



ACT
Government



MEETING MINUTES – ACT BUSHFIRE COUNCIL

MEETING INFORMATION

Date:	7 November 2018	Location:	Ground Floor ESA Headquarters, Black Mountain Meeting Room
Time:	16:00	Meeting Type:	Council
Call-In Number:	02 6207 7160	Call-In Code:	N/A
Attendees:	See list page 2	Secretariat:	Fiona Amundson 16: 00 to 16:30 and Lynda Scanes until closure of meeting

ORDER OF BUSINESS

AGENDA ITEMS

Presenter: Chair

1 Acknowledgement of Country

The Chair acknowledged the traditional custodians of the land that the meeting was on, the Ngunnawal people. She expressed acknowledgement and respect towards their continuing culture and the contributions they make to the life of this city and this region. She also acknowledged and welcomed other Aboriginal and Torres Strait Islander people attending the meeting.

Presenter: Chair

2 Welcome, introductions, apologies and nomination of member to monitor performance checklist

The Chair welcomed all meeting attendees and noted apologies listed on page 2.

MEMBERS AND OFFICIALS – ATTENDANCE LIST

Meeting 16.00 to 19:05, Wednesday 7 November 2018

Black Mountain Meeting Room, ESA Headquarters

Council Members Sarah Ryan (Chairperson)* Marion Leiba Steve Angus
Natarsha Carney Jeremy Watson
Cathy Parsons Margaret Moreton
David Snell Kylie Coe

*Sarah Ryan chaired the meeting from 16.00 to 17.45 and Cathy Parsons from 17.45 to 19.05

Officials Ian Walker, Executive Director Environment Division, Environment, Planning and Sustainable Development Directorate
Daniel Iglesias, Executive Director, Parks and Conservation Service (PCS), Environment Planning and Sustainable Development Directorate (PCS, EPSDD)
Mark Brown, Chief Officer, ACT Fire and Rescue (ACT F&R), ESA
Joe Murphy, Chief Officer, ACT Rural Fire Service (ACTRFS), ESA

Secretariat Lynda Scanes, Executive Officer, ACT BFC and Fiona Amundson
Apologies Bhiamie Williamson, Member ACT BFC

Tony Bartlett, Member ACT BFC
Dominic Lane, Commissioner, Emergency Services Agency (ESA)
Daniel Iglesias, Executive Director, Parks and Conservation Service, Environment Planning and Sustainable Development Directorate (PCS, EPSDD)
Neil Cooper, Manager, PCS, EPSDD

Invited Guests Anna Mitchell, Senior Manager, SBMPv4, ESA
Tony Scherl, Project Manager, Regional Fire Management Plan, PCS
Scott Seymour, Project Manager, Assurance SBMPv3
Chris Bowyer, ESA Projects, Manager, Capability and Transformation

Presenter: Chair

3 Declaration of Interest

No declarations of conflict of interest were received.

Presenter: Chair

4 Acceptance of minutes from the 3 October 2018 meeting

The minutes were accepted as a true and accurate reflection of the meeting.

Presenter: Chair

5 Review action list

Action: 1810-01 – Cultural significant sites – a verbal update has already been provided, and a further update is scheduled on the draft 2019 ACT Bushfire Council Business Plan – item closed.

Action: 1810-02 – Review the EPSDD DRAFT 2018-19 BOP - meeting held, report included in the ACT BFC meeting papers, 7 November 2018 – item closed.

6 ACT BFC advice to Commissioner in relation to the Draft 2018-19 EPSDD Bushfire Operational Plan (BOP) in detail

Noted: Members noted the report that the working group had submitted to the Commissioner out of session.

Council agreed to plan the process better next year by scheduling it in the Business Plan so that the Council response to the draft BOP can be reviewed in session.

Action: The 2019 Business Plan to schedule the review of the EPSDD 2019-20 BOP.

7 Ratification of ACT BFC 2018 Preparedness Report to Minister for Police and Emergency Services

The final BFC 2018 Preparedness Report to the Minister for Police and Emergency Services was ratified by Council. Council agreed that the revised process for this year's development of the report worked well and it was sent earlier than usual to the Minister, on 24 October 2018.

Council thanked EPSDD and ESA staff for their assistance by providing timely information that assisted with the preparation of the Report.

The Chair thanked Council members involved in drafting and compiling the final ACT BFC 2018 Preparedness Report.

