting of the Commission.

7.2. Updated Conflict of Interest Register

Members noted the paper and the action required.

7.3. 2022-23 Annual Report development

Members noted the proposed schedule for the development of the report in 2023, and the requirement to review their biographies.

8. Correspondence

8.1. Correspondence from the Minister for DPFEM – Corporate Plan.

The Members noted the letter from the minister and agreed that a response should be drafted as per discussion at Agenda Item 4.1, Action 14.

9. Out of Session Decisions

No out of session decisions were made.

10. Items of a Strategic, Critical or Urgent Nature

No items were raised.

11. Other Business

No other Business was raised.

12. Key Messages


The Commission agreed that the key messages were:

- The Commission received the Steering Committee's update in the Review of the *Fire Service Act 1979*
- Welcomed Ross Hinkley as an Observer, and Jeremy Smith as a Member, of the Commission.
- Endorsed the Fees and Charges for 2023-24.

13. Meeting Closure

The meeting closed at 11:39 a.m.

CONFIRMED:

Chairperson	
Date	28 August 2023



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 am, Friday 28 July 2023 at
TFS Southern Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair (<i>via Webex</i>) |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Vanessa Adams | Local Government Association of Tasmania |
| • Peter Gear | Local Government Association of Tasmania |

In Attendance:

- | | |
|--------------------------|---|
| • Ross Hinkley | Executive Director Strategy and Capability, TFS |
| • Kathy Baker | Executive Director, People and Business Services |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems Transformation |
| • Emma McGrath | Project Manager, Firefighter Recruitment Strategy |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

Shane Batt, Acting Deputy Chief and Mick Lowe, Executive Director, SES and Volunteers (observers).

Meeting Opened

The Chair declared the meeting opened at 9:00 am. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted that following approval of Minutes and addressing the items for decision, he would be departing the meeting. A quorum of the meeting was present to elect an Acting Chair.

1.2. Conflicts of Interest

B Menzie noted a conflict of interest regarding the correspondence from the TVFBA, discussed as part of agenda item 5.1. and departed the meeting for the duration of that discussion.

2. Minutes of previous meetings

2.1. Minutes

26 May 2023: D Faletic moved, and V Adams seconded that the updated May Minutes be endorsed. The Motion carried.

30 June 2023: The Minutes were amended so that the title used for D Adams, Secretary of DPFEM as opposed to Commissioner, was used consistently.

With this change, B Corbett moved and J Smith seconded, that the June Minutes be endorsed. The Motion carried.

3. Business Arising

3.1. Action List

The Action List was updated and is provided.

Regarding Action 7, it was acknowledged that under the *Financial Management Act 2016*, the Secretary is the Accountable Authority for DPFEM but not for the Commission. Further work to be undertaken to clarify the TFS delegations in the context of the *Fire Service Act 1979* and Financial Management Act. This will be addressed in the updated paper on Financial Delegations to be brought back to the August meeting.

Resulting from work done against Actions 10 (Policy Strategy Session) and 11 (attendance at meeting scheduled for August 25th), members agreed that there will be no policy session held in September 2023; and further that the August meeting should be rescheduled to 2pm on Monday, 28 August 2023.

4. For Decision

4.1. Operational Workforce Analysis

E McGrath joined the meeting.

A detailed explanation of the paper and the analysis supporting it was provided by E McGrath and R Hinkley.

The Commission discussed the proposal in some detail and determined not to support recommendation one, and that rather than seeking to amend the Corporate Plan it would monitor the progress and expenditure of this item against salaries and would receive monthly updates on implementation.

It was moved L Hills, seconded B Menzie that *the State Fire Commission approve \$1.065m to fund an additional selection process and recruit course for the predicted upcoming vacancies.*

The Motion carried.

Recommendations two and three were also supported -

Recommendation Two: Upon the tabling on the upcoming Strategic Plan, it is recommended that the Commission consider ongoing investment into operational Workforce Planning.

Recommendation Three: That the State Fire Commission is provided a monthly update on the progress of separations against the 34 positions and any vacancies arising.

The Chair thanked E McGrath and R Hinkley for their work.

E McGrath left the meeting.

4.2. Building Safety Review – Request for Quotation submissions

R Hinkley spoke to the paper which was taken as read. He advised that the quotation received covers all matters required for the process, and the work undertaken will be very important to reset the business area. Members discussed their approval of the selected provider, noting previous experience working with the organisation, to good results.

S Wilson-Haffenden noted that in the context of the level of effort required, the quotation is considered fair and reasonable.

P Geard moved, and J Smith seconded, that the State Fire Commission endorse the engagement of KPMG to conduct the Building Safety Unit Review.

The Motion carried.

A Garcia nominated B Corbett to act as Chair once he departed the meeting. V Adams seconded the nomination, which carried.

A Garcia departed the meeting at 9:30 a.m.

5. Standing Items

5.1. PCBU Update

The Report was taken as read.

K Baker highlighted that the second meeting of the Central WHS Strategic Group was held in June; and that there are no current PINs.

A new WHS Manager has been appointed, Nigel Richardson. K Baker provided a brief resume for N Richardson, S36(1)

K Baker acknowledged and thanked Alex Williams for acting in the role for the past 10 months.

B Corbett suggested that members consider the correspondence sent by the Tasmanian Volunteer Fire Brigades Association as part of this report, given the WHS context. B Menzie left the meeting for the duration of the discussion.

K Baker advised that she is seeking further advice on the circumstances of the matter and will come back to the next meeting with this advice.

Members noted the PCBU Report and B Menzie returned to the meeting.

5.2. Financial Report

The Finance Report was taken as read.

S Wilson-Haffenden spoke to the paper, noting the operating surplus and the bank balance as at 30 June.

Members were advised that the draft District budgets have now been provided and R Hinkley will work closely with Districts to ensure they remain aligned with the overall budget.

With respect to the cash in bank, S Wilson-Haffenden advised that he would bring a report to the August meeting outlining to what extent this is committed. This would enable the Commission to consider additional expenditure needs or retirement of debt.

S35(1)

V Adams moved and P Geard seconded that the Finance Report be received.

The Motion carried.

5.3. Annual Work Plan

Members noted the removal of the endorsement of the State Fire Protection Plan as an action for August.

V Adams moved, L Hills seconded that the report be received. The Motion carried.

5.4. Performance and Progress Report

The Report was taken as read. J Smith noted that less than 70% of AIRS reporting was completed at as 30 June, meaning the data provided in this reporting is not robust. He has met with M Jones to review AIRS reporting. S35(1)

S35(1)

It was also noted that fire investigation reporting was only available for the southern region.

P Geard moved, B Menzie seconded that the report be received. The Motion carried.

5.5. Calendar of Events – 2023

B Corbett reiterated the change of meeting date for August to 2pm, 28th of the month, to be updated in the calendar.

J Smith moved, and V Adams seconded that the report be received. The Motion carried.

6. Items to Note

6.1. WLF Review of Fees and Charges

To be presented at the September meeting of the Commission.

6.2. TFS Financial Delegations

A new paper on this item is to be presented at the August meeting of the Commission.

6.3. TasFire Equipment Q4 2023 report

Members noted the operating surplus, the first recorded for some time.

It was moved V Adams, seconded L Hills, that the report be received.

The Motion carried.

6.4. SFMC Quarterly Report

The Commission noted the report.

6.5. Sandford Brigade Station and Land

J Smith spoke to the paper, noting that the issue has been regularly raised over the past 10 – 15 years, and the paper was to raise awareness of the possible consequences of the owners selling the land. Timing of pending changes is unclear.

Members agreed to consider options when the outcome of the landowner's negotiations with council are known.

B Corbett moved that the advice be received and noted. P Geard seconded; the Motion carried.

7. Correspondence

7.1. Correspondence from the Minister for Police, Fire and Emergency Management – Financial Sustainability Plan

7.2. Request from Treasury – Authorisation of Inspectors

Members noted the correspondence.

8. Out of Session Decisions

No out of session decisions were made.

9. Items of a Strategic, Critical or Urgent Nature

Air operations facility - Launceston

S35(1)



Child Safe Framework

B Menzie sought an update on progression towards the Child Safe Framework. K Baker advised members that compliance with the framework was required by 1 January 2024. A Briefing Note will be presented at the August meeting to inform members about what is in place. **(Action.)**

10. Other Business

No other Business was raised.

11. Key Messages

The Commission agreed that the key messages were that:


- The Commission noted the preliminary 2022-23 financial position for the Commission.

- The Commission endorsed an additional recruit course in 2024.

12. Meeting Closure

The meeting closed at 10:45 a.m.

CONFIRMED:

Chairperson	
Date	28 August 2023



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 am, Monday 28 August 2023 at
TFS Southern Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair (<i>via Webex</i>) |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance (<i>via Webex</i>) |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Vanessa Adams | Local Government Association of Tasmania (<i>via Webex</i>) |

In Attendance:

- | | |
|--------------------------|---|
| • Ross Hinkley | Executive Director Strategy and Capability, TFS |
| • Kathy Baker | Executive Director, People and Business Services |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Scott Wilson-Haffenden | Director, Finance and Business Systems Transformation |
| • Jane McGee | Senior Executive Officer, OoCO |
| • Ellie Goddard | Manager, Volunteer Strategy and Support Unit |
| • Erin Baker | Director, People and Culture |

Apologies:

- | | |
|---------------|---|
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Peter Geard | Local Government Association of Tasmania |
| • Shane Batt | Acting Deputy Chief (Observer) |

Meeting Opened

The Chair declared the meeting opened at 2:00 p.m. The meeting was recorded to confirm accuracy of minutes. The recording will be destroyed once the minutes are approved.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies, as well as two observers listed on the agenda as in attendance, but were not present, Mandy Clarke and Nigel Richardson.

1.2. Conflicts of Interest

No conflicts were noted.

2. Minutes of previous meetings

2.1. Minutes

D Faletic moved, and V Adams seconded that the July Minutes be endorsed.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed; all actions were either completed or on the agenda for the current or next Commission meeting.

4. For decision

4.1. First draft – 2022-23 Annual Report

Members provided feedback on the current draft proof.

It was moved J Smith, seconded B Menzie that the Commission endorse the first draft of the report including provision of suggested amendments for inclusion in an updated proof.

The Motion carried.

4.2. Station Connectivity

E Goddard joined the meeting to speak to the paper, which was taken as read.

M Lowe acknowledged the work E Goddard and her team had done to produce the Strategy.

It was noted that the opex cost is to be supported on an ongoing basis.

It was revealed that the current opex associated with connectivity had already been factored into the new opex requirement. The accelerated capital rollout was acknowledged as important but the Commission noted that every effort should be made to reduce any redundancy in relation to stations such as Sandford or others where imminent decisions may be required about long terms sustainability.

The Commission discussed the need to identify savings to offset additional operating expenditure and was assured that a report is presently being prepared outlining a range of options for cost reductions and savings which may offset this and other items requiring additional funding.

It was moved B Corbett, seconded V Adams that the Commission endorse the station connectivity plan, and that ongoing funding to support the service be added to the Corporate Plan.

The Motion carried.

The Chair thanked E Goddard, who left the meeting at 2:34 p.m.

4.3. Fees and Charges Audit – recommendations and plan

The Chair noted that the paper was brought for decision rather than noting, because although the Commission had not yet seen it, it had been endorsed at the Audit and Risk Committee and put into effect. The Chair felt that Commission should see the report and endorse the action taken, even if in hindsight.

S35(1)

S35(1)

D Faletic moved, B Corbett seconded that the State Fire Commission endorse the Fees and Charges Audit Report and its two recommendations, noting that the report and its recommendations have been accepted by the Audit & Risk Committee.

The Motion carried.

4.4. Sandford Fire Station

While listed as a paper on the Agenda, this item was addressed under *Items of a Strategic, Critical or Urgent Nature*.

5. Standing Items

5.1. PCBU Update

E Baker joined the meeting at 2:43 pm to speak to the Report, which was taken as read.

The lack of active PINs, Notifiable Incidents and Safety Alerts was highlighted and acknowledged by the Commission; with further acknowledgement of the improved structure and processes to deal with matters of concern or issues arising.

B Menzie moved, B Corbett seconded, that the Report be received.

The Motion carried.

E Baker departed the meeting at 2:50 pm.

5.2. Financial Report

S Wilson-Haffenden noted that this paper was essentially a status update, with a full report against the August position to be provided at the next meeting.

D Faletic moved, V Adams seconded, that the report be received.

The Motion carried.

5.3. Annual Work Plan

The Chair noted that, with the planned introduction of new legislation, a new organisational structure and associated work to do with policy and doctrine, it was felt that it was not the right time to undertake an SFC policy review. As such, the Strategic Session listed for September was removed from the Work Plan.

Members agreed with this logic and noted the Annual Work Plan.

5.4. Performance and Progress Report

Members noted the report, including the improved Fire Investigation reporting.

5.5. Calendar of Events

Members discussed the end of year dinner, agreeing to a scaled down version with only members, observers and support staff to be held following the December meeting on Friday, 15th December.

6. Items to Note

6.1. Child Safety Framework

Members noted the report, which was taken as read. The Framework will now go to DPFEM to be matured, and the TFS / SES focus from here will be on policies and guidelines.

Members discussed the “Active Under Age” program (17 year olds) who attend incidents – noting that this program is currently paused as it potentially exposes children to trauma. Further analysis will be undertaken in the context of the Child Safe Framework.

J Smith noted the financial implications of this paper, regarding support for training; correspondence was found which indicated TFS / SES has previously committed to a 2 year FTE equivalent, Band 6. However, the Corporate Plan does not reflect the staffing and funding for that, so this is being investigated further. It was noted that, if required, this will need to be reflected in the budget submission. The role is related to the Commission of Inquiry and government commitments to the recommendations arising.

6.2. SFC insurance arrangements 2023-24

The Report was provided to give the Commission assurance that insurance arrangements are in place.

The report was noted.

7. Correspondence

7.1. Australia-United Kingdom Free Trade Agreement and Compliance with International Procurement Obligations

The correspondence was noted.

8. Out of Session Decisions

No out of session decisions were made.

9. Items of a Strategic, Critical or Urgent Nature

- J Smith noted that he had received formal correspondence regarding the land upon which the Sandford station sits, from the Executors of the estate of the owners. The land is to be sold and the lease will end as of 6 March 2024, with no option to renew.

Action: J Smith to bring a paper back to the Commission regarding options for the Sandford station, including projected costs.

- The Chair requested an update on the Culture Survey. J Smith noted he met with M Clarke two weeks ago to discuss. S35(1)

S35(1)

10. Other Business

No other business was raised.

11. Key Messages


The following key messages were agreed upon – that the Commission

- Endorsed the State Fire Commission draft 2022-23 Annual Report
- Endorsed the Station Connectivity Strategy
- Noted the status and implementation of a Child Safe Framework within TFS and SES.

12. Meeting Closure

The meeting closed at 3:27p.m.

CONFIRMED:

Chairperson	
Date	29 September 2023



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 am, Friday 29 September 2023 at
TFS Southern Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair (<i>via Webex</i>) |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania |

In Attendance:

- | | |
|----------------------------|---|
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation |
| • Jane McGee | Senior Executive Officer, OoCO |
| • Erin Baker | Director, People and Culture |
| • Marijke Harris | Manager, Finance and Payroll Services |

Apologies:

- | | |
|--------------------|---|
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Kathy Baker | Executive Director, People and Business Services |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Nigel Richardson | Manager, Workplace Health and Safety |

Meeting Opened

The Chair declared the meeting opened at 8:59 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies.

The Chair also noted the release of the draft Tasmania Fire and Emergency Service Bill 2023 and funding options, and proposed that the Commission should consider providing a response during the consultation period. The Senior Executive Officer has circulated the communication with the links to these documents to all members.

The Chair proposed that the Commission further consider how the State Fire and Emergency Service Committee (the reformed version of the Commission) will function, including the development of Terms of Reference.

Action: J Smith will speak with the Steering Committee and Minister's Officer about the SFES Committee's direction and start drafting ToR.

The Chair welcomed newly appointed Deputy Chief, Matt Lowe, to his first meeting of the Commission.

1.2. Conflicts of Interest

J Smith noted that he has a S36(1) to the land the Sandford station is situated on, so when discussing agenda item 4.1 he will abstain from contributing to the discussion until all members have spoken.

B Menzie noted he has a perceived (not actual) conflict for item 7.1, being the representative of the TVFBA on the Commission.

2. Minutes of previous meetings

2.1. Minutes

V Adams moved, and D Faletic seconded that the August Minutes be endorsed.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and noted by the Commission.

4. For decision

4.1. Options for Sandford station

R Hinkley spoke to the paper, which was taken as read. While the paper was listed in the For Decision section of the Agenda, it was presented For Noting only.

R Hinkley noted that S36(1) have shifted slightly on the date required for a decision from the TFS, to June 2024. He met with the Brigade Chiefs and their representatives during the week, to ensure their engagement with the process. R Hinkley aimed to help the group see that there are two paths – the solution for March 2024, whatever that is; plus, whatever the Commission decides is a medium and long term solution.

S35(1)

It was agreed that, when further discussing options with the relevant brigades, the focus should be not on individual brigades, but a solution to deliver the best outcomes for the community, and should take into consideration the Commission's obligations with respect to fire prevention and response, as well as standard of facilities and safety of members.

The disaffection of volunteers due to the proposed levy increase (as part of the draft legislative changes) was also discussed, with attendees noting that the decisions made by the Commission directly impact the amount of levy that the community pays.

It was moved B Menzie, seconded P Geard, that the Commission note the work being undertaken to address the issues associated with the end of lease at the Sandford Fire Brigade, with a focus on the progression of Options Two and Four.

The Motion carried.

4.2. Home Fire Risk Mitigation program

R Hinkley spoke to the paper, noting that Community Fire Safety (CFS) had approached him with the wish to resume this program.

J Smith provided further detail and background to the program, noting that there is currently no program which addresses fire safety for vulnerable groups in the built environment.

Members discussed funding options in detail, agreeing that the program was important, noting the strong relationship with existing health and community service organisations to identify vulnerable people and groups, and the benefits of resuming the program.

It was moved L Hills, seconded D Faletic, that CFS manage the costs of delivering the program from within its existing budget in 2023-24, with ongoing funding to be considered through future internal budget processes.

