



Terms of Reference

Emergency Services Memorial Committee

Approved by Project Sponsor: _____ Name/Title: Tony Piccolo, Minister for Emergency Services

Contact Person: Cliff Grantham Title: Ministerial Liaison Officer Contact: 8463 6691

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1. Background

In 2004, a National Emergency Services Memorial was opened on the bank of Lake Burley Griffin in Canberra to commemorate the service and sacrifice of Fire and Emergency Service personnel who have died in the line of duty. Commencing in 2015, an annual National Emergency Services memorial service will be held on 1 May at this location.

The timing of this event has been designed to enable Fire and Emergency Services personnel from individual states/territories to continue with their own commemorative memorial services.

2. Purpose

The purpose of the Emergency Services Memorial Committee (the Committee) is to establish an annual Memorial Day service in South Australia to recognise Emergency Services personnel who have died in the line of duty in this State.

The Emergency Services Memorial Day in South Australia will be held annually on 4 May, St Florian's Day, recognised as International Firefighters Day.

3. Committee Membership

Membership of the Committee comprises:

- Mr Jason Druwitt – SA Country Fire Service (staff)
- Mr Andrew Hogg – SA Country Fire Service (volunteer)
- Mr Greg Mennie – SA State Emergency Service (staff)
- Kevin Knott – SA State Emergency Service (volunteer)
- Mr Paul Fletcher – SA Metropolitan Fire Service
- Ms Shelley Roylance – SA Metropolitan Fire Service
- Mr Brenton Keen – South Australian Fire and Emergency Services Commission
- Commodore Ian Short – Volunteer Marine Rescue
- Mr Chris Martin – Former CFS Regional Commander (Ret.)
- Mr Cliff Grantham – Ministerial Liaison Officer (Secretariat/Chair)

Members of the Committee were nominated by the Minister, Chief Officers and Chief Executive of SAFECOM. The VMR Member was nominated by the VMR Council.

4. Objectives

The Committee's first responsibility is to prepare a Work Plan containing timelines, milestones and consultation plan.

Upon completion of the Work Plan and appropriate consultation/consideration, including with the volunteer associations and unions, the Committee will provide recommendations to the Minister regarding:

- The location of the memorial service;
- The establishment of a memorial statue or plaque (including costs);
- Corresponding regional services; and
- Detailed communications plan.

The Minister will seek input from the Chief Officers, Chief Executive, volunteer associations and unions as required, including funding options.

Once approved by the Minister, the Committee will consider relevant issues including:

- The time of the service (and running sheet);
- Appointing a Host and/or Master of Ceremonies;
- Consideration of a Chaplain, music, hymns, speeches, sound system;
- The possible presentation of medallions to families;
- VIPS and other invitations;
- Implementing the Communication Plans and media;
- Inclement weather provisions and other risks/mitigation strategies;
- Resources and budgets;
- Proxy Committee Members;
- Dress codes, branding, flags, wreaths;
- Logistics/parking and administration;
- Any legal, financial and insurance-related issues; and
- Implementation of the event.

5. Meeting procedure

The Committee will meet monthly but can convene more or less frequently as required. A significant portion of the work required will be undertaken out of session. The Secretariat will arrange the meetings and agenda, minutes and action items.

Decisions will be made by consensus. When this is not possible a majority vote will be undertaken and/or guidance sought from the Chairperson and Minister.

Representatives from the Committee will provide a monthly progress update to the Minister at his regular Chiefs Officers/Chief Executive meeting. The Minister's Media Adviser and sector Communications experts will be utilised to develop and implement the Communications Plan.

6. Conflict of Interest

Members of the Committee must raise any potential conflicts of interest with the Chairperson. The Chairperson will determine whether a conflict exists and resolve the issue in a transparent manner.