8 Final implementation reports of SBMP V3 actions

The Project Manager, Assurance SBMP v3 provided an overview of the reporting and assurance process for each of the 71 actions.

Council agreed that SBMPv3 closure reports can be distributed to each member out of session weekly/fortnightly in the next month or so. The actions will be grouped under each objective and evidence will be available if requested. Members were asked to provide acceptance of the closure reports within one week, to the Secretariat. A majority view will be taken as acceptance of each report; if a Council member has an issue with a report they should let the Secretariat know promptly.

A final evaluation report will measure the effectiveness of the SBMPv3 and inform the direction of and planning for the SBMPv4.

Update on the development of the SBMPv4 Project – Project Officer, SBMPv4

The Project Officer tabled two papers showing the role-based governance structure, consultation process and high level timelines for developing SBMPv4. The foundation of the project approach is consistent with the Strategic Reform Agenda Program across the ESA.

Council advised they would like an indication of how and when they will be involved in the development of the plan. Council would like to see the 5 year trend in key performance indicators to enable them to review the effectiveness of the SBMPv3 and provide input to the SBMPv4 development.

Council thanked the Project Officers for the update.

Action: Secretariat to distribute closure reports to ACT BFC out of session. ACT BFC to provide endorsement within one week of receiving the SBMPv3 closure reports.

9 Presentation of Regional Fire Management Plan

The presentation provided an in-depth explanation of the process for developing the next Regional Fire Management Plans (RFMPs). The RFMPs are a 5 year plan with a 10 year outlook and allow planning of prescribed burns within clear guidelines for sustainability of ecological systems across ACT.

PCS is using Phoenix modelling to assess ACT bushfire risk as part of the development of the next RFMPs. A fire behaviour analysisist used the innovative Phoenix modelling for the recent Pierces Creek Fire and maps were provided to explain the predicted fire spread.

Council thanked PCS for the informative presentation.

10 EPSDD PCS quarterly BOP report

Council agreed for the report to be deferred until December 2018 ACT BFC meeting.

Action: EPSDD PCS quarterly BOP report to be carried over to the December ACT BFC meeting.

11 Bushfire Seasonal Preparation Project Report

Bushfire Seasonal Preparation Project Report – Manager, Capability and Transformation

The Bushfire Seasonal Preparation Project Report was tabled. The report provided ACT BFC with visibility of the status of activities being undertaken as part of the Bushfire Preparedness Project. Many of the project deliverables align to actions in the SBMPv3.

Council noted the 24 deliverables and high-level of completion of each activity undertaken within the project. Council commended the initiative to commence the ESA Bushfire Preparedness Project to ensure all aspects of preparation is undertaken ahead of the forecasted bushfire season.

Presenter: Officials

12 Officials' Reports

12.1 EPSDD Report

The report was taken as read.

The following topics were highlighted in the report:

- Prescribed burning program
- Regional Fire Management Plan progress
- 2018-19 Bushfire Operational Plan development
- Fire season preparedness
- Training
- National representation on the
- Women and Firefighting Conference attendance
- Report on the nationally endangered Latham's Snipe at the Jerrabomberra Wetlands

The Executive Director Environment Division, EPSDD complimented everyone involved with the Pierces Creek Fire.

12.2 ESA Commissioner's Report

The report was taken as read.

The following topics were highlighted in the report:

- ACT Bushfire Seasonal Preparedness Project
- National Meetings attended:
 - Australasian Fire and Emergency Services Authorities Council (AFAC)
 - Male Champions of Change – Fire and Emergency Services Group
 - Commissioner and Chief Officers Strategic Committee
 - National Aerial Firefighting Centre (NAFC) Strategic Committee
 - Ministerial Council for Police and Emergency Management (MCPPEM)
- Launch of the Canberra Be Ready Door knock Campaign
- ACT Emergency Services Open Day
- Incident Management Team Training – Level 2 IMT Program and Level 3 IMT Program
- ESA Snapshot 31 October 2018.

12.3 ACTRFS Chief Officer Report

The report was taken as read.

The following topics were highlighted in the report:

- Permanent recruitment of the Senior Rural Liaison Officer and the commencement of recruitment for Manager Operations, Manager Membership and Learning and Development Officer
- Finalisation of a Crew Leader Course and commenced a new Bush Firefighter course and Village Firefighter
- Basic Wildfire Awareness Courses delivered
- The second Annual Employer Awareness and Recognition Evening scheduled for Monday, 12 November 2018 at the Deck Regatta Point.