The Motion carried.

The Chair thanked R Hinkley for his work on this matter.

4.3. Communicating State Fire Commission Meeting Outcomes

The paper was taken as read. It was noted and agreed that a quarterly update on Commission decisions be provided in WordBack, which is read by TFS staff and volunteers. R Hinkley will work with J McGee after each meeting to formulate the communication and clear through the Chair.

It was moved P Geard, seconded B Menzie that the State Fire Commission endorse a post meeting communicate to stakeholders, and other opportunities for information dispersal as appropriate.

The Motion carried.

4.4. Draft Annual Report 2022-23

A duplication of tables on Pp. 33 and 35 of the report was noted for amendment in proof.

V Adams moved, J Smith seconded that the Commission endorse the final draft of the report for publication.

The Motion carried.

The Chair thanked J McGee and all contributors for the development of the Report.

4.5. Flinders Island Projects

R Hinkley spoke to the paper, noting that there are two distinct projects being the sheds to be constructed by the Flinders Island Council, and the fit out (to be undertaken by TFS) which has yet to be costed.

Members discussed the paper, particularly noting potential cost to the Commission, and possible options regarding the leasing of the land. It was agreed that it would be beneficial to employ a quantity surveyor for a more accurate estimate for the cost of construction; and further to get assurance around access to and ownership of land.

S35(1)

S35(1)

It was agreed that the facilities should have purpose built shower facilities (rather than require TFS members to use the available public facilities).

It was moved V Adams, seconded L Hills that the Commission

S35(1)

S35(1)

It was further agreed that a quantity surveyor should be appointed to establish the full cost of both projects. The State Fire Commission noted the impact on resources to progress the project, and that at this stage, no resourcing is dedicated to this project, especially for stage two.

The Motion carried.

5. Standing Items

5.1. PCBU Update

E Baker joined the meeting at 10:20 pm to speak to the Update, which was taken as read.

The progress of Recommendation 4 from the Wise Lord and Ferguson governance review was noted. E Baker noted that Recommendation 5, around Training and Education, is progressing at the manager levels, and now needs to include officers and those with WHS obligations. This will occur in November and / or December. All other relevant staff requiring training will be progressed in the New Year.

With respect to psychosocial hazards, a training package has been developed, and the WHS team has started delivering face to face to worker groups, with a focus in the SES, initially. A gap analysis will also be undertaken around control measures over the coming months to identify priorities and relevant groups will be consulted with to either add to the list of controls, or to receive feedback on the effectiveness of existing controls.

E Baker advised the Commission that WH+S Manager, Nigel Richardson, is finishing with DPFEM at the end of next week (6 October). The Chair wished Nigel well on behalf of the Commission.

E Baker departed the meeting.

5.2. Financial Report

R Hinkley provided a presentation on the work being undertaken to establish a way of reporting across the whole of the TFS.

An "Overall" report will be provided to J Smith and the Executive; and every regional director across the business will receive a report for their respective areas every month. This will contain a summary of salary expenditure, non-salary issues and where there are matters to focus on or to provide additional information back to Executive. Approved Corporate Plan initiatives will also be tracked, so they are all in one place for Managers to be across.

A recruitment process is underway for a Business Manager to manage this as part of their role.

The Chair noted that the internal reporting can also be used as a tool for managers to be able to re-prioritise unspent funds.

The Chair congratulated R Hinkley and team for their efforts.

With respect to the regular finance report, S Wilson-Haffenden noted the insurance levy receipts are tracking above the Corporate Plan projections.

Members further discussed the process for allocating the 2023-24 Budget \$10M volunteer infrastructure fund. J Smith advised that a survey has been finalised with all brigades and units across the state, with 269 responses to requests for funding. This information has been collated with a Steering Committee consisting of S Wilson-Haffenden, Mick Lowe, Matt Lowe and K Baker to review the information.

The Commission noted that a number of papers presented to the Commission over the last few months have referenced this allocation as a funding source for new activity; the Commission agreed that it was important to clarify the intent of the funding. The Committee is also working with E Goddard and the volunteers group to categorise the feedback. It is important for respondents to the survey to see action.

The Commission received and noted the Report.

5.3. Annual Work Plan

Members noted that the September action to endorse the Annual Report was completed; and discussed December actions, particularly noting that the Review of the SAMP can be removed as it is not an annual activity – rather it is done three yearly. Members agreed there was value in reviewing the Commission's internal allocation at this time. The members also agreed there was value in understanding land holdings, with the current issue at Sandford being a good example, noting that it might be valuable to consider conversations with Councils about the Commission's intentions for land it leases.

Members noted the Annual Work Plan.

5.4. Performance and Progress Report

Members noted the improved CFS reporting which provided excellent detail. J Smith advised that he had requested similar reporting from the operational area. Members discussed the building safety staffing issues identified on Pp. 13 and 14 of the CFS report. Members were advised that the Building consultancy was still in the discovery phase.

Action: An update on how evacuations are progressing to be added to each month's agenda, including commentary.

The graph "Area burnt by bushfires" on p.202 of the consolidated papers, (corresponding to the 13th graph in the Tasmania Fire Service Monthly Statistics Report), was queried, with the note that the text in red has been part of the report for the past six months. ("*NOTE - Current AIRS data does not match data previously reported for 2015-16. This anomaly is under investigation.*"). The Commission agreed that if the investigation is not occurring, this text should be removed.

Action: Area Burnt by Bushfires text to be queried and amended as required, in the Tasmania Fire Service Monthly Statistics Report.

S35(1)

The Acting CO advised members that fire permits will be required from 3rd October 2023.

Members noted the Report.

5.5. Calendar of Events

Members discussed the calendar, noting the options for the final meeting of the year and associated dinner and recruitment graduation ceremony.

Members noted Report.

6. Items to Note

6.1. Separations data

Members discussed the data and were advised that R Hinkley and team have been liaising with the State Service Management Office and the Department of Health about the workforce planning they are doing, to inform DPFEM's own workforce planning.

Members received the data and noted the Report.

6.2. Debt Recovery

M Harris joined the meeting and spoke to the paper, noting the reason for its submission was to provide greater clarity to the Commission on processes and reasoning around bad debts and the recovery process.

J Smith noted that he will engage with Andrew Lyons as many of the smaller recurring debts are for TFE services (**Action**).

The Chair thanked M Harris for the update and requested that further thought be applied to finding solutions to debt recovery where possible.

Members noted the Report.

6.3. TFS financial delegations

The paper was discussed, with members noting the ongoing unusual situation due to the application of the various governing Acts (*Fire Service Act 1979, State Service Act 2000, Financial Management Act 2016*).

The Chair noted that a practical level, delegations are still managed but that ambiguities should be resolved in the proposed new legislation.

Members noted the Report.

7. Correspondence

7.1. Response from Deputy Secretary - Volunteers Participating in Ready for Response Program

The correspondence was noted with the Chair to draft a response to Mr Atkins, acknowledging the lack of clarity in advice provided to participants relating to the program and committing to more comprehensive advice in the future.

Action: Arising from the issues identified with the Ready for Response program, a list to be established by the Executive of other activities, such as the stair climbing competition, which may require similar clarification for participants around workers compensation cover.

8. Out of Session Decisions

No out of session decisions were made.

9. Items of a Strategic, Critical or Urgent Nature

The Chair requested that this Agenda Item be removed from future agendas, and any relevant matters be discussed as Other Business.

10. Other Business

L Hills advised that the UFU is working with the Office of the Chief Officer to clarify, from a career perspective, that all career staff have the authority to carry out their duties and fulfil their responsibilities. A paper may be presented to the Commission in the future.

S35(1)

11. Key Messages


The following key messages were agreed upon – that the Commission:

- Welcomed new Deputy Chief Officer, Matt Lowe
- Endorsed funding for the Home Fire Mitigation Program
- Endorsed the final draft of the State Fire Commission 2022-23 Annual Report
- Received an update on the Flinders Island projects.

12. Meeting Closure

The meeting closed at 11:54 a.m.

CONFIRMED:

Chairperson	
Date	25 October 2023



State Fire Commission

A meeting of the State Fire Commission was held at
12:00 p.m. on Wednesday, 25 October 2023 at
TFS Southern Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania (via Webex) |

In Attendance:

- | | |
|----------------------------|---|
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS |
| • Bel Stevanovich | Acting Director, People and Culture |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

- | | |
|----------------|--|
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Kathy Baker | Executive Director, People and Business Services |
| • Mandy Clarke | Deputy Secretary, DPFEM |

Meeting Opened

The Chair declared the meeting opened at 12:02pm. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies.

1.2. Conflicts of Interest

The Chair spoke to the possible perception of a conflict for B Corbett as representative of the TRVFA, and Agenda Item 4.1; noting that while it should be acknowledged as a perceived conflict, any potential benefit to B Corbett from the work is minimal and as such, B Corbett will not need to leave the meeting during the discussion. Members agreed.

2. Minutes of previous meetings

2.1. Minutes

J Smith moved, and P Geard seconded that the September Minutes be endorsed.

The Motion carried.

Action: An electronic version of the Annual Report to be circulated to members

3. Business Arising

3.1. Action List

The Action List was reviewed and noted by the Commission.

Action 2 - Chair noted the three week extension to the Fire Service Act consultation period and noted that he has asked J Smith that the executive undertake a gap analysis.

Action 6 – Andrew Lyons (Manager, TasFire Equipment) provided a response which was handed out to members and will also be provided electronically as part of these minutes.

4. For decision

4.1. TRVFA Classification and Payment Review

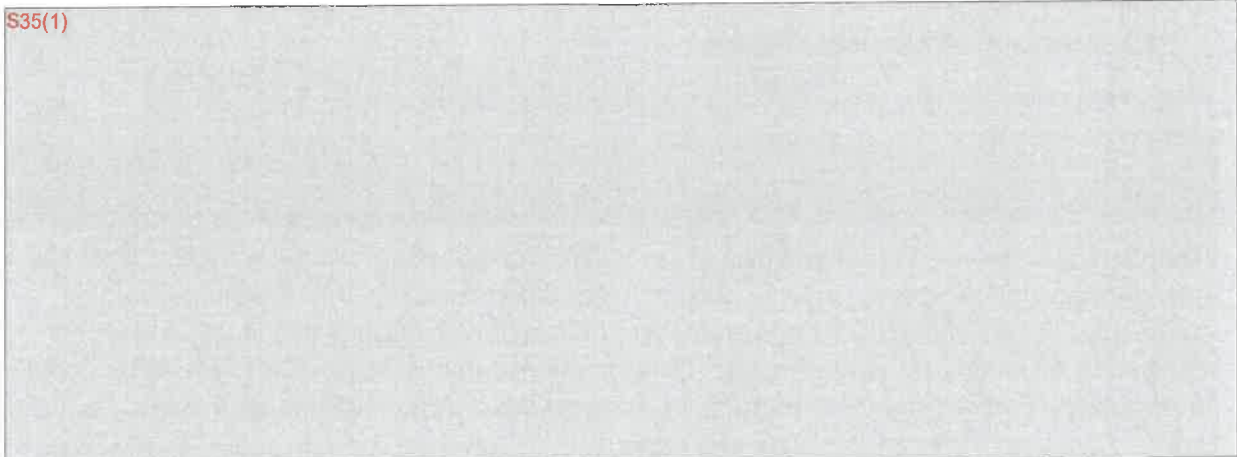
Andrew Taylor joined the meeting at 12:10 and provided background information to this matter.

Members asked further clarifying questions, including the policy basis for the proposal, noting that this will form part of the work of the Commission in the future. It was agreed that a sound policy basis is required.

The Chair thanked A Taylor for his contribution. A Taylor left the meeting at 12:39 pm.

R Hinkley led the discussion which followed thanking A Taylor and B Corbett for their work on this issue, noting the time taken to reach this point. He noted that he has not advanced the policy aspect, as he will require direction from the Commission, and that the focus had been on validating the claims against data.

R Hinkley sought parameters from the Commission on how this work should be finalised with the Association. The policy statement will be updated once the work identified in the recommendation is completed.



L Hills moved, P Geard seconded, that the Commission note the cost analysis of the Tasmanian Retained Volunteer Firefighters Association (TRVFA) 'Log of Claims' in relation to Policy Statement 1/12 and provide parameters for negotiation with the Association based on this review. Furthermore, it was agreed that the Commission support further discussions with

the TRVFA, enabling these pay increases to be considered and implemented in a staged approach across the current and forward estimates within the funding available to the Commission. The Commission to receive a final proposal before the end of the calendar year.

With B Corbett abstaining from voting, the Motion carried.

R Hinkley to advise the Commission, before the end of the financial year, how pay increases will be funded.

Action: Commission to write to A Taylor to advise the decision of the Commission regarding the classification and payment review.

The Chair acknowledge the work done by R Hinkley, Mel Fitzpatrick and S Wilson-Haffenden.

4.2. Public Information Staffing 2023

J Smith spoke to the paper, reinforcing that warning communities is the highest priority when there are fires and floods.

Members discussed how the proposal would be funded, noting possible savings in the Bushfire Risk Unit as well as identifying further funding in the internal financial reporting lead by R Hinkley. S35(1)

S35(1)

Members discussed the need for the Commission, where it has committed to funding new projects or programs (AKA “ons”), it would be useful to understand the “offs”, i.e., where are the cuts that make the new funding possible.

Action: when new funding is endorsed by the Commission, it is to be factored into the financial reporting presented at meetings.

D Faletic moved, B Menzie seconded, that the Commission approve the addition of two Band 5, fixed term, full time equivalent staff members to the Public Information and Warning Team, to ensure that Tasmania Fire Service (TFS) and State Emergency Service (SES) deliver on their operational priority to issue warnings to protect the community. The Commission also noted that funding will be met through cash reserves.

The Motion carried.

4.3. Rossarden Volunteer Brigade

The paper was taken as read; S35(1)

S35(1)

Members were advised that the Office of the Valuer General will provide a valuation, and that transfers agency-to-agency are now at cost. It was determined that the valuation should be sought and R Hinkley and S Wilson-Haffenden then start discussion with the Department for Education, Children and Young People. It was confirmed that the purchase funds would come from capital reserves and other projects would move down the priority list, as a result.

P Geard moved, J Smith seconded, that Commission note the issues associated with the sale of the land at the Rossarden Fire Brigade and endorse the continuation of negotiations, including that a valuation be sought; S35(1)

S35(1)

The Motion carried.

Action: A paper outlining the proposed expenditure against the \$10M Ministerial funding to be presented at a meeting in the near future.

4.4. Draft proposed SFESC Terms of Reference

The Chair provided background to the development of the Terms of Reference in the context of providing advice as to the possible make up and purpose of the Fire and Emergency Services Committee once new legislation is introduced, particularly in the absence of other parties doing so. S35(1)

S35(1)

S35(1)

S35(1) Members were advised that the paper would not come back to the Commission for endorsement.

Action Feedback to be provided to J Smith no later than 12 November (noting consultation period has been extended by three weeks from original 5 November date). An FYI version of the final submission will be provided to members.

No motion was moved following this discussion.

4.5. Proposed arrangement for Sandford Fire Station

S35(1)

It was moved B Corbett, seconded B Menzie, that subject to advice from the Office of the Valuer General, the Commission endorses the proposed lease arrangement for the Sandford Fire Station.

The Motion carried.

5. Standing Items

5.1. PCBU Update

B Stevanovich, Acting Director of People and Culture, joined the meeting via Webex to speak to the paper.

Members were advised that Michael Gibbons was acting Manager, WHS, the role vacated by Nigel Richardson. B Stevanovich noted an update since the paper was circulated concerned the development of a WHS Risk Register, which has been sent to the Deputy CO for review and feedback, and those matters are being worked through. Further meetings and work to be undertaken with Community Fire Safety and Education and Training to progress with their risk registers; this will also occur with the SES.

No other major issues of concern in WHS matters. The safety alert as per the paper's attachment has now been resolved.

Members noted the update. B Stevanovich departed the meeting.

5.2. Financial Report

R Hinkley spoke to the paper, and advised members that Kylie Slip, previously from BES, was acting in the Business Manager role in the Office of the Chief Officer for 6 months.

TFS and SES management are now familiarising themselves with the new internal financial reporting and R Hinkley and team are in the process of talking to the regions about the monthly reports. The regions are taking the time to familiarise themselves with the process.

The insurance levy continues to track upwards. The cash balance is likely to increase and as the internal budget work continues R Hinkley will be better placed to advise the Commission more precisely on this. Discussions have been held with regional chiefs about capital funds, so they have more information about the capital program.

S Wilson-Haffenden advised that both Campbell Town and Marrawah construction projects have progressed. The Marrawah contract has been signed and is within budget. The contractors will commence on site on 6 November. Evaluations are complete for Campbell Town and contract negotiations commenced. S Wilson-Haffenden noted that in some other locations, such as St Helens and Roseberry, there is difficulty finding contractors and those that are tendering are significantly above what has been budgeted. This was raised as a flag for the works approved for Flinders Island. These projects may need to be further considered by the Commission in the future if prices continue to rise, or contractors cannot be engaged.

Members were further advised that an internal working group (R Hinkley, Mick Lowe, Matt Lowe, L Smith and others) had worked through responses to the surveys which sought feedback on priorities for expenditure of the \$10M infrastructure funding from the Minister. Prioritisation is currently being undertaken, with the Minister to be informed of progress before further consultation with the Volunteer Associations.

S Wilson-Haffenden confirmed future financial reporting will take into account projects that have been approved by the Commission, within a revised budget.

The Commission received and noted the Report.

5.3. Chief Officer's Report

The report was taken as read.

J Smith noted that the Executive was forming a great team and working very well together with great communication; this supports the work reported on in the CO's Report. Members noted positively the amount of engagement with volunteers.

The Report was noted. J Smith departed the meeting at 2:30 p.m.

5.4. Capital Works update – verbal update

This report was included as part of the financial report discussion.

5.5. Separations data

The Report was noted.

5.6. Performance and Progress Report

The Report was noted, with a query regarding the advice within the *Bushfire Risk Unit – Bushfire Risk Mitigation* report, that existing fixed term position vacancies and upcoming

retirements in December 2023 within the Bushfire Regulation & Policy area is impacting on statutory service delivery. R Hinkley undertook to provide an answer at the next meeting.

Action: R Hinkley to provide advice on how existing fixed term position vacancies and upcoming retirements in December 2023 within the Bushfire Regulation & Policy area is impacting on statutory service delivery.

5.7. Annual Work Plan

Members noted the Annual Work Plan.

5.8. Calendar of Events

Members noted Calendar.

6. Items to Note

6.1. Use of State Fire Commission seal

Members noted the Report.

6.2. Capital and Accommodation Committee Terms of Reference

Members noted the ToR.

6.3. TFS Cleaning tender

The advice regarding the tender was noted.

6.4. TFE Quarterly Financial Report

The deficit reported by TFE was discussed, in the context of the previous quarter's report, which showed a profit. It was determined that, due to the way salaries are reported, the last report may have been an aberration.

The Report was noted.

6.5. Pre-Fire Season briefing (*verbal update*)

This was to be presented by J Smith who had to depart the meeting, so will be added to the November agenda.

6.6. Child and Youth Safe Organisations

The paper was discussed at length, with members determining, based on the effort that would be required for the Commission to comply with its recommendations, they wished for a presentation to be provided at the November meeting (**Action**), outlining the following:

- Does the Commission need to meet the 1 January deadline or the 1 July deadline.
- What are the Commission's legislative responsibilities
- Where does the organisation intersect with children
- What controls does the Commission have in place.

R Hinkley noted that the Commission might also wish to request a presentation from the Department of Justice as well.

Members were advised that Agencies have been requested, with respect to budget submissions for this year, to separate out requests for responding to the Commission of Inquiry report recommendations, which may include work to ensure compliance with new child safe frameworks.

Members noted the paper and its significance, and requested it be listed for a presentation at the next meeting.

7. Correspondence

7.1 SFC Chair to President, TVFBA

Members agreed that once it was determined what other events or activities were not covered by worker’s compensation, a clear communication is to be sent out to ensure people undertaking those activities are fully informed.

7.2 Post-meeting Stakeholder Communication

The proposed form of the correspondence was noted, with members agreeing that the draft October communication be sent to them with the draft Minutes for approval to circulate to key stakeholders. Amendments to the column headings were noted, as well as the need to change the tense of decisions.

8. Out of Session Decisions

While two papers had been circulated out of session, they had both been considered at this meeting to allow for further discussion (items 4.2 and 4.3).

9. Other Business

- The response to Action 6 – services provided by TFE to bad debtors, was noted.
- The Chair emphasised that matters discussed at meetings are to be kept confidential until decisions are finalised and made public.

10. Key Messages


The following key messages were agreed upon – that the Commission:

- Commended the crews who undertook the evacuation at the Zero Davey fire
- Noted the progress of works for the new Marrawah and Campbell Town fire stations
- Recognised the 140 year anniversary of the Hobart Fire Brigade
- Supported discussions to progress a further lease of the Sandford Fire station land.

11. Meeting Closure

The meeting closed at 3:18 p.m.

CONFIRMED:

Chairperson	
Date	24 November 2023



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 a.m. on Friday 24 November at
TFS Southern Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania (<i>via Webex</i>) |

In Attendance:

- | | |
|----------------|--|
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

- | | |
|----------------------------|---|
| • Kathy Baker | Executive Director, People and Business Services |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation |

Meeting Opened

The Chair declared the meeting opened at 09:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies.

1.2. Conflicts of Interest

No new conflicts were raised.

2. Minutes of previous meetings

2.1. Minutes

Members confirmed an amendment to Minutes at item 4.5.

With this amendment made, P Geard moved and D Faletic seconded that the October Minutes be endorsed.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and noted by the Commission.

4. Presentations

4.1. ICT Roadmap - Chief Information Officer, Tim Rutherford

T Rutherford's presentation is provided as an attachment to these Minutes.

T Rutherford outlined for members his aims with respect to the technology strategy, including:

- Standardisation of the solutions used by TFS
- Simplification of how the technology environment is run (the lowest technical complexity possible, to meet operational requirements)
- Developing Capability both in technology team, and more broadly the Agency
- Building business insight to gain a better understanding of TFS's needs, from a technology perspective.
- Automation of what we do and how we do it, and minimising human risk.
- Change management and change control. Management = behavioural aspects, control = technology aspects.
- Underpinning this change is strong governance, and strong change management efforts.

What's next:

- Network and Infrastructure, and Security: fundamental building block of operations.
- Application obsolescence: looking at how we can consolidate and simplify and understand what's critical to operations.
- Development of technology pathway: at network and infrastructure level, the application level and the device level.

Members discussed the presentation, including the current shortcomings, the challenges in progressing the strategy and the likely significant costs of implementation.

D Faletic advised that the Department of Treasury and Finance has a fund for Digital Transformation which the Commission may consider making a submission to, to help fund a business case or future requirements.

T Rutherford left the meeting at 9:46 a.m.

Members discussed how the Commission should be kept advised of progress. R Hinkley noted there will be a piece of work associated with the review of applications. It was agreed that the Commission seek updates on progress or the outcome of that review.

R Hinkley and J Smith meet monthly with T Rutherford and will report back to the Commission.

Action: Add this update as a standing item to Agenda.

4.2. Child Safe Framework – Mick Lowe

Executive Director - SES and Volunteers, M Lowe, noted for members that there are two concurrent pieces of work occurring – the new Child and Youth Safe Organisations Act 2023, with requirements coming into effect on 1st of January next year; and the Commission of Inquiry recommendations. These are linked, but to a degree are separate in terms of requirements.

TFS has been reviewing operations to ensure compliance with the new Act from 2024, with changes already implemented with regard to the junior and cadet program within the organisation.

M Lowe noted 31 recommendation of the Commission of Inquiry which impact the TFS / SES. In addition, other Departments will take the lead with respect to actioning other recommendations which may also impact TFS / SES.

The Chair commended M Lowe and his team for their efforts to date and acknowledged the work to come.

The presentation is provided as an attachment to these Minutes.

5. For decision

5.1. Construction of a settlement pond to reduce the risk of PFAS-contaminated water runoff

The paper was taken as read.

B Corbett moved, and J Smith seconded, that the Commission endorse the proposed stormwater settlement pond project at the Cambridge Training Facility, acknowledging that funding had previously been approved for this work.

The Motion carried.

5.2. Amalgamation of Bishopsbourne and Longford Brigades

J Smith spoke to the paper. Members agreed that the proposal was for an amalgamation of brigade leadership and that the draft resolution should be amended accordingly.

B Menzie moved, and J Smith seconded, that the Commission endorse the administrative amalgamation of the two brigades to support the ongoing retention of firefighters at Bishopsbourne to provide emergency community response; with Command and Control, and station management from the larger established Longford Brigade.

The Motion carried.

5.3. TRMF insurance contribution 2023-24

Members noted that the invoice had not been provided with the paper. S35(1)

S35(1)

Subject to citing the invoice and confirming the Commission's authority to pay, J Smith moved and D Faletic seconded that the Commission authorise the payment of \$5,350,721.55 (GST inclusive) to the Tasmanian Risk Management Fund.

The Motion carried.

5.4. Recruitment for Long Term Workers Compensation

Deputy Chief Officer M Lowe spoke to the paper, which was taken as read. It was noted that while the Commission was assuming some financial risk by filling the vacant positions, it was relatively low.

The Commission noted that employees impacted by the recruitment process would be consulted in advance.

P Geard moved, J Smith seconded that the Commission approve recruitment above existing establishment, to fill the long-term workers compensation vacancies within Hobart Fire Brigade.

The Motion carried.

5.5. Final draft - TFS and SES Strategic Plan 2024-2028

Executive Director - SES and Volunteers M Lowe outlined the development process of the Plan which included a significant consultation process.

It was noted that the plan is for TFS and SES at this stage, as TFES is not yet established. Actions will be clarified through a future strategic action plan, which will provide enduring organisational alignment.

S35(1)

It was moved B Menzie, seconded J Smith, that the Commission endorse the final draft of the *Tasmania Fire Service and State Emergency Service Strategic Plan 2024-2028*.

The Motion carried

6. Standing Items

6.1. PCBU Update

E Baker joined the meeting at 11:02 a.m.

The report was taken as read. E Baker highlighted the good progress with the development of the risk register.

The report noted that the Minutes from the TFS Central WHS Strategic Group were provided; they were not attached so will be circulated after the meeting. **(Action)**

Members noted the update.

E Baker departed the meeting at 11:08 a.m.

6.2. Financial Report

R Hinkley spoke to the paper, which was taken as read.

The statement under Risk Analysis (p.3) regarding reporting against the Financial Sustainability Plan was queried. Members agreed that this reporting was no longer required.

The Commission received and noted the Report.

6.3. Chief Officer's Report

The report was taken as read.

J Smith highlighted the TFS and SES Leaders' Meeting, the first time in 5 years that this cohort has come together. The next meeting is already planned.

A Garcia updated members on the event of 8 November, the TFES Reforms Roundtable Forum, noting that the Minister has established a working group to look at the funding model for the future TFES.

Members noted the Report.

6.4. Separations data

The Report was noted.

6.5. Performance and Progress Report

The Chair noted the comprehensive reporting and queried whether it remained strategically focussed. It was agreed that the reporting should be brief and only on matters relevant to the Commission.

Deputy Chief Officer M Lowe will vet future reporting against these requirements.

The Commission received the Report.

6.6. Annual Work Plan

Members noted the Annual Work Plan.

Action: SEO to follow up with S Wilson-Haffenden about a presentation on TFS matters in the SAMP, as per the December activity.

6.7. Calendar of Events

Members noted Calendar. It was agreed to start the December meeting at 8:30 a.m. to facilitate travel to Ulverstone.

7. Items to Note

7.1. \$10M Ministerial infrastructure funding

This item was not presented.

7.2. Pre-Fire Season briefing (*verbal update*)

J Smith confirmed for members that the operational arm of the TFS is ready for the Fire Season. Significant media has been undertaken following the official launch of the season over the past weekend.

The "MAOG" (Multi-Agency Operational Group, comprising Parks and Wildlife Service, Sustainable Timber Tasmania and the TFS's Fuel Reduction Unit) meets every Monday to ensure preparedness across the three agencies is aligned.

7.3. Fuel Reduction Program Strategic Direction

R Hinkley spoke to the paper, which was taken as read, noting that the Fuel Reduction Program Steering Committee held a planning session from which the proposed strategy was built. The FRP is an important program and a key mechanism for the reduction of fuel load.

Members were advised that the Steering Committee allocated funding for activities through the program's budget (funded by the State Government), which will be brought to the State Fire Commission for ratification.

J Smith thanked R Hinkley and his team for their work.

D Faletic moved, P Geard seconded that the Commission endorse the Fuel Reduction Program Strategy.

7.4. Fire Permit System Review project update

R Hinkley noted the linkage between this paper and the previous paper.

The project is moving from the business stage to the project stage.

P Geard congratulated the TFS, particularly Craig Mackinnon and team, for the excellent work.

The report was noted.

8. Correspondence

8.1. Chair to President TRVFA - Classification and payment review

8.2. Request for authorisation of inspectors – Treasury

8.3. Treasurer to SFC - Initial Guaranteed borrowing limit

All correspondence was noted by members.

9. Out of Session Decisions

There were no out of session decisions made.

10. Other Business

Reappointment of Chair

The Chair advised he had been reappointed for another term of three years.

Sandford station lease

R Hinkley updated members on the market value as assessed by the OVG, of \$6,500 for Sandford. The owners have accepted this amount for the annual lease. Members agreed that R Hinkley should proceed with arranging a three year lease on these terms.

11. Key Messages


The following key messages were agreed upon – that the Commission:

- Received a Fire Season briefing
- Endorsed the FRP strategy
- Endorsed the TFS / SES Strategic Plan
- Received a presentation on the ICT Roadmap from the Chief Information Officer, DPFEM
- Received a presentation on Child Safe legislation, Commission of Inquiry recommendations, and the Commission's obligations
- Received an update on the Fire Permit System Review

12. Meeting Closure

The meeting closed at 12:02 p.m.

CONFIRMED:

Chairperson	
Date	15 December 2023



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 a.m. on Friday 15 December 2023 at
Three Mile Line, Burnie

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance (<i>via Webex</i>) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania |

In Attendance:

- | | |
|----------------------------|--|
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation (<i>via Webex</i>) |
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS (<i>via Webex</i>) |
| • Erin Baker | Director, People and Culture (<i>via Webex</i>) |
| • Jane McGee | Senior Executive Officer, OoCO (<i>via Webex</i>) |

Apologies:

- | | |
|---------------|--|
| • Kathy Baker | Executive Director, People and Business Services |
|---------------|--|

Meeting Opened

The Chair declared the meeting opened at 8:35 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies.

1.2. Conflicts of Interest

No new conflicts were raised.

2. Minutes of previous meetings

2.1. Minutes

Subject to an amendment moved by B Menzie to the Minutes relating to item 5.1 - Construction of a settlement pond to aid the reduction of PFAS-contaminated water - to remove wording

“mitigate the entry of PFAS waste and stormwater contamination”, B Corbett moved and V Adams seconded that the November Minutes be endorsed.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and updated.

Members noted the Action list.

4. For decision

4.1. TFS and SES Pregnancy Policy

R Hinkley spoke to the paper, which was taken as read, providing the Commission with an update of the work done to date on the review and development of a TFS Pregnancy Policy and Guidelines for Operational Personnel.

P Geard moved and B Menzie seconded, that the Commission:

Note the work completed to date; and approve the second stage policy development, that an occupational physician review, research and draft policy, guidelines, and educational materials at a cost of approximately \$15,000, with funding to be met from savings achieved in other areas.

The Motion carried.

4.2. 2024 draft calendar of events

Members noted that the proposed calendar is a working document and can be updated as required.

4.3. Child and Youth Safe Organisation FTE requirements

S35(1)

Members agreed and endorsed the recommendation in principle in expectation of receiving this detail.

L Hill moved, D Faletic seconded that the Commission approve the funding of the additional resource requirements for TFS child and youth safety reforms for 23/24, and inclusion in the 24/25 Corporate Plan.

The Motion carried.

4.4. New Norfolk Fire Station

S35(1)

S35(1) S Wilson-Haffenden will follow up on this latter point. (Action) S35(1)

S35(1)

J Smith moved and P Geard seconded that the Commission approve the sale of the parcel of land at the New Norfolk Fire Brigade, 18 Back River Road, New Norfolk, in accordance with

Treasurer's Instructions; and declined the request from the Midlands District that it receives the proceeds of the sale.

The Motion carried.

4.5. AEC Reimbursements

Members discussed the past arrangements whereby the AEC hired fire brigade stations during elections and referendums, and whether AEC reimbursement should be made available to Volunteer Brigades or required to be received and held centrally.

V Adams moved, J Smith seconded that the Commission allow the ongoing arrangements with the AEC to continue, subject to there being appropriate mechanisms in place to ensure that liability issues are taken into account; and that that any revenue received through that process be made available to the stations through project accounts overseen by the State Fire Commission.

Members also agreed that additional steps need to be in place to ensure appropriate requirements are met by both TFS and the AEC, and the facilities are able to be used for the intended purpose, when TFS facilities are being used by parties such as the AEC.

Members welcomed the proposal to undertake a review of volunteer brigade individual bank accounts and their use in 2024, to gain a better understanding of their purpose. R Hinkley noted that this will be reported to the Commission in the new year.

Members noted that the proposal to have a project code to allow for central control, despite the fact that the dollar amounts are low, was a good governance principle.

The Motion carried

5. Standing Items

5.1. PCBU Update

E Baker joined the meeting to speak to the paper, which was taken as read.

E Baker highlighted the information on hazards presented to the Commission, noting the measures in place to ensure work is being done to ensure these open hazards are closed. It is proposed to report back at least quarterly on this issue. One PIN was received in November .

Members noted the update.

5.2. Financial Report

R Hinkley spoke to the paper, which was taken as read. He spoke to the challenges posed by the Corporate Planning process, with a significant body of work being undertaken with each business area to assist them to understand budgets they are allocated and undertake budget reporting.

The Commission received and noted the Report.

5.3. Chief Officer's Report

The report was taken as read.

J Smith passed on the appreciation of the Premier for being briefed on the fire season who was particularly interested in the progress of the intelligence unit.

Members noted the Report.

5.4. Separations data

The Report was noted.

5.5. Performance and Progress Report

The Commission discussed aspects of the report, including capturing fire data which is now with FireComm so reporting provided will give a better oversight of TFS activity and performance.

Members noted the Report.

5.6. Annual Work Plan

Members discussed the Review of Strategic Directions which is undertaken annually in January. The aim is to ensure that the strategic directions, as incorporated in the Corporate Plan, are still relevant. The Office of the Chief will collate and report back to the Commission whether current Strategic Directions are still relevant and whether any changes are proposed.

It was noted a new Strategic Plan had been endorsed at the last meeting and in light of this it was agreed that a desktop review of the Corporate Plan be undertaken to ensure consistency with the new Strategic Plan.

The Commission noted the Annual Work Plan.

6. Items to Note

6.1. TFS Fatigue Management Guidelines

Matt Lowe outlined the development of the TFS Fatigue Management Guidelines which are intended to guide management decisions and support individuals to proactively manage the risk of fatigue and fatigue related symptoms in the workplace, and to support the *Work Health and Safety Act 2012*, and the DPFEM Health Safety and Wellbeing Policy.

The draft Guidelines are currently with stakeholders for consultation, the period for which has been extended. M Lowe expects to bring the results of the consultation back to the Commission in February.

Members noted the update.

6.2. Use of the State Fire Commission seal

The paper was noted.

6.3. State Fire management Council quarterly report

Members noted the report.

6.4. Volunteer Infrastructure Fund

S Wilson-Haffenden provided a PowerPoint presentation on the proposed expenditure of the \$10 million Volunteer Infrastructure Fund, following a survey of TFS brigades and SES units. The presentation has been provided with these minutes.

The Chair thanked S Wilson-Haffenden for the work regarding the survey and developing the proposed allocation of funds based on agreed principles.

The proposed allocations will now be presented to the Minister and, once endorsed, funding will be allocated for the projects to commence. The proposed allocations are confidential until the Minister makes a public statement on the outcome.