The Chief Officer provided a detailed summary of the Pierces Creek Fire and the Canberra Be Ready Door knock that was delivered to residents in Kambah and Gordon while the fire was active.

There was discussion regarding public messaging during the fire; including a Federal Government email to staff. The Chief Officer advised the matter would be included in the After Action Review and a summary will be provided to Council at the December meeting.

Council thanked and congratulated all involved with the suppression of the fire.

Council thanked Officials for the informative reports.

Action: CO ACTRFS to provide ACT BFC with a summary of the Pierces Creek After Action Review.

Presenter: Chair

13 Correspondence

Council noted the below correspondence:

13.1 Email from ESA Commissioner re EPSDD 2018-19 BOP

Action: Nil.

Presenter: Council members

14 Bushfire Council business

14.1 Consideration of Topics for the 2019 ACT BFC Business Plan

Council discussed the potential themes for next year's meeting agenda which form the Council's 2019 business plan.

Council noted that there may be some topics flowing from this year's bushfire season. In addition, there were a number of emerging questions which might provide themes for a number of presentations, such as best practice approaches to measuring the effectiveness of SBMPv3.

Council also proposed a standing item to discuss the progress of SBMPv4 and SBMPv3 by objectives, one or two at each monthly meeting to assist with planning for presentations. Ideas/timing of a climate change presentation will be worked out with Project Manager SBMPv4.

Council requested a field trip in August 2019 and were asked to email any additional topics to the Secretariat.

Council approved the general structure of the draft 2019 ACT BFC Business Plan. The Chair and Secretariat will meet out of session to refine the final draft plan for final approval at the December ACT BFC meeting.

14.2 Vacant position on ACT Bushfire Council

The vacant position on Council was discussed and it was agreed that the position be filled as soon as possible, by a person with substantial fire management or fire science capability.

The CO ACTRFS advised he had sought advice and previous applications could be reviewed to see if the skills set are similar and this would expedite the appointment of a new member.

Action: 14.1 The Chair and Secretariat to meet out of session to refine the final draft of the 2019 BFC Business Plan for final approval at the December ACT BFC meeting.

14.2 CO ACTRFS to progress filling the vacant position on Council and report back at the December ACT BFC meeting.

Presenter: Chair

15 Review and adoption of action items from this meeting

Action items were reviewed and agreed to.

Presenter: Chair

16 Next Meeting

Wednesday, 5 December 2018.

Note: Cathy Parsons and Lynda Scanes provided an apology for the December meeting.

Presenter: Chair

17 In Camera Meeting

Not required.

Presenter: Chair

18 Meeting closure.

The Chair closed the meeting at 19:06.



ACTION ITEMS – ACT BUSHFIRE COUNCIL

Action Items (OPEN)			at 7 November 2018	
Ref	ACTION	DUE	ACTION OFFICER	STATUS UPDATE
1808-04	EPSDD to provide an update on action taken against Morgan Review table.	5 December 2018	ED, PCS, EPSDD	Pending
1811-06	ACT BFC 2019 Business Plan to include time for Council to review the EPSDD 2019-20 BOP in detail.	5 December 2018		
1811-08	Secretariat to distribute closure reports to ACT BFC out of session. ACT BFC to provide endorsement within one week of receiving the SBMPv3 closure reports.	Prior to 5 December 2018	Secretariat and ACT BFC members	
1811-10	EPSDD PCS quarterly BOP report to be carried over to the December ACT BFC meeting.	5 December 2018	Secretariat and EPSDD	
1811-12.3	CO ACTRFS to provide ACT BFC with a summary of the Pierces Creek After Action Review.	5 December 2018	CO ACTRFS	
1811-14.1	The Chair and Secretariat to meet out of session to refine the final draft 2019 ACT BFC plan for final approval at the December ACT BFC meeting.	5 December 2018	Secretariat	
1811-14.2	CO ACTRFS to progress filling the vacant position on Council and report back at the December ACT BFC meeting.	5 December 2018	CO ACTRFS	

Action Items (CLOSED)			at 3 October 2018	
Ref	ACTION		ACTION OFFICER	Date closed
1810-01	Add update on progress of how culturally significant sites are managed for fire protection, on the 2019 ACT BFC Business Plan.	7 November 2018	Secretariat	Closed
1810-02	Establish a sub committee to review the EPSDD Draft 2018-19 BOP and provide comment to the Commissioner as soon as possible.	12 October 2018	Secretariat	Closed