6.5. Back pay for former TFS employees

E Baker spoke to the paper, which was presented for the Commission's awareness of work undertaken to identify former TFS employees within DPFEM who are entitled to salary increases conferred by the Industrial Agreements, which had effect when any former TFS employees were employed.

Members noted the paper.

7. Correspondence

S35(1)

8. Out of Session Decisions

The endorsement of the TRMF insurance contribution following the November meeting, was noted.

9. Other Business

Passing of NSW firefighters

Matt Lowe noted the tragic passing of two firefighters from NSW in separate incidents, earlier in the week.

NW Trial – day work crew

The trial has formally completed and is being reviewed by GHD. Their report, when complete, will be presented to the Commission. The Review is funded out of the North West Regional budget.

10. Key Messages


The following key messages were agreed upon – that the Commission:

- Noted the progress with review and development of a TFS and SES Pregnancy Policy and related guidelines
- Approved funding to be allocated for additional resource requirements for TFS child and youth safety reforms
- Congratulated the graduating recruits of the North West recruit course
- Acknowledged the tragic passing of two NSW firefighters.

11. Meeting Closure

The meeting closed at 10:16 a.m.

CONFIRMED:

Chairperson	
Date	25 January 2023



State Fire Commission

A meeting of the State Fire Commission was held at
9:00 a.m. on Thursday, 25 January 2024, TFS Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance (<i>via Webex</i>) |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania (<i>via Webex</i>) |

In Attendance:

- | | |
|------------------|---|
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS |
| • Erin Baker | Director, People and Culture (<i>via Webex</i>) |
| • Andrew Bennett | Manager, Workplace Health and Safety |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

- | | |
|----------------------------|---|
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Kathy Baker | Executive Director, People and Business Services |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation |

Meeting Opened

The Chair declared the meeting opened at 9:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies.

1.2. Conflicts of Interest

No new conflicts were raised.

2. Minutes of previous meetings

2.1. Minutes

B Corbett moved and P Geard seconded that the December 2023 Minutes be endorsed.

The Motion carried.

3. Business Arising

3.1. TFS Independent Cultural Review

The Chair spoke to the paper, tabled at the meeting.

S35(1)

D Faletic moved, J Smith seconded, that the Commission note the update on the TFS Cultural Review, including the advice regarding confidentiality of information; and approved the commencement of a process to appoint an external consultant to undertake the Review, noting that a revised funding requirement would be submitted prior to the appointment being made.

The Motion carried.

3.2. Action List

The Action List was reviewed and updated.

Members noted the Action list.

4. Presentation

4.1. Development of the SAMP

R Hinkley presented members with information on new work being undertaken with business units to support the development of the Strategic Asset Management Plan.

This included a spreadsheet prioritising projects; a Strategic Asset Management Plan Flow Chart outlining how proposals move through the approvals process and a Request for Capital template, designed to help the Executive Leadership team to assess requests against existing items in the SAMP. These documents are provided with these Minutes.

Members discussed how the projects in the SAMP relate to those being funded through the Minister's \$10M fund and were advised that any projects not selected for that fund were transferred for consideration through the SAMP process.

Members noted the presentation and were supportive of the processes being put into place.

5. For decision

5.1. Launceston Gateway lease costs

Matt Lowe spoke to the paper, which was taken as read. Members noted that while the lease cost was increasing, overall the lease conditions meant the costs to the Commission were less than earlier estimates.

B Corbett moved and B Menzie seconded that the State Fire Commission acknowledges and endorses an increase to the net rent for a proposed air operations facility for Launceston Airport, from \$290,000 to \$301,850 annually (excluding outgoings and GST).

The Motion carried.

5.2. 2024 Recruit course

R Hinkley spoke to the paper, which was taken as read.

Members noted that the proposed recruitment and associated costs across forward years will be built into the 2024-25 Corporate Plan.

The proposal allows for a five year window for full recruitment year on year to ensure that the Commission meets its statutory responsibilities.

R Hinkley noted that a paper will be brought to a future Commission meeting to provide members with information on the workforce planning and recruitment processes undertaken within the Department, so there is full understanding of how it is carried out.

S35(1)

It was moved J Smith, seconded P Geard, that the Commission approve the appointment of 24 firefighters from the April 2024 recruit course; and approved the commencement of the recruitment cycle for the 2025 recruit course based on separations risk data provided monthly (to be included in the 2024-25 Corporate Plan).

The Motion carried.

6. Standing Items

6.1. PCBU Update

E Baker joined the meeting online, and introduced the new Manager of WHS, Andrew Bennett, who commenced at the start of the month. A Bennett joined members in person in the meeting room.

E Baker highlighted the PINs as reported under the Significant Matters section of the PCBU Report, which was taken as read.

E Baker advised members that the Department's cycle of education is improving when it comes to WHS for managers supervisors and those deemed officers under the Act. A training session for WHS officers was run this week, which was very well received.

Members noted the update; the Chair thanked E Baker and A Bennett for their attendance and both departed the meeting.

6.2. Financial Report

R Hinkley spoke to the paper, which was taken as read.

R Hinkley noted the overtime figure, which had also been discussed in the context of the recruitment paper and advised that this was discussed at the monthly meetings with each of the

business units, so that they are aware of the detail and where the overtime is occurring – whether it is covering vacancies, worker's compensation gaps or other.

S35(1)

V Adams moved, J Smith seconded that the Commission receive the Report.

6.3. Chief Officer's Report

The report was taken as read. J Smith noted that the planning event on the 12th of January was the first time that the Executive has gone away for a specific day to plan for the year to come.

Members noted the Report.

6.4. Separations data

The Report was noted.

6.5. Child Safe Framework (*verbal*)

Mick Lowe provided a verbal update to the Commission on the work being undertaken in four key areas. This includes:

- Working with the Department on high level guidance and framework.

TFS has recommended that the "entity" under the *Child and Youth Safe Organisations Act 2023* be confirmed. DPFEM has taken this query to the Solicitor General. At the moment the position is (and has been) that there would be a single entity approach between the State Fire Commission and the Department, so the Commission would work through the Department for the purposes of the Act. If it is advised this is not correct, a separate framework would have to be developed for the State Fire Commission.

An exposure draft of the framework has been circulated. It is the keystone document that the TFS / SES will "nest" into, with the direction to be applied from a Departmental level. The focus is on mandatory reporting.

- Developing guidance for the organisation.

The Child and Youth Safety Risk Management guide has been drafted, which provides guidance for the organisation on how to assess and manage risks regarding child and youth safety within the organisation.

The initial draft has been reviewed by A Klasan (Audit and Risk Manager) and will be circulated for further consultation soon.

- Reviewing the Active Underage Program.

The tender document for a consultant to do a risk analysis is being finalised. The output will be advice regarding not only the Active Underage Program but also the operational deployment of underage people.

- Junior and Cadet Program handbook

This is being updated, but until the framework is complete this can't be finalised.

J Smith updated members on a related matter, regarding a media release issued today concerning a TFS volunteer who was required to stand down S36(1)

S36(1) J Smith was unable to go into detail as the matter is before the courts, but noted it emphasised the importance of the work M Lowe and his team are doing to ensure processes and procedures are in place to enable the organisation to respond appropriately in these situations.

Members noted the update.

V Adams departed the meeting at 10:46 a.m.

6.6. Performance and Progress Report

B Menzie queried progress with the False Alarm Reduction Strategy; R Hinkley advised that the submission has been received and is with the consultant for review.

Matt Lowe spoke to progress in the AIRS reporting, noting that in the one month that FireComm has been undertaking this task (after hours during the week, and for three hours Saturday and Sunday) they have completed 151 reports. They are now moving to targeting brigades, setting up times that suit Brigade Officers. FireComm have been proactive in doing this themselves as they have capacity. There will be a report on this every month moving forward, with the expectation that reporting and backlog are improved.

The Commission noted the Report.

6.7. Annual Work Plan

Members discussed activity within January and February. For January, it was agreed that all three items would be carried over to the February meeting.

Mick Lowe noted that for the "Review Strategic Directions" action, mapping these against the Strategic Plan is the first step.

For February, it was agreed that the SAMP action would be left as due in February but agreed it may be delayed if R Hinkley and team require more time to consolidate the information from the work he described in his earlier presentation, as well as the information coming from the unfunded volunteer infrastructure fund process.

Members were advised that the development work BES is undertaking on the Corporate Plan should be completed by the middle of February, with the Commission to receive detailed information in February to ensure sufficient time for additional information to be provided and/or incorporated in a revised version.

Mick Lowe noted that the corporate risk register is being reviewed during February with the Commission to be briefed following the review, which will cover the related action on the Annual Work Plan for February.

The Commission noted the Annual Work Plan.

6.8. Calendar of Events

Members noted the updated Calendar of Events.

7. Items to Note

7.1. TFS Fatigue Management Guidelines consultation (*verbal*)

Matt Lowe advised that the consultation period has been extended for the Associations and the UFU until 2 February 2024, with the intent to bring the final draft Guidelines to the Commission's February meeting.

7.2. IT Update (*verbal*)

R Hinkley advised that Michael Jones has commenced as *Web Manager* (until 22 July 2024). As Web Manager, Michael will be responsible for the management and coordination of TFS/SES Information, Communication, and Technology Projects, including the TFS and SES websites.

7.3. Review of Fire Management Area Committees report (*verbal*)

R Hinkley noted that at their December meeting, the State Fire Management Council (SFMC) had approved the reduction of the number of Fire Management Area Committees from 10 down to six. As part of this change, the SFMC has indicated the requirement for a Band 6 role to support the recommendations in the *Bushfire Planning Project Final Report* (Pyrke 2021). This request is also being considered in the Corporate Plan planning process.

7.4. TFE Quarterly Financial Report

Members noted the update.

8. Correspondence

N/A

9. Out of Session Decisions

N/A

10. Other Business

Fire Service Contributions

Members discussed the timeframes regulating how the Commission amends the recovery of the fire service contribution through rates.

Commission membership

Members discussed the need to be across term expiry dates for current members, particularly in the event that an election is called and the Government goes into Caretaker mode, meaning it may not be able to make decisions such as re-appointments.

11. Key Messages

The following key messages were agreed upon – that the Commission:

- Approved the appointment of 24 firefighters for the April 2024 recruit course.
- Received the report of the Review of Fire Management Area Councils.
- Welcomed Andrew Bennett as new Work Health and Safety Manager.

12. Meeting Closure

The meeting closed at 11:16 a.m.

CONFIRMED:

Chairperson	
Date	



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 a.m. on Friday, 23 February 2024, TFS Headquarters

MINUTES

Attendees:

- | | |
|-----------------|---|
| • Allan Garcia | Chair |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania |

In Attendance:

- | | |
|----------------------------|---|
| • Mandy Clark | Deputy Secretary, DPFEM |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS |
| • Erin Baker | Director, People and Culture (<i>via Webex</i>) |
| • Andrew Bennett | Manager, Workplace Health and Safety (<i>via Webex</i>) |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies:

- | | |
|-----------------|---|
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |
| • Kathy Baker | Executive Director, People and Business Services |

Meeting Opened

The Chair declared the meeting opened at 9:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies. The Chair also thanked Matt Richman and his team for their support to Commission member Bruce Corbett and family.

1.2. Conflicts of Interest

No new conflicts were raised.

1.3. State Election – Caretaker Conventions

The advice provided in the paper was noted by the Commission.

2. Minutes of previous meetings

2.1. Minutes

V Adams moved and D Faletic seconded that the January 2024 Minutes be endorsed.
The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and updated.
Members noted the Action list.

TFS Independent Cultural Review

M Clarke provided an update on the Cultural Review. Members were advised that discussions have been held on the criteria for a suitable candidate to undertake the review, with a preferred candidate interviewed and a proposal received.

A further meeting will be held with the candidate and the Commission will be updated at its next meeting. The candidate proposes to undertake the review over six, rather than 12 months, and will provide proposed costings.

4. For Decision

No items were presented for decision; noting a decision was made as part of Item 5.2 – the Finance Report.

5. Standing Items

5.1. PCBU Update

E Baker and A Bennett joined the meeting via Webex at 9:19 a.m.

E Baker summarised the paper, which was taken as read; with A Bennett providing additional detail, particularly around open hazards. A Bennett's team is reviewing all longstanding hazards, with a focus on those from 2020.

E Baker also updated members on training targeted to people in roles deemed to be officers under the *Work Health and Safety Act 2012*, to ensure that their responsibilities under that Act are understood.

Action: A Bennett to provide a modified presentation of the WHS training to the Commission on fulfilling its PCBU obligations. One hour to be allotted.

A question was raised in the meeting regarding Provision Improvement Notices (PINs), which was taken on notice. (Response provided with Minutes).

E Baker and A Bennett departed the meeting at 9:29 a.m.

5.2. Financial Report

R Hinkley and S Wilson-Haffenden spoke to the Report, which was taken as read. Of note were the total operating expenses, which are under budget; the main cause is project underspend.

The importance of the Corporate Plan reflecting this underspend accurately was discussed – that the cash balance may look healthy, but that it is committed and not available to be used for other projects or drawn back to support budget repair.

It was suggested that the draft resolution be amended to include the approval to retire debt as proposed in the paper, to which members agreed.

B Menzie moved, and J Smith seconded, that the Commission note the contents of the paper, that the Finance Report be received; and that the Commission approve the repayment of the Commission's Outstanding Loan (approximate balance \$1.816 million) with payment to occur first week of March.

The Motion carried.

5.3. Chief Officer's Report

Members discussed the report, which was taken as read, noting particularly the matter of site contamination at Rocherlea Fire station.

Members noted the report.

5.4. Separations Data

R Hinkley spoke to the paper, which was taken as read, noting the one separation in January.

The Commission discussed how the organisation was trending in terms of people separating and people joining the organisation. In the last 12 months, 12 from the high risk category have separated, noting that there have only been nine join (in the north west). The next course will see 24 firefighters join, although it is anticipated that this may not fulfill all existing staffing gaps through the structure. To ensure Commission oversight of this, a table will be included in the next separations data report. **(Action)**

S Wilson – Haffenden noted that there was also work being undertaken in association with overtime reporting, looking at what is essentially unplanned overtime, i.e. because of an incident or excess sick leave for example, as opposed to what is actually "planned" overtime. Coverage of recreation leave or long service leave should not be through overtime. This work will be incorporated into workforce planning and links back to the work around staffing numbers.

At this time R Hinkley also spoke to the paper at Agenda Item 6.5, Recruitment Strategy Update, due to the linked subject matter.

The paper, which was taken as read, was provided for members' information and follows the request at the last meeting for an update on what work was occurring in the area of recruitment.

S35(1)

Members noted both reports.

5.5. Child Safe Framework (verbal)

Mick Lowe provided the update, noting a paper will come to the March meeting.

Five key documents have been developed regarding Child and Youth Safety guidelines for the organisation. They are currently out for consultation with the Executive Leadership Team and the Volunteer State Consultative Committee. They are:

1. The *TFS Junior and Cadet Program Policy and Procedure* document
2. The *Child and Young Person Safety Risk Identification Checklist*
3. *TFS and SES Safeguarding Risk Management Guidelines* (about how to conduct organisational risk assessment and manage risk at the organisational level and how to do a site specific risk assessment).
4. An associated *support presentation*, to help in the execution of the risk assessment processes.
5. Updated *Parental Consent Form*

These documents have previously been circulated to the JCP coordinators and subject matter experts and have been developed in consultation with the new child and youth safety team in the Department.

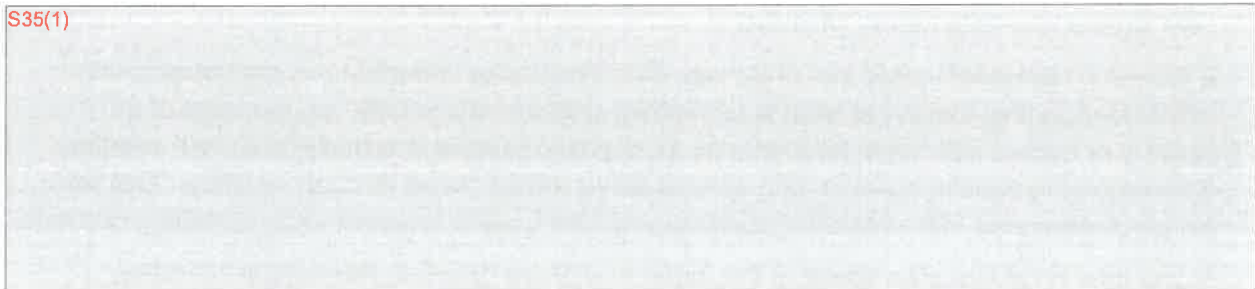
M Lowe noted that there is a need to release these as interim policies and guidelines, given the JCP Program is currently being conducted. Once the DPFEM policy and framework is confirmed these documents will be consolidated.

There is also a draft Working with Vulnerable People policy – currently the organisation works to a 2016 policy. Extensive consultation is required on the draft.

M Lowe particularly noted the large amount of work done by Laura Smith with support from the TFES Implementation team to develop these documents.

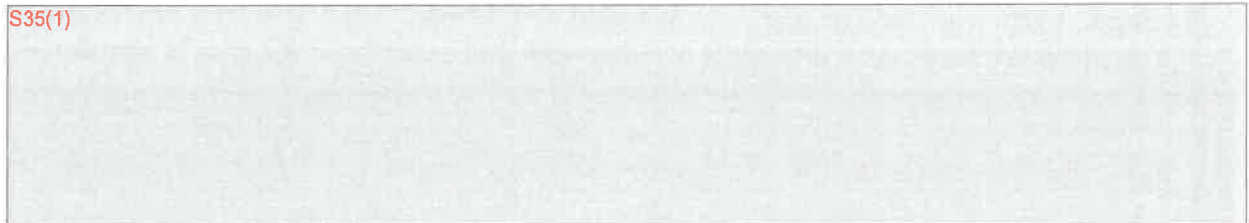
5.6. Performance and Progress Report

S35(1)



J Smith undertook to provide responses to these queries. **(Action)**.

S35(1)



The Report was noted.

5.7. Annual Work Plan

Members reviewed the actions for February, noting that the Fleet report had not been presented; and that a number of the Corporate Plan related items were to be covered in R Hinkley's presentation at Item 6.1.

Members agreed that the Strategy Meeting proposed for March did not need to occur; however, this might be revisited in the near future..

Members noted the Annual Work Plan.

5.8. Calendar of Events

As noted in Item 5.7 the Strategy Meeting proposed for March is to be removed from the Calendar.

Members noted the Calendar of Events.

5.9. Use of Official Seal

Members noted the Report.

6. Items to Note

6.1. Corporate Plan – presentation

R Hinkley provided members with a presentation on the development of the Corporate Plan. (Presentation provided with minutes)

Following a discussion about cash holdings, members requested the provision of a methodology to assist in determining an appropriate level. **(Action)**

An extraordinary meeting will be held on 12 March to review the draft Plan in depth, prior to the Commission approving the final draft for submission to the Minister, at its March meeting. **(Action)**

6.2. DPFEM Disability and Inclusion Implementation Plan

Members discussed the Plan, which was provided to formalise the existing policy, particularly Outcome Area 2, Action 2.6 - *Conduct an audit of existing DPFEM buildings to assess compliance against the Disability Discrimination Act 1992 (Cth) and relevant provisions of the Building Code of Australia.*

S35(1)

The DPFEM Disability Inclusion Implementation Plan is required under the Premier's Disability Advisory Council, and each Department would have their own version.

6.3. TRVFA Classification and Payment Implementation (verbal)

R Hinkley advised members that he had met with Andrew Taylor and Bruce Corbett of the TRVFA last week. They provided information about what they feel a phased implementation should look like. The TFS has updated its documentation accordingly and this will be brought to the March Commission meeting for approval.

6.4. Fleet Update

Not discussed

6.5. Recruitment Strategy update

See under 5.4

6.6. NW Day Crew Trial

The Report was noted by members.

7. Correspondence

7.1. State Fire Commission Memorandum of Audit Findings for the year ended 30 June 2023

Members noted the correspondence forwarded to the Chair by the Manager, Audit and Risk. The Manager advised that the Tasmanian Audit Office will provide a final copy of the MOAF at the next DPFEM Audit and Risk Committee (or before), where they will also outline their audit strategy for the year.

Action: Discussion of MOAF documents to be added to Agenda for March meeting.

8. Out of Session Decisions

No out of session decisions made

9. Other Business

9.1. The recruitment process for Commissioner - Fire and Emergency Services commenced on 3 February 2024. The title for the position has been updated to reflect the direction of the broader Tasmania Fire and Emergency Services reforms. It is anticipated the process will be finalised and the successful applicant in place by May 2024. The Chair is on the selection panel.

9.2. R Hinkley provided an update on the ICT application and System status, following Tim's presentation at the last meeting. All the applications used by DPFEM have been captured in a spreadsheet. This work will support the identification of the Department's biggest risks. A presentation will be provided to the next meeting on this work.

9.3. S Wilson Haffenden provided an update on the paging system, which historically operated on 800 MHz links. The Australian Media Communications Authority has provided a series of extensions to extend that to 30 June 2024 – the critical date to be off that wavelength. A program was run with government funding, to ensure capacity beyond this date. The transition has now occurred, as of 23 February, so continuity has been assured.

10. Key Messages


The Commission agreed its Key Messages were that it:

- Received the advice on Caretaker Conventions
- Considered the Corporate Plan process
- Received a recruitment strategy update
- Received an update on the progress of the Child and Youth Safe Framework.

11. Meeting Closure

The meeting closed at 12:14 p.m.

CONFIRMED:

Chairperson	
Date	28 March 2024



State Fire Commission

A meeting of the State Fire Commission was held at
9:00 a.m. on Thursday, 28 March 2024, TFS Headquarters

MINUTES

Attendees:

- | | |
|-----------------|--|
| • Allan Garcia | Chair |
| • Jeremy Smith | Acting Chief Officer, TFS |
| • Dana Faletic | Department of Treasury & Finance |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) <i>(via Webex)</i> |
| • Bruce Corbett | Tasmanian Retained Volunteer Firefighters Association |

In Attendance:

- | | |
|----------------------------|---|
| • Mandy Clark | Deputy Secretary, DPFEM |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation |
| • Mick Lowe | Executive Director, SES and Volunteers <i>(arrived 10:04)</i> |
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS |
| • Andrew Bennett | Manager, Workplace Health and Safety |
| • Jane McGee | Senior Executive Officer, OoCO |
| • Michael Jones | Web Manager, TFS <i>(joined 11:17)</i> |

Apologies:

- | | |
|-----------------|--|
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania |

Presentation:

- Jeff Tongs
- Hazel Joven
- Dipesh Gautam

Meeting Opened

The Chair declared the meeting opened at 9:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the listed apologies..

1.2. Conflicts of Interest

No new conflicts were raised.

1.3. State Election – Caretaker Conventions

The advice provided in the paper was noted by the Commission.

2. Minutes of previous meetings

2.1. Minutes

D Faletic moved and B Menzie seconded that the February 2024 Minutes be endorsed.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and updated.

Members noted the Action list.

4. Presentation – Tasmanian Audit Office

The Chair welcomed staff from TAO to the meeting to discuss the Memorandum of Audit Findings. J Tongs, H Joven and D Gautam joined the meeting at 9:28 to go through the Memorandum and talk about the audit strategy moving forward. H Joven noted:

- Financial statement audit completed, with audit opinion released in October 2023.
- In February, the Memorandum of Audit Findings was released.
- There were five new findings:
 - Purchase orders raised and approved by employees without appropriate delegation (Moderate risk)
 - IT environment and general IT controls (Moderate risk)
 - Capitalisation of capital work in progress (Moderate risk)
 - Stocktake procedures and inventories impairment (Low risk)
 - Change management of SimPro (Low risk)
- And three unresolved findings from the previous year.
 - Business and Executive Services Reimbursements - KMPG October 2019 (Moderate risk)
 - IT General controls (Low risk)

Members discussed the current policy regarding invalid log in attempts, particularly in the context of the management of an emergency.

- Reconciliation of borrowings (Low risk)

Each finding was explained to members.

J Tongs advised that the audit strategy will come to the Commission in the next few months. The strategy will be similar to last years strategy as the business has not changed that much; items to be covered include capital expenditure - upgrades of fire stations, purchase of computer equipment, the integration with SES, and TasGRN. Risks are expected to be much the same as in previous years.

J Tongs noted that the fee for this service is going to increase slightly to align with costs. Members were also advised that the existing Auditor General's last day was 28 March; and that Martin Thompson will commence on 1 May as the new AG.

The TAO team departed the meeting at 9:52 a.m., as did Matt Lowe.

5. For Decision

5.1. Endorsement of draft Corporate Plan 2024-25 to 2027-28

The Chair noted the minor amendments to language on pages 9 and 20, which were provided to members for review.

An adjustment was made to the language in the tables to reflect “original” estimates for each financial year.

Members were provided with additional time to review and consider changes suggested to the Plan during the course of the meeting.

B Menzie moved and D Faletic seconded that the Commission endorsed the draft Corporate Plan for provision to the Minister per the requirements of s.7E (3) of the *Fire Service Act 1979*.

The Motion carried.

5.2. Endorsement of draft Corporate Charter

It was noted that there are delegations in the previously approved Instrument of Delegation of powers delegated from the Commission to the Chief Officer, which do not feature in the updated Charter, namely Sections 77B, 78 and 81B. Additionally, Section 8 (1) of the *Fire Service Act 1979* is delegated in full in the draft version of the Charter but was explicitly left out of the version approved in December 2022.

J Smith moved, B Corbett seconded, that subject to the proposed changes to the delegations to the Chief Officer, the State Fire Commission resolves to approve the completion and release of Version 3.0 of its Corporate Charter; and the Commission resolves to delegate statutory functions/powers to the Chief Officer as provided for in Section 9 of the *Fire Service Act 1979*; further, that those powers so delegated be listed and confirmed in the final approved version of the Minutes of the March 2024 meeting of the Commission.

The motion carried.

5.3. TRVFA Classification and Payment Implementation

R Hinkley provided background to the paper, which was taken as read, including the presentation from TRVFA president Andrew Taylor on the log of claims submitted to the Chief Officer by the Association. Direction had been provided by the Commission on negotiating terms and this provided the basis for R Hinkley and team to work with the Association, particularly with respect to a phased implementation of claims.

The Association has agreed to the terms outlined in the table in the paper at pages 3-4, which have been costed and incorporated into the Corporate Plan.

S35(1)

Action: This matter is to be reviewed for further consideration by the Commission.

Members agreed that R Hinkley should come back to the Commission in the new financial year to receive direction from the Commission on how discussions with Brigades should proceed.

B Corbett requested that R Hinkley speak with the Department regarding standardisation of payments to brigades in different regions. (**Action**).

L Hills moved, J Smith seconded, that the State Fire Commission support the proposal to implement staged pay increases for the Tasmanian Retained Volunteer Firefighters Association. This pay increase will be in accordance with the 'Log of Claims' in relation to Policy Statement 1/12, with agreed activities to be completed to ensure service delivery metrics are captured.

The Motion carried.

J Smith acknowledged the work of R Hinkley, M Fitzpatrick and the Associations to progress the negotiations.

5.4. Flinders Island projects

R Hinkley spoke to the paper, which was taken as read.

Members discussed the need for project documentation, noting these projects are currently more of a concept. R Hinkley was requested to keep communicating with the Council to progress this.

B Menzie moved and B Corbett seconded that the Commission: note the update regarding the Emita and Lady Barron project and consider progressing this project regardless of whether funding is made available through the Grant provided to the Flinders Island Council and approved a letter to the Flinders Island Council regarding the current and proposed arrangements.

The Motion carried.

5.5. Closed session

Members were provided with a confidential briefing note.

M Clarke briefed members on the briefing note, which was discussed and considered by the State Fire Commission.

B Menzie moved, D Faletic seconded the motion proposed in the briefing note. The motion carried by a majority of members, with L Hills abstaining as he had not had the opportunity to review the document.

Documents were returned to M Clarke.

6. Standing Items

6.1. PCBU Update

A Bennett joined the meeting at 10:50 a.m. and spoke to the paper, noting that a paper will be brought to a future Commission meeting relating to Recommendation 4 (*Develop a WHS risk register identifying high-level key areas of risk*) regarding managing long term hazards.

After the current report had been completed, Work Safe Tasmania upheld the one open PIN, which relates to concerns that TFS had failed to provide information as required under s70(1)(c) of the WHS Act. It has now been sent for internal review.

A Bennett departed the meeting at 10:56 a.m.

6.2. Financial Report

S Wilson-Haffenden spoke to the Report, which was taken as read. Of note was the decrease in the cash balance, which is attributed to the payment of the TFS contribution to BES. State Government grants totalling around \$13M, as well as the quarter's fire service contribution levy, will be transferred across this month.

Members noted the report.

6.3. Chief Officer's Report

Members noted the report.

6.4. Separations Data

R Hinkley spoke to the paper, which was taken as read, noting the addition of the table as per Action Item 4.

S35(1)

Members noted the report.

6.5. Child Safe Framework

Mick Lowe spoke to the paper, noting that the question regarding the definition of "entity" in the context of the Commission/TFS had been resolved. For the purposes of the *Child and Youth Safe Organisations Act 2023*, it is DPFEM (incorporating the Commission/TFS).

S35(1)

Members noted the report.

6.6. Performance and Progress Report

The Report was noted.

6.7. Annual Work Plan

Mick Lowe updated members on the review of Strategic Directions, noting this review was incorporated into the updated Strategic Plan.

The Audit and Risk Committee update will be provided at the April meeting, however D Faletic noted that the main matter discussed at the last ARC meeting was the need to remake the MoU between TFS and BES.

Members noted the Annual Work Plan.

6.8. Calendar of Events

Members noted the Calendar of Events, particularly that the April meeting is to be held on a Tuesday (30th).

7. Items to Note

7.1. Capital and Accommodation Committee update

The item was taken as read, with the ToR noted.

7.2. Workers Compensation Coverage for Volunteers

J Smith spoke to the paper, which was taken as read. **S31 Exemption Applied**
S31 Exemption Applied

Members were advised that a list of authorised events will come to the Commission for endorsement. A working group will be established to identify these activities.

J Smith departed the meeting at 10:19 a.m.

7.3. TFS and SES ICT Update

Michael Jones, TFS Web Manager joined the meeting to speak to the paper, which was a follow-up to the presentation provided by Tim Rutherford at the November 2023 meeting of the Commission.

Members noted the report; M Jones departed the meeting.

8. Correspondence

8.1. Request for authorisation of inspectors under section 77f(i) of the Fire Service Act 1979

Members noted the correspondence.

9. Out of Session Decisions

No out of session decisions made

10. Other Business

Members noted the passing of former Commission member Richard Bowden.


11. Key Messages

The Commission agreed its Key Messages were that it:

- Endorsed the Corporate Plan 2024-25 to 2027-28
- **S36(1)**
- Acknowledged the 30 year anniversary of the Schools Fire Education program
- Received a presentation from the Tasmanian Audit Office.

12. Meeting Closure

The meeting closed at 11:29 a.m.

<p>CONFIRMED: Chairperson</p>	
<p>Date</p>	<p>30 April 2024</p>



State Fire Commission

A meeting of the State Fire Commission was held at
9:00 a.m. on Tuesday, 30 April 2024, TFS Headquarters

MINUTES

Attendees:

- Allan Garcia Chair
- Jeremy Smith Acting Chief Officer, TFS (*departed 10:30 a.m.*)
- Dana Faletic Department of Treasury & Finance (*via Webex*)
- Brad Menzie Tasmanian Volunteer Fire Brigades Association
- Leigh Hills United Firefighters Union (Tasmania Branch)
- Peter Geard Local Government Association of Tasmania
- Vanessa Adams Local Government Association of Tasmania

In Attendance:

- Mandy Clark Deputy Secretary, DPFEM
- Scott Wilson – Haffenden Director, Finance and Business Systems Transformation (*via Webex*)
- Mick Lowe Executive Director, SES and Volunteers (*departed 10:30 a.m.*)
- Matt Lowe Deputy Chief Officer, TFS
- Ross Hinkley Executive Director, Strategy & Capability, TFS
- Erin Baker Director, People and Culture (*via Webex; departed 9:59 a.m.*)
- Andrew Bennett Manager, Workplace Health and Safety (*departed 9:59 a.m.*)
- Jane McGee Senior Executive Officer, OoCO

Apologies:

- Bruce Corbett Tasmanian Retained Volunteer Firefighters Association

Meeting Opened

The Chair declared the meeting opened at 9:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted the apology.

1.2. Conflicts of Interest

L Hills noted a conflict at item 4.1 due to an ongoing industrial matter. After discussion, members determined it was appropriate for L Hills to remain present for the item.

2. Minutes of previous meetings

2.1. Minutes

B Menzie moved and V Adams seconded that the March 2024 Minutes be endorsed.

The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and updated.

Members noted the Action list.

4. For Decision

4.1. Building Safety KPMG

R Hinkley spoke to the paper; the Building Safety Unit Review report from KPMG was taken as read. The cover paper summarised the background supporting the report, noting that over the last 18-24 months the Building Safety Unit (BSU) has been reporting to the Commission on several challenges in meeting their responsibilities under a range of regulatory instruments, which led to members considering options during its March 2023 meeting, and approving the following activities:

- Investment of an additional \$500,000 into BSU (commenced in the 2023-24 financial year);
- Regular reporting to the Commission which is done through the monthly Community Fire Safety Division report (completed and ongoing); and
- Initiation and approval of an external review to be completed by KPMG.

R Hinkley noted that on p.2 of the cover paper, under the sub-heading "Implementation of the Review", it would be more appropriate to state "Engagement of a consultant" rather than "Engagement of KPMG."

Members had an extensive discussion, in which the challenges in this area, and proposed recommendations for improvement were discussed. S35(1)

S35(1)

Following this, the proposed motion was amended:

That the Commission receive the KPMG Review; and approve the commencement of the Implementation of KPMG Review.

The amended motion was moved J Smith, seconded B Menzie, and was carried.

5. WHS presentation – Andrew Bennett - Manager, Work Health and Safety

A Bennet provided a presentation of the key points of the recent Officer (as defined by the Work Health and Safety Act) training. A handout was provided to members present and is attached to these Minutes.

The training session focused on the definitions of an officer under the Act and intersections with other laws, as well as common blind spots in decision-making.

S35(1)

S35(1)

6. Standing Items

6.1. PCBU Update

A Benett spoke to the report, particularly noting the additional notifiable incident (outlined on page 4 of the report).

The Commission noted the report.

6.2. Financial Report

R Hinkley spoke to the report, which was taken as read, and particularly noted the work done with Regional Chiefs to establish the budget for Personal Protective Clothing.

S35(1)

Action: S Wilson Haffenden to advise the reason for the absence of the superannuation asset in the last financial year in the *Statement of Financial Position*.

It was moved B Menzie, seconded P Geard that the Financial Report be received.

6.3. Chief Officer's Report

The Report was noted.

6.4. Workforce Planning Update

R Hinkley noted the change in the paper's focus from "Separations data" to encompass workforce planning more broadly.

Action: An update on the progress of the pregnancy policy to be provided at the May meeting.

6.5. Child Safe Framework – verbal

As Mick Lowe had departed the meeting this item was not discussed.

6.6. Performance and Progress Report

Matt Lowe provided an update on the air craft expenditure for the fire season, advising that \$15.1M had been spent; \$8.5M was for the daily standings (known cost) and \$6.39 in actual operation cost. M Lowe advised that there would be a reimbursement of \$1.5M for the daily standings costs; and the tenure split has been determined. The majority of expenditure relates to TFS operations, with \$2.5M relating to Parks operations (mainly for the fire on Flinders Island), and a small amount allocated to Sustainable Timber Tasmania. M Lowe noted that a "normal" quiet season saw expenditure of \$10 - \$12M. the use of air assets provides the capacity to keep many of the fires small, which also contributed to keeping the costs on the lower side this season.

The Report was noted.

6.7. Annual Work Plan

The Work Plan was noted.

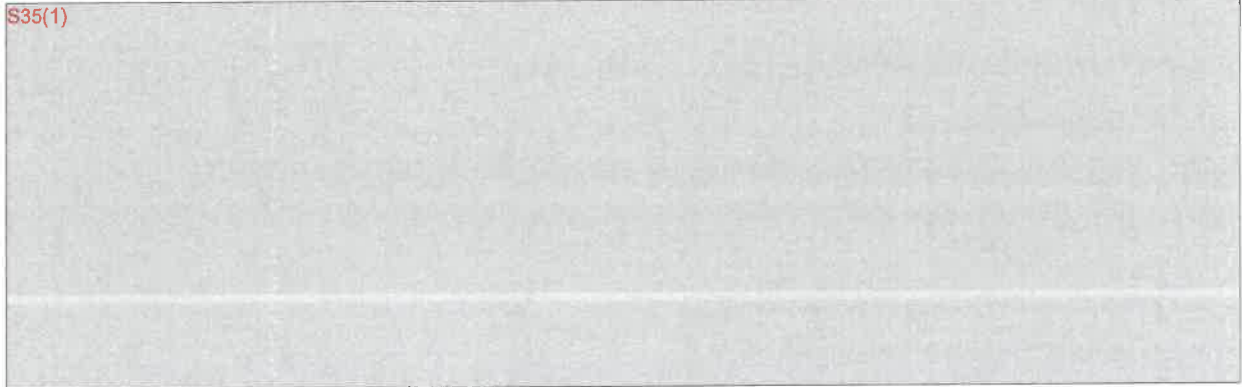
6.8. Calendar of Events

Members noted the calendar, confirming that the current date and time scheduled for the June meeting would remain the same, but that the October date should be rescheduled to align with the Marrawah Station opening.

Action: Senior Executive Officer to liaise with NW Regional Chief and Circular Head Council to coordinate October meeting and attendance at opening.

6.9. CAAC Update – verbal

R Hinkley provided an update to members on the most recent Capital and Accommodation Committee meeting, advising that –



Action: An update on PFAS remediation works at Cambridge, and the PFAS situation generally, to be brought to the next meeting

7. Items to Note

7.1. Volunteer Career Pathway

Olivia Tamlyn joined the meeting at 11:16 a.m. to present the Volunteer Career Pathway report, noting that the development of the Pathway included 9 months of consultation with the Volunteer State Consultative Committee (VSCC), the Volunteer Operational Training Reference Group (VOT), the Strategic Leadership Team (SLT), Training and Education (T&E) and Field/District staff. Feedback provided through the consultation process is reflected in the new Pathway. Gaps identified were incorporated and the aim is to ensure that TFS and SES have equivalent qualifications.

Members noted the Report, and the Chair thanked O Tamlyn, who departed the meeting at 11:27 a.m.

7.2. Audit and risk committee meeting update

Members noted the update.

7.3. TFE Quarterly Financial Report

Members noted the Report.

7.4. SFMC Annual Report

Members noted the Report, with the Chair commending the SFMC on the quality of the document.

7.5. SFMC Quarterly Report

Members noted the Report.

7.6. Structured Infrastructure Investment Review Process - TFS and SES Emergency Services Training Facility

R Hinkley spoke to the paper, noting that \$250,000 had been awarded through the SIIRP to DPFEM, to develop a business case for an appropriate training complex for the TFS and SES.

Significant funding will likely be required for both the capital and recurrent costs associated with new or modified training facilities located around the state. The Business Case will explain current limitations with respect to training and justify the investment in training infrastructure for TFS and SES staff and volunteers. The SIIRP funding will only be for capital costs, not any associated operational training.

Members noted the Report.

8. Correspondence

8.1. Determination of Audit Fees for the year ending 30 June 2024

8.2. Request for authorisation of Inspectors under section 77f(1) of the Fire Service Act 1979

Members noted the Correspondence.

9. Out of Session Decisions

9.1. Endorsement of Corporate Charter (updated)

The Chair noted the out of session amendments and review by members of the draft Charter. It was moved L Hills and seconded B Menzie that the amendments be accepted and the Charter endorsed.

Being a corporation, the State Fire Commission must record in its Minutes the resolution to delegate the desired statutory functions/powers to the Chief Officer, noting that the Instrument of delegation is found in Appendix 2 of the Corporate Charter. To be valid, the Chairperson (appointed under section 7A of the *Fire Service Act 1979*) then signs those Minutes.

Accordingly, the following delegations were made to the Chief Officer during the meeting of 30 April 2024:

Section 8A(1) Fix and approve scales of charges for any service provided by the Commission or a Brigade

Section 24 Appointments subject to and in accordance with the *Tasmanian State Service Act 2000*.

Section 26(3)(4)(5) Appointment of permanent employee as Brigade Chief of permanent or composite brigades and a volunteer as a Brigade Chief of a volunteer brigade and volunteer firefighters.

Section 33(2A) Group Officer appointments.

Section 48 Inspection of land and premises.

Section 49 Fire hazards.

<u>Section 50</u>	Protection of public premises.
<u>Section 51</u>	Storage of hazardous and flammable material.
<u>Section 52</u>	Fire alarms.
<u>Section 53</u>	Fire protected areas.
<u>Section 56</u>	Formation of fire breaks.
<u>Section 61</u>	Declare and revoke Fire Permit Period
<u>Section 62</u>	Powers of Commission during fire permit period.
<u>Section 65(A)(2)</u>	Provision of advice, recommendations and reports.
<u>Section 68</u>	Gazette areas of extreme fire hazard.
<u>Section 70</u>	Declare Days of Total Fire Ban.
<u>Section 77B</u>	Returns required to be lodged by insurance companies.
<u>Section 78</u>	To exempt certain parcel of land from attracting the Fire Service Contribution.
<u>Section 81B</u>	Commission to notify local councils of contributions.
<u>Section 123</u>	Power of entry of member of Fire Service.
<u>Section 124</u>	Power of member of Fire Service to demand name and address.

This authority replaces all previous instruments of delegation and shall remain in force until such time as the delegations specified in this instrument are revoked by a resolution of the Commission.

10. Other Business


- R Hinkley noted recent media around the online portal for fire permits; S35(1)
- S35(1)
- NW Day Crew Trial. Report has been received and will be taken to the next State Consultative Committee; an update will be brought to the next Commission meeting.

11. Key Messages

The Commission:

- Received the Building Safety Unit Review Report from KPMG.
- Received a presentation on Officer Awareness Training (Work Health and Safety)
- Received a presentation on the new Volunteer Development Pathway
- Endorsed the Commission's Corporate Charter.

12. The meeting closed at 11:42 a.m.

CONFIRMED: Chairperson	
Date	31 May 2024



State Fire Commission

A meeting of the State Fire Commission was held at
9:00 a.m. on Friday, 31 May 2024, TFS Headquarters

MINUTES

Attendees:

- | | |
|-----------------|--|
| • Allan Garcia | Chair |
| • Jeremy Smith | A/Chief Officer, TFS |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Dana Faletic | Department of Treasury and Finance |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Peter Geard | Local Government Association of Tasmania |
| • Vanessa Adams | Local Government Association of Tasmania |
| • Bruce Corbett | Tas. Retained Volunteer Firefighters Association |

In Attendance

- | | |
|----------------------------|--|
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Scott Wilson – Haffenden | Director, Finance and Business Systems Transformation |
| • Ross Hinkley | Executive Director, Strategy & Capability, TFS |
| • Erin Baker | Director, People and Culture (<i>via Webex; Items 5.3 and 6.1</i>) |
| • Louise Mills | Director, Technology and Innovations (<i>via Webex Item 7.2</i>) |
| • Dr Carlin White | Presenter, Item 4 (<i>via Webex</i>) |
| • Emma McGrath | Firefighter Recruitment (<i>Item 4</i>) |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies

- | | |
|---------------|------------------------|
| • Mandy Clark | Deputy Secretary DPFEM |
|---------------|------------------------|

Meeting Opened

The Chair declared the meeting opened at 9:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed members and noted that as of Monday 3 June R Hinkley will be Acting Deputy Secretary, DPFEM, for a period of up to 3 months. S Wilson Haffenden will act as Executive Director, Strategy and Capability in R Hinkley's absence.

1.2. Conflicts of Interest

No new conflicts were raised.

2. Minutes of previous meetings

2.1. Minutes

Jeremy Smith moved and Vanessa Adams seconded that the April 2024 Minutes be endorsed. The Motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and updated. The following actions were discussed in further detail, with each discussion led by S Wilson Haffenden:

Action 1 – A methodology to be established to assist Commission members in determining the appropriate level of cash holdings

S Wilson-Haffenden advised that Finance and Business are developing a (cash) Reserves Policy, with the aim to present this for the Commission’s consideration at the July meeting. He noted the alignment with the work R Hinkley is progressing regarding the capital build program and the development of plans around workforce, fleet, capital etc. Members noted that these plans will be key iterations of the next Corporate Plan.

Action 2 - Noting that the decision to include additional brigades as “Retained” (Item 5.3, March meeting) may affect the fire levies charged in municipalities, the matter is to be reviewed for further consideration by the Commission. This should include a broader consideration of increased costs where capability has been improved.

S35(1)

Action 3 - The reason for the absence of the superannuation asset in the last financial year in the Statement of Financial Position spreadsheet (attachment to Financial Report) to be advised.

The fund is managed by Mercer and is reflected as an accrual each financial year. It had been updated in line with the 30th of June position through to around November 2023; but no longer appears in the financial statements, which is being investigated.

Members discussed the desire that accruals be done quarterly, with S Wilson-Haffenden noting that there is an audit recommendation around that in terms of DPFEM’s capital build programs as well.

Members noted the Action list.

4. Pregnancy policy update (9:15 – 9:45 a.m.)

Dr Carlin White joined the meeting via Webex, while Emma McGrath joined the meeting in person, to present on the progress of the development of the Pregnancy Policy for TFS.

S35(1)

S35(1)

Next steps are to finalise the draft policy and present to the Commission for approval.

The Chair thanked Dr White and E McGrath and they departed the meeting at 9:45 a.m.

5. For Decision

5.1. Use of State Fire Commission land

Members discussed and agreed the process to manage requests to use Commission land, being that the Capital and Accommodation Committee (CAAC) would review the request and provide a recommendation to the Commission to approve, on a case by case basis.

Members agreed to an amendment to the briefing paper (dot point 4 on page 3) to reflect that the Commission approves a recommendation from CAAC, rather than it noting a decision from CAAC.

B Corbett moved, P Geard seconded that the Commission:

- decline Tender Funerals Tasmania's request to use SFC land; and
- agree on a process to manage requests to use SFC Land, being:

-

A request is received and reviewed initially from an operational perspective, the matter is tabled at a Capital and Accommodation Committee Meeting for consideration and to form a recommendation, with the recommendation to be presented to the Commission for its consideration and decision.

The Motion carried

5.2. TFS Policy – Classification and Payments to Non-career Brigades

With members noting that the paper and policy reflected previous discussions by the Commission, V Adams moved and L Hills seconded that the State Fire Commission (SFC) endorse the updated Policy Statement 1/24 – *Classification and Payments to Non-Career Brigades* in line with the SFC endorsement of the TRVFA Classification and Payment review staged implementation.

The Motion carried.

5.3. Work Health and Safety Consultation Guidelines

E Baker joined the meeting via Webex and spoke to the paper, noting the purpose of the paper and its attachment was to seek the Commission's endorsement of the Work Health and Safety

consultation guidelines. These were supported by the Agency Executive Group earlier in the week of the Commission's 31 May meeting. Guidelines were developed after a lengthy consultation period and once approved by the Commission will be communicated appropriately across the organisation.

S35(1)



E Baker undertook to make the changes as requested, then circulate an updated copy out of session. It was requested that these changes be tracked.

J Smith moved, B Menzie seconded that the Commission endorse the WHS Consultation Guidelines for adoption and publication subject to confirmation of consultation and changes as discussed during the course of the meeting.

The motion carried.

6. Standing Items

6.1. PCBU Update

E Baker spoke to the paper, noting that the draft Minutes and Actions from the 29 April 2024 Central WHS Strategic Group meeting would be provided to members once ready for distribution; and that there was only one hazard reported in the month of April.

S35(1)



J Smith noted a full time DO had commenced in the Work and Safety role.

The Commission noted the report.

6.2. Financial Report

R Hinkley spoke to the paper.

Members discussed the election commitment funding allocations for Wynyard, Roseberry and Kingston hubs, with Wynyard to receive \$10M (\$5M in 2025-26 and \$5M in 2026-27); Roseberry \$3M across the next 2 financial years and Kingston \$15M across two years.

Noting that there is a Kingston Emergency Services Hub item listed for Agenda Item 7.1, S Wilson-Haffenden updated members on this matter.

S35(1)

Also provided:

- \$500,000 for an emergency services cadet program – funding commences 2024-25
- \$500,000 for the NW day crew – funding commences 2025-26
- \$500,000 from 2025-26 for additional field officers (to support the volunteer districts).

S35(1)

It was moved that the Financial Report be received.

6.3. Chief Officer’s Report

The Report was noted.

6.4. Workforce Planning Update

R Hinkley spoke to the paper. Members discussed the recruit course underway and the Workforce Review, noting that TFS would immediately benefit from the collection and presentation of real-time employee related data through a dashboard.

6.5. Child Safe Framework – verbal

Mick Lowe provided an update on the work that has been done since the last meeting, noting that a paper will be provided to the next meeting.

Members noted the update.

6.6. Performance and Progress Report

Matt Lowe spoke to the Operations section of the Report, noting:

S35(1)

S35(1)

Matt Lowe will bring a paper on this to the

July meeting (**Action**)

The Report was noted.

6.7. Annual Work Plan

The Register of Conflicts of Interests is to be amended to only show the standing conflicts, not those declared at individual meetings which are recorded in the relevant Minutes.

The Work Plan was noted.

6.8. Calendar of Events

Members noted the Calendar.

7. Items to Note

7.1. Kingston Emergency Services Hub update

This matter was discussed under Agenda Item 6.2

7.2. Independent Report – IT System Outage Incident – January 2023

Director of Technology and Innovation, Louise Mills, joined the meeting via Webex at 10:55 a.m. and spoke to the paper and attached report. L Mills departed at 11:02 a.m.

Members noted the report.

7.3. PFAS update

Members noted the update.

7.4. Joint Governance Committee

The Chair provided background to the paper.

Members noted the paper.

7.5. Disposal of State Fire Commission real property

S Wilson–Haffenden spoke to the paper. S35(1)

S35(1)

Members noted the Report.

8. Correspondence

Correspondence was received from Ambulance Tasmania and circulated electronically on 30 May; it will be tabled at the June meeting.

9. Out of Session Decisions

There were no out of session decisions made.

10. Other Business


11. Key Messages

The Commission:

- Received a presentation on progress and development of the TFS Pregnancy Policy
- Received a briefing on the IT outage of January 2023
- Endorsed the Work Health and Safety Consultation Guidelines.

12. Meeting Closure

The meeting closed at 11:17 a.m.

CONFIRMED: Chairperson	
Date	28 June 2024



State Fire Commission

A meeting of the State Fire Commission was held at
9:00 a.m. on Friday, 28 June 2024, TFS Headquarters

MINUTES

Attendees:

- Allan Garcia Chair
- Jeremy Smith Fire and Emergency Services Commissioner
- Brad Menzie Tasmanian Volunteer Fire Brigades Association
- Dana Faletic Department of Treasury and Finance
- Leigh Hills United Firefighters Union (Tasmania Branch)
- Peter Geard Local Government Association of Tasmania
- Vanessa Adams Local Government Association of Tasmania (*Via Webex*)

In Attendance

- Ross Hinkley Acting Deputy Secretary DPFEM
- Matt Lowe Deputy Chief Officer, TFS
- Mick Lowe Executive Director, SES and Volunteers
- Scott Wilson – Haffenden Acting Executive Director, Strategy & Capability, TFS
- Kate Prenter Acting Director, Finance and Business Systems Transformation
- Andrew Bennett Manager, Workplace Health and Safety
- Jane McGee Senior Executive Officer, OoCO

Apologies

- None received

Meeting Opened

The Chair declared the meeting opened at 9:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair noted the absence of B Corbett, whose term has now expired. The process to fill the TRVFA vacancy is ongoing.

The Chair congratulated J Smith on his appointment as the inaugural Fire and Emergency Services Commissioner; and acknowledged that today's meeting was D Faletic's last as the representative of Treasury, thanking her for her diligence, professionalism and attention to detail.

1.2. Conflicts of Interest

None arising.

2. Minutes

2.1. Minutes of 31 May 2024

It was noted that an expectation arose at the previous meeting that the draft Work Health and Safety Guidelines would be circulated out of session, with amendments proposed by members incorporated. This has not yet occurred. Members agreed that when WHS Manager Andrew Bennett joined the meeting, he would be asked about this matter.

It was moved B Menzie, seconded P Geard that the Minutes be accepted.

The motion carried.

3. Business Arising

3.1. Action List

The Action List was reviewed and updated.

Members noted the Action list.

4. For Decision

4.1. State Fire Commission Project Update

Members received an update on the progress of the project, provided by the Chair. S35(1)

S35(1)

It was moved J Smith, seconded B Menzie that the Commission note the update on progress of the project, including the launch date of 1 August 2024, and endorse 1) the Governance Structure and 2) the additional expenditure of \$559.

4.2. Conflict of Interest Register – for endorsement

It was agreed that the conflict listed against V Adams regarding the Marrawah station construction be removed now that the construction is near completion and all matters pertaining to the lease have been resolved.

With this amendment, it was moved J Smith, seconded L Hills that members endorse the updated Conflict of Interest Register.

The Motion carried.

4.3. 100 Days Election Commitment – Additional Field Staff

Matt Lowe spoke to the paper, which was taken as read. S35(1)

S35(1)

S35(1)

Members determined that, in principle they supported the projects, but require further information, as outlined above.

4.4. Digital Fire Permit System Project

S Wilson-Haffenden spoke to the paper.. S35(1)

S35(1)

The Chair requested regular updates on the project be presented to the Commission, given the key milestones. **Action:** The Commission to be provided with updates on progress against key milestones, as appropriate.

It was moved P Geard, seconded J Smith that the Commission: -

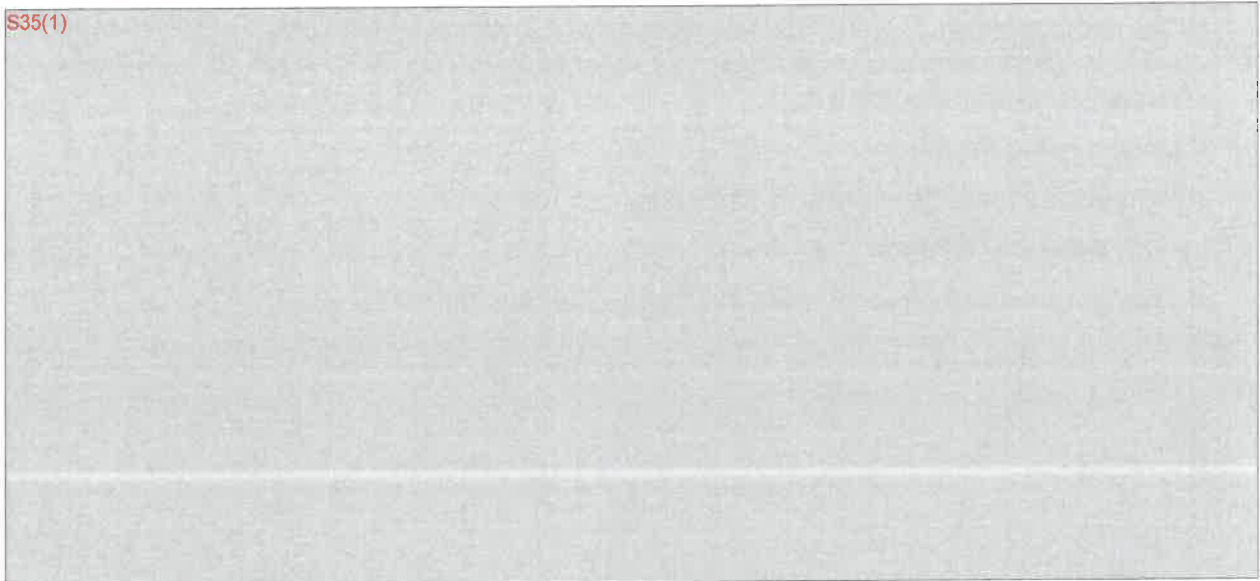
- Noted the revised implementation strategy for the Digital Fire Permit System Project and the initiation of Phase One.
- Noted that the full functionality aligned with the Review and stakeholder expectations will be delivered in the remaining phases and necessitate an approach to market, via tender.
- Noted that the rough order of magnitude to meet full functionality is anticipated to be in the vicinity of \$1.6 million, with funding being prioritised from cash reserves brought about due to under expenditure in fuel reduction and ICT projects over the past two years.
- Endorsed an approach to market to develop the full functionality required to meet the Business case outcomes.

The motion carried.

4.5. TFS Price List 2024-25

J Smith spoke to the paper, advising members that work had commenced to determine the true cost of these business activities, as prices don't reflect the true cost.

S35(1)



Noting the above, B Menzie moved, P Geard seconded, that the Commission endorsed the attached TFS Fees and Charges for the 2024-25 financial year.

The Motion carried.

The Chair further requested that in future papers, more effort is applied to ensuring the covering paper adequately reflects what is being asked. Further, that the paper should be brought earlier so that a decision is not sought within days of the price changes being implemented.

4.6. TFS Debt Write off

K Prenter spoke to the paper.

Action: The policy guiding when debtors are referred to collection agencies to be revisited.

It was moved P Geard, seconded B Menzie to approve the write-off debts, excepting Account # 118511, which is to be referred to a collections agency.

The motion carried.

4.7. TFS Inventory Write off

Members discussed the paper, determining that, as a policy issue, the potential to identify and donate food packs, in advance of use-by dates, should be explored. (**Action.**) Further, closer attention to be paid to uniform purchases.

It was moved J Smith and seconded P Geard that the Commission approve the write-off of SFC Inventory to the total value of \$146,318.04.

The motion carried.

5. Standing Items

5.1. PCBU Update

A Bennett joined the meeting at 9:54 a.m. and spoke to the paper, noting particularly the Management Responsibility as outlined on p.2.

It was noted that data in the WHS Data Summary (p.3) had been transposed – the figure for *Central WHS Strategy Group meetings held to schedule in May 2024* should be 1, while the *Year to Date* figure should be 2.

Members noted the report.

A Bennett departed the meeting at 10:09 a.m.

5.2. Financial Report

K Prenter spoke to the report, noting particularly the Key Highlights.

S35(1)



Action: Members to be sent copy of updated Corporate Plan for their review, with information setting out what has occurred, linking actions to relevant parts of the Act; and any direction received from Minister. (out of session).

5.3. Chief Officer's Report

The Chief Officer's Report was noted, as was the change to J Smith's title following his appointment as Fire and Emergency Services Commissioner.

5.4. Workforce Planning Update

Members noted the Report

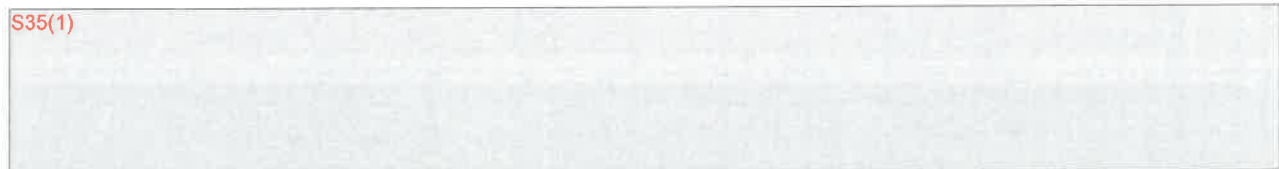
5.5. Child Safe Framework

Mick Lowe spoke to the paper, noting that the final Policy and Guidelines from the Department are still to be received. M Lowe's team's focus is on administrative mechanisms and recording processes.

The paper was noted.

5.6. Performance and Progress Report

S35(1)



S35(1)

Action: This section of the report to be removed.

The Chair also queried the progress of the False Alarm Review, in the context that statistics indicate that these are going down; a report updating the Commission on progress is to be brought to the next meeting. **(Action)**

5.7. Annual Work Plan

Matt Lowe noted for members that there is work being done with respect to the State Fire Protection Plan (SFPP), considering whether this remains the appropriate mechanism to meet legislative obligations (noting review of the SFPP is an item on the July Annual Work Plan). M Lowe will bring a paper on this matter to the July meeting.

Members noted the report.

5.8. Calendar of Events

The Calendar was noted.

5.9. CAAC Update (*verbal*)

The main matters discussed at the most recent CAAC meeting were:

- The builds at Marrawah and Campbell Town are on track, with Campbell Town expected to be completed by the end of August
- Working through Launceston Gateway lease (see item 6.6 on agenda)
- Government commitments at Wynyard, Rokeby and Kingston.
- Volunteer Infrastructure fund - the VSSU is likely to present to the Commission on the progress of the components under this fund at an upcoming meeting.

Members noted the update.

6. Items to Note

6.1. Registered Training Organisation – Update

S Wilson – Haffenden spoke to the paper noting the requirements for RTO status and upcoming audits.

S35(1)

An update will be provided at the next meeting.

Members noted the update.

6.2. Development of the 2023-24 SFC Annual Report

Members noted the paper.

6.3. AIRS Data – Incomplete reports

Members noted the update.

6.4. Financial Audit Strategy (TAO)

Members discussed the Strategy, particularly the mention of the intent for TAO to review "any changes in the service arrangements between DPFEM and TFES including the renewal or

extension of the existing Memorandum of Understanding (MOU).” R Hinkley noted that a draft MoU was to go to Exec next week; A Garcia advised that the MoU would also be reviewed by the new Governance Committee, upon which the Commission was briefed at the last meeting. Members noted the Strategy.

6.5. Additional Day Crew North West Region – Trial Review

After discussion about shortcomings in the report, members noted the outcome of the review.

6.6. Launceston Gateway lease – update

S Wilson-Haffenden spoke to the paper which was circulated at the meeting; S35(1)



J Smith moved and P Geard seconded that the SFC note progress with the implementation of a lease with Launceston Airport Authority for the provision of facilities.

The motion carried.

6.7. State Fire Commission Insurance Arrangements 2024-25

R Hinkley spoke to the report, noting particularly the jump in premiums from \$4.8M in 2023-24 to \$7.09M in 2024-25.

Members noted the report.

7. Correspondence

7.1. Ambulance Tasmania – New Bicheno Ambulance Station – Community update

Members noted the tabled correspondence which had been discussed at the previous meeting.

J Smith noted his recent meeting with the CEO of Ambulance Tasmania on the subject. A paper may come to the Commission on the issue in coming months.

8. Out of Session Decisions

No out of session decisions made

9. Other Business

9.1. With D Faletic’s term ending, the Commission will need to select another member for the Audit and Risk Committee. This will be considered at the next meeting.


10. Key Messages

The Commission:

- Thanked Dana Faletic for her years of service on the Commission
- S36(1)
- Approved the creation of an additional four Station Officers as Regional Field Works Officers
- Noted the progress of Stage One of the Digital Fire Permit System project.

11. Meeting Closure

The meeting closed at 11:38 a.m.

CONFIRMED: Chairperson	
Date	26 July 2024



State Fire Commission
A meeting of the State Fire Commission was held at
9:00 a.m. on Friday, 26 July 2024, State Control Centre

MINUTES

Attendees:

- | | |
|----------------|---|
| • Allan Garcia | Chair |
| • Jeremy Smith | Fire and Emergency Services Commissioner |
| • Brad Menzie | Tasmanian Volunteer Fire Brigades Association |
| • Leigh Hills | United Firefighters Union (Tasmania Branch) |
| • Peter Geard | Local Government Association of Tasmania |

In Attendance

- | | |
|-----------------------|---|
| • Ross Hinkley | A/Deputy Secretary DPFEM <i>via Webex</i> |
| • Tyron Clark | A/Deputy Chief Officer, TFS |
| • Kate Prenter | A/Director, Finance and Business Systems Transformation |
| • S. Wilson-Haffenden | A/Executive Director, Strategy & Capability, TFS |
| • Andrew Bennett | Manager, Workplace Health and Safety |
| • Lisa Stingel | Emergency Communications, DPFEM |
| • Jane McGee | Senior Executive Officer, OoCO |

Apologies

- | | |
|-----------------|--|
| • Vanessa Adams | Local Government Association of Tasmania |
| • Matt Lowe | Deputy Chief Officer, TFS |
| • Mick Lowe | Executive Director, SES and Volunteers |
| • Erin Baker | Director, People and Culture |

Meeting Opened

The Chair declared the meeting opened at 9:00 a.m. The meeting was recorded to confirm accuracy of minutes.

1. Introduction

1.1. Welcome and Apologies

The Chair welcomed Fiona McIntyre who was attending as an observer, in anticipation of her appointment before the August meeting as the representative of the Secretary, Department of Treasury and Finance.

1.2. Conflicts of Interest

None arising.

2. Minutes

2.1. Minutes of 28 June 2024

No further amendments to the minutes, as circulated, were raised by members.

It was moved L Hills, seconded P Geard that the minutes be accepted.

The Motion carried.

3. Business Arising

3.1. Action List

3.1.1. Digital Fire Permit System – presentation

Craig McKinnon, the project manager, provided a power point presentation to members on the progress of the project, including a run through of the test environment of the online forms and an explanation about how the 100 day election commitment was being met.

S Wilson-Haffenden thanked C McKinnon for progressing the project to this stage so quickly and acknowledge his work alongside Michael Jones and the Service Tasmania team, with R Hinkley providing oversight.

C McKinnon left the meeting at 9:25 a.m.; the presentation is provided as an attachment to these Minutes.

4. For Decision

4.1. Cash Reserves Policy

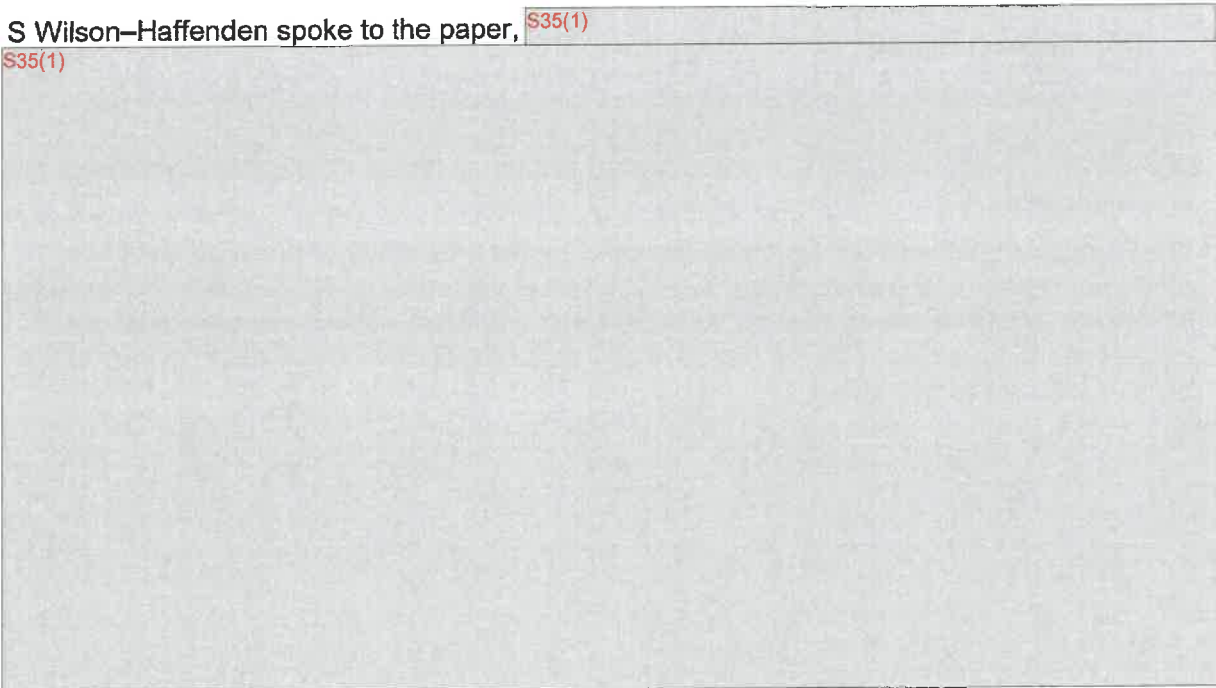
The topic was not presented for decision. S Wilson-Haffenden noted that the work acknowledges the growth in the cash balance over the past few years. Work is being undertaken to identify the components of the cash balance, what is needed to meet operational requirements on an annual basis verses what funding is potentially being reserved for specific purposes. He outlined the aspects of the policy being drafted, noting he has had discussions with Treasury’s Director of Government Finance and Accounting about the work.

Members discussed the issue and noted the update.

4.2. Capital works priority list

S Wilson-Haffenden spoke to the paper, S35(1)

S35(1)



It was moved P Geard, seconded L Hills, that the Commission approve the Capital Works Priority List for the Tasmania Fire Service (TFS) and State Emergency Service (SES) for 2024-25.

The Motion carried.

4.3. SFC representative on DPFEM Audit and Risk Committee

With the expiration of D Faletic's term, there is a requirement for a new representative of the Commission on the DPFEM Audit and Risk Committee. The Chair indicated his preference for a member with Treasury experience to take up the role.

It was agreed that B Menzie and F McIntyre would discuss out of session and advise the Chair of their decision. **(Action)**

5. Standing Items

5.1. PCBU Update

A Bennett joined the meeting at 9:55 a.m. and spoke to the paper, which was taken as read. A Bennet drew members' attention to page two of the paper and discussion of the Risk Register, explaining how the work was progressing. S35(1)

S35(1)

A Bennett advised that he would not be at the next meeting and departed the meeting at 10:07 a.m.

Members noted the Report.

5.2. Financial Report

K Prenter spoke briefly to the paper, which was taken as read. S Wilson-Haffenden noted S35(1)

S35(1)

S35(1) The actual cash statement reporting, which separates this out, is a better guide.

When capital statements are reviewed, the major works are starting to progress, but fire appliance is well behind expenditure. The importance was noted of the Commission increasing its visibility about what was intended to be built and delivered, what was actually built and delivered, and the reasons for the delays. It also helps explain why there is still "money in the bank" – unspent commitments.

S35(1)

Members noted the Report.

5.3. Commissioner's Report

J Smith noted that since his appointment as Fire and Emergency Services Commissioner, he has visited 41 workplaces or business units. Common themes have included

- Communications out of the Office of the Fire and Emergency Services Commissioner (OFESC)
- AIRS Reporting
- Maintenance of stations
- DO workloads
- SES feedback is positive with respect to the evolution of SES and TFS closer together.

Members noted the Report.

5.4. Workforce Planning Update

S Wilson-Haffenden spoke to the report, noting that it had previously been identified that there were 34 potential separations (i.e. coming up to retirement age, etc). Since that projection, there have been 19 separations. For the next financial year, the projection has been lowered to 19. Nine positions have also been created - some being state funded, some being federally funded. That brings the total impost to 28 positions plus the recruit course of 24. For workforce planning the organisation is approximately four positions in deficit. These figures demonstrate solid reasoning in bringing on the recruit course.

A submission has been through the procurement committee to get the development work for the workforce dashboard moving, which will then give an even better indication and start to inform management at a more granular level.

The Chair noted that the current report has a finite life, without broader data; but has provided the evidence to support recruiting.

Members noted the report.

5.5. Child Safe Framework (*verbal*)

Due to Mick Lowe's absence, although this item was on the meeting agenda, it was not discussed.

5.6. Performance and Progress Report

B Menzie noted the *Percentage of Completed Reports by District for 2024 – 25* in the Emergency Response Report (p. 3 of report) is 1 July 2024 to 30 June 2024, which is why it reads "No Data Available".

S Wilson-Haffenden has previously noted this issue and that the date should have been 30 June 2025, so will look into getting those figures and circulate out of session. (**Action**)

J Smith advised members on work undertaken with respect to fatalities in fires, noting that in the last seven months there have been twelve fire fatalities in the built environment, which is above normal numbers. A working group has been convened to determine whether it's an operational issue, a community fire safety issue, a social issue, or other. The first meeting was yesterday.

T Clark provided a further update, noting seven of the incidents mentioned by J Smith were house fires which resulted in eight deaths. ^{s36(1)}

^{s36(1)} Based on research conducted by the CSIRO in 2017, this figure in the median of fatalities for house fires.

S35(1)

R Hinkley recommended that a presentation be provided to the Commission on the progress of the Working Group. **(Action)**

5.7. Annual Work Plan

- T Clark provided a brief background to the work being done to review the State Fire Protection Plan in the context of the Commission's legislative obligation to have one (s.8 (1) (d) of the *Fire Service Act 1979*), its operational usefulness and other plans which may cover off on this requirement (e.g. specific emergency response plans, the Corporate Plan, etc). This work is still in progress.
- Registered Training Organisation quarterly report – S Wilson-Haffenden noted the requirements for individuals to be a "fit and proper person." O Tamlyn has gone back to review what other jurisdictions do in this space and it appeared to be more than was required for the Commission's purposes. S Wilson-Haffenden will provide a further update at the next meeting.
- Risk Register – to be undertaken at the August meeting due to the 11 a.m. presentation at the July meeting.

5.8. Calendar of Events

The Senior Executive Officer noted that 19 October had been confirmed as the date for the Marawah station opening and that organisation will commence for travel, accommodation etc around that date.

5.9. CAAC Update (*verbal*)

S Wilson-Haffenden provided an update, noting the key matter arising from CAAC was the priority project list as discussed earlier in the meeting.

6. Items to Note

6.1. State Fire Protection Plan

Discussed at 5.7

6.2. TFE Quarterly Report

The report was taken as read.

6.3. SFMC Quarterly Report

B Menzie noted the issue raised in the report of delays in the appliance build program; S Wilson-Haffenden undertook to bring further details back to the next meeting.

6.4. Use of the State Fire Commission Seal

The paper was noted.

7. Correspondence

7.1. Letter from Minister – SFC funding

The correspondence was circulated for members' information. As Chair, A Garcia will be discussing this further with the Minister.

8. Out of Session Decisions

8.1. Amended Corporate Plan

The inclusion of SES information in the Plan was noted by members, S35(1)
 S35(1)

The Plan has now been re-sent to the Minister and the Commission awaits further advice.

8.2. TFS Price List

The additional information was provided and members endorsed the TFS Fees and Charges for the 2024-25 financial year, with amendments from what was presented at the June meeting.

8.3. 100 Day Election Commitment

With additional information members approved the creation of an additional four (4) FTE Station Officers as Regional Field Works Officers and associated funding.

9. Other Business

None raised.


10. Key Messages

The Commission:

- Received a briefing on the Digital Fire Permit System;
- Adopted the capital works priority list;
- Welcomed Fiona McIntyre to observe the meeting in anticipation of her appointment before the August meeting;
- Received an update on the working committee that has been established to look at fire fatalities and look forward to an update on progress.

11. Meeting Closure

The meeting closed at 10:50 a.m.

<p>CONFIRMED: Chairperson</p>	
<p>Date</p>	<p>30 August 2024</p>

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Fire and Emergency Services Commissioner
Position Number	003570
Business Unit	Office of the Commissioner
Branch / Section	Tasmania Fire and State Emergency Services
Location	Hobart
Immediate Supervisor	Secretary, Department of Police, Fire and Emergency Management
Employment Conditions	Full time, Fixed-term – 5 year contract
Classification	Senior Executive Service Equivalent Specialist

Focus:

As a member of the Department of Police, Fire and Emergency Management (DPFEM) Agency Executive and member of the State Fire Commission (SFC), the position provides forward looking, values-based leadership that ensures:

- the minimisation of the social, economic and environmental impacts of fire and other emergencies on the Tasmanian community,
- the provision of effective strategic advice to Government and
- the effective administration of the *Fire Service Act 1979*.

Primary Duties:

1. Lead reform initiatives relating to the Tasmania Fire and State Emergency Service.
2. Provide timely and high quality strategic risk, policy and operational advice to support the DPFEM Secretary, Minister, Government, the SFC, the community and key stakeholders on fire and other emergencies, including planning for and developing risk management strategies for emerging issues that may impact on Tasmania.

3. Fulfill the statutory roles and functions of Chief Officer (as defined in the Fire Services Act 1979) ensure compliance with all sections of the *Fire Service Act 1979*, *State Service Act 2000* and all other prescribed functions.
4. Provide leadership, sound corporate governance and executive management to the TFS and State Emergency Service (SES) across a diverse range of services, including emergency planning and preparedness, response and recovery, community fire safety and people management that are delivered by both employed and voluntary members.
5. Provide leadership and direction in the development of continuous improvement of management across the TFS and SES, with a strong focus and commitment to efficient, professional and safe work practices and safe systems of work, including ensuring operational training and development is delivered to meet current and future needs whilst reflecting industry standards.
6. Exercise strategic command during the management of major emergencies and incidents.
7. Represent the TFS, SES and Government on high level fire and emergency management inter-government and cross-Agency committees and develop co-operative relationships with community, business and non-government organisations.

Scope of Work:

The position reports to the Secretary, DPFEM under delegated authority for:

- Functions under the *State Service Act 2000*, Regulations, Directions and Determinations;
- Strategic management of the State Emergency Service; and
- Maintaining a safe and healthy working environment in accordance with the stated responsibilities under the *Work Health and Safety Act 2015* for the TFS and SES.

The position reports to the Minister for:

- the effective administration of the *Fire Service Act 1979*; and
- the achievement of the SFC Corporate Plan.

Commitment of funds and approval of payments for goods and services within the delegations for the position.

Direction and Supervision

The position is directly responsible to the SFC and the Minister, in relation to administering the functions and powers exercised in accordance with the *Fire Service Act 1979*.

The position is responsible to the Secretary, DPFEM in relation to employment as outlined in the *State Service Act 2000*.

The position has a high level of autonomy and accountability. The Fire and Emergency Services Commissioner leads the TFS and SES and drives development and implementation of overall strategic initiatives of these Services, including all reform initiatives. The position is expected to model high level leadership behaviours to other members of the Executive Leadership Team, senior managers and members.

The Fire and Emergency Services Commissioner is defined as an "Officer" under the *Work Health and Safety Act 2012*, and is expected to exercise due diligence to ensure the Department and the State Fire Commission complies with its duties and obligations under the legislation. Officers are required to uphold and comply with the State Service Principles and Code of Conduct.

Selection Criteria

1. High level interpersonal skills including strong leadership behaviours with the ability to model organisational behaviours, values and ethics while working well with a diverse range of people.
2. High level communication, consultation, negotiation, and conflict resolution skills enabling the development of partnerships and positive relationships with individuals, organisations and community groups.
3. Demonstrated strategic planning, community education and stakeholder engagement, and operational management skills in all aspects of emergency management, including bush fire risk management, rescue and emergency management, developed through an extensive operational and emergency management environment.
4. High level leadership, change management and contemporary management skills with proven capacity in human, financial and resource management and to develop people in an emergency management environment.
5. Demonstrated high level strategic, conceptual, and analytical and problem solving skills including the ability to understand the political, social and organisational environment impacting the TFS, and to lead integrated approaches to strategy, policy and program development.

Qualifications and Experience

Section 10 (1A) of the *Fire Service Act 1979* requires the Chief Fire Officer to be a person who appears to the Governor to have expertise and experience in fire service administration and in the management of fire-fighting operations.

- Extensive experience and/or tertiary qualifications in management, emergency management or fire management/technology.
- Proven experience with volunteer based services.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions

The TFS and SES are key operational arms of DPFEM, an agency established under the *State Service Act 2000*.

The TFS is the operational arm of the SFC and is responsible for the protection of life, property and the environment from fire and other emergencies through the delivery of emergency response and community fires safety services to the community. Accredited training is provided to over 230 brigades with around 5,000 career and volunteer members.

The SES provides a response capability for severe storms and floods, road crash rescue, search and rescue/recovery and general rescue. It also undertakes a range of support roles for communities and other organisations, as well as providing whole-of-government advice and executive support to the State and Regional Emergency Management Committee.

DPFEM aims to attract, recruit and retain people who will uphold the expected behaviours and performance standards of the Department. We are committed to building a culture the community respects. The expected behaviours and performance of employees and managers are governed by the *State Service Act 2000* through the State Service Principles and Code of Conduct.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The position is located in Hobart. The working environment is largely office based, however intra-state and inter-state travel will be required to represent the TFS in various forums.

The Fire and Emergency Services Commissioner is expected to work the hours required to undertake the functions of the position. The shift work nature of the career employees, the large number of volunteers and the nature of voluntarism mean that work frequently needs to be performed on evenings and weekends, at meetings and official functions.

Approved

Secretary
Department of Police and Emergency Management
Date: 16 January 2024



DEPARTMENT OF POLICE AND EMERGENCY MANAGEMENT
TASMANIA FIRE SERVICE
STATEMENT OF DUTIES

Position Title:

CHIEF OFFICER

Division:

Award:

**State Service Act 2000
Section 31(1) (a)**

Immediate Supervisor:

Secretary, DPEM

**Minister for Police and Emergency
Management**

Position Number:

521029

Section/Branch:

Classification:

Senior Executive Service Level 4

Employment Status:

Full-time – Contract

FOCUS:

As a member of the Department of Police and Emergency Management (DPEM) Executive, Chief Officer of the Tasmania Fire Service (TFS) and member of the State Fire Commission (SFC), this position provides forward looking, values-based leadership that ensures:

- the minimisation of the social, economic and environmental impacts of fire and other emergencies on the Tasmanian community,
- the provision of effective strategic advice to Government and
- the effective administration of the *Fire Service Act 1979*.

DUTIES:

1. Provide timely and high quality strategic risk, policy and operational advice to support the Secretary, Minister, Government, the State Fire Commission (SFC), the community and key stakeholders on fire and other emergencies, including the identification of emerging issues that may impact on Tasmania.
2. Fulfil the statutory roles and functions of Chief Officer and as a member of the SFC, ensure compliance with all sections of the *Fire Service Act 1979*, *State Service Act 2000* and all other prescribed functions.
3. Provide leadership, sound corporate governance and executive management to the TFS across a diverse range of services, including emergency preparedness, response and recovery, community fire safety and people management that are delivered by both employed and voluntary members.
4. Provide leadership and direction in the development of continuous improvement of management across the TFS, with a strong focus and commitment to efficient, professional and safe work practices and safe systems of work, including ensuring operational training and development is delivered to meet current and future needs whilst reflecting industry standards.
5. Exercise strategic command during the management of major emergencies and incidents.

6. Represent the TFS and Government on high level fire and emergency management inter-government and cross-Agency committees and develop co-operative relationships with community, business and non-government organisations.

SCOPE OF WORK:

The position reports to both the Minister for Police and Emergency Management and the Secretary, DPEM.

The position reports to the Minister for:

- Effective administration of the Fire Service Act 1979;
- The achievement of the SFC Corporate Plan; and

Commitment of funds and approval of payments for goods and services within the delegations for the position.

The position reports to the Secretary, DPEM under delegated authority for:

- Functions under the *State Service Act 2000*, Regulations, Directions and Determinations;
- Strategic management of the State Emergency Service; and
- Maintaining a safe and healthy working environment in accordance with the stated responsibilities under the Work Health and Safety Act 2015 for the TFS.

DIRECTION/ SUPERVISION RECEIVED :

The position is directly responsible to the State Fire Commission and the Minister, in relation to administering the functions and powers exercised in accordance with the *Fire Service Act 1979*.

The position is responsible to the Secretary, DPPEM in relation to employment as outlined in the *State Service Act 2000*.

The position has a high level of autonomy and accountability. The Chief Officer leads the TFS and drives development and implementation of overall strategic initiatives of the Service. The position is expected to model high level leadership behaviours to other members of the Executive Leadership Team, senior managers and members.

CAPABILITY FRAMEWORK

It is expected that the occupant will meet the broad leadership capability as defined in the Tasmanian Government Senior Executive Leadership Capability Framework:

- Shapes strategic thinking;
- Achieve results;
- Cultivates productive working relationships; and
- Exemplifies personal drive and integrity; and
- Communicates with influence.

For more information on the Framework go to -

www.dpac.tas.gov.au/divisions/ssmo/senior_executives.

SELECTION CRITERIA (KNOWLEDGE AND SKILLS)

1. High level interpersonal skills including strong leadership behaviours with the ability to model organisational behaviours, values and ethics while working well with a diverse range of people.
2. High level communication, consultation, negotiation, and conflict resolution skills enabling the development of partnerships and positive relationships with individuals, organisations and community groups.
3. Demonstrated strategic planning, community engagement and strategic command skills in all aspects of fire including bush fire risk management, rescue and emergency management, developed through an extensive operational fire and emergency management environment.
4. High level leadership, change management and contemporary management skills with proven capacity in human, financial and resource management and to develop people in an emergency management environment.
5. Demonstrated high level strategic, conceptual, and analytical and problem solving skills including the ability to understand the political, social and organisational environment impacting the TFS, and to lead integrated approaches to strategy, policy and program development.

QUALIFICATIONS AND REQUIREMENTS:

Section 10 (1A) of the *Fire Service Act 1979* requires that the person appointed as Chief Officer is to be a person who appears to the Governor to have expertise and experience in fire service administration and in the management of fire-fighting operations.

- Extensive experience and/or tertiary qualifications in management, emergency management or fire management/technology.
- Proven experience with volunteer based services.

WORKING ENVIRONMENT:

The Tasmania Fire Service is a key part of the Department of Police and Emergency Management, an agency created under the *State Service Act 2000*. The Tasmania Fire Service is the operational arm of the State Fire Commission and is responsible for the protection of life, property and the environment from fire and other emergencies through the delivery of emergency response and community fires safety services to the community. Accredited training is provided to over 230 brigades with around 5,000 career and volunteer members.

The Department of Police and Emergency Management aims to attract, recruit and retain people who will uphold the expected behaviours and performance standards of the Department. We are committed to building a culture the community respects. The expected behaviours and performance of employees and managers are governed by the *State Service Act 2000* through the State Service Principles and Code of Conduct.

The position is located in Hobart in a smoke free office environment. The working environment is largely office based, however intra-state and inter-state travel will be required to represent the TFS in various forums.

The Chief Officer is expected to work the hours required to undertake the functions of the position. The shift work nature of the career employees, the large number of volunteers and the nature of voluntarism mean that work frequently needs to be performed on evenings and weekends, at meetings and official functions For further information on the TFS refer to www.fire.tas.gov.au.

APPROVED

D L Hine
Secretary
Department of Police and Emergency Management
Date: 19 November 2015



SELECTION REPORT

VACANCY DETAILS			
Position Title:	Commissioner – Fire and Emergency Services	Position Number:	003570
District:	Office of the Chief Officer	Location:	Hobart
Statement of Duties:	A24/31054	Vacancy Management Form:	

SELECTION PANEL RECOMMENDATION			
Recommended Appointee:	S36(1)		
Appointment Status: (permanent/fixed-term/casual)	Senior Executive contract Fixed term 5 years	Hours per Fortnight	
Proposed Start Date	To be determined.	End Date (fixed-term and casual only)	To be determined
Commencement Classification (range and level)	S36(1)		
Work Pattern			
Current Tasmanian State Service Employee?	S36(1)		
Conviction Check:	N/A		
Working with Vulnerable People Check	N/A		
Subsequent Selection			
The selection panel agreed that should the Recommended Appointee (listed above) decline the offer, or a subsequent vacancy arises within a six-month period, it is recommended that:			
S36(1)			

SELECTION PANEL ENDORSMENT		
Panel Chairperson (signature)	Panel Member (signature)	Panel Member (signature)
Name: Donna Adams	Name: Allan Garcia	Name: Gavin Freeman
Date: 31/5/24	Date: 30/04/2024	Date: 29/04/2024

DELEGATE APPROVAL		
I approve / do not approve the recommendation of the Selection Panel		
(signature)	Name: Kathrine Morgan-Wicks Head of the State Service	Date: ___/___/___



APPLICATIONS			
Method of Advertising:	TasJobs and SEEK		
Advertising Opened:	3 February 2024	Advertising Closed:	25 February 2024
Number of Applications Received	12	Applicant Schedule:	N/A
Shortlisting Matrix:	N/A	Do any applications have review rights?	No
Number of Applications Shortlisted for Interview	3		

CONFLICT OF INTEREST

Panel members have read and understood their obligations in relation to the disclosure and management of Conflicts of Interest. Further information is available in the DPFEM Vacancy Management, Recruitment and Selection Guidelines and the SSMO Managing Conflicts of Interest in Recruitment Policy Statement.

In this section, all panel members must consider, disclose, assess and manage any actual, potential or perceived Conflict of Interest *prior to shortlisting*. The management strategies to manage the risk of Conflicts of Interest must be to the satisfaction of the Delegate.

The panel discussed their knowledge of and previous professional interactions with the shortlisted candidates and declared that there were no actual conflicts of interest in recommending this appointment.

Refer to Attachment 1 Conflict of Interest Declarations.

SUMMARY OF SHORTLISTING AND SELECTION METHOD

Summary of the shortlisting and selection process used.

The Selection Panel was convened on 5 March 2024 comprising, Ms Donna Adams (Secretary DPFEM), Allan Garcia (Chair State Fire Commission) and Gavin Freeman (Commissioner Fire Rescue Victoria). The Panel assessed each of the following 12 applications on the basis of the written short-form application and review of CV.

1. S36(1)
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

From this discussion, three candidates were selected for interview:

S36(1)



REASON FOR SELECTION DECISION

Each shortlisted candidate was interviewed by panel using the same set of questions (Attachment 2) and asked to provide a presentation (topic at Attachment 3). The shortlisted candidates were assessed on the basis of their written application, presentation and performance at interview.

Following interviews held on 19 March 2024, three applicants were identified as suitable for appointment: S36(1)

Psychometric assessment was progressed for the preferred applicant S36(1) and second placed S36(1)

It was unanimously decided that S36(1) be recommended for appointment. S36(1)

S36(1)

S36(1)

Department of Police, Fire and Emergency Management



S36(1)