

   <p style="text-align: center;">ACT Bushfire Council Meeting Minutes</p>		Wednesday 3 April 2019	
		4pm – 7pm	
		ESA Headquarters Black Mountain Meeting Room	
Attendees:			
Chair:		Sarah Ryan, ACT Bushfire Council	
Secretariat:		Lynda Scanes	
Council Members Natarsha Carney Cathy Parsons Tony Bartlett Marion Leiba Bhiamie Williamson Margaret Moreton		Officials Daniel Iglesias, Executive Director, Parks and Conservation Service, 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	Invited Guests Adam Leavesley, Bushfire Research Utilisation Manager, PCS, EPSDD Janelle Wheatley, Project Manager, Emergency Media & Broadcasting Services
ORDER OF BUSINESS			
AGENDA ITEMS			
1	Acknowledgement of country	Presenter:	Chair
	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.		
2	Welcome, introductions, apologies and nomination of member to monitor performance checklist	Presenter:	Chair
	The Chair welcomed all meeting attendees and noted apologies from Kaylee Rutland, Neil Cooper, Steve Angus, Jeremy Watson, Kylie Coe, David Snell and Dominic Lane.		
3	Declarations of interest	Presenter:	Chair
	No declarations of conflict of interest were received.		
4	Acceptance of minutes from the 6 March 2019 meeting	Presenter:	Chair
	The minutes from 6 March 2019 were accepted as a true and accurate reflection of the meeting.		
5	Review action list – attached to minutes	Presenter:	Chair
	The Council reviewed the outstanding action items. Council requested that the 2019 Business Plan be included in future meeting papers. PCS provide a response to action 1808-04 at the June 2019 meeting.		

6	Correspondence	Presenter:	Chair
	<p>Correspondence for noting:</p> <p>Outgoing – A draft letter to the ESA Commissioner and a similar draft letter to ED Environment thanking volunteers and staff for their time in deployments in recent fire season were presented.</p> <p>Council provided approval for the two letters to be sent to the ESA Commissioner and ED Environment.</p> <p>Report on activities the Chair has attended on behalf of Council since the last meeting:</p> <ul style="list-style-type: none"> • Tony Bartlett reported on his attendance in lieu of the Chair at the last SBMP Planning Committee. 		
7	Items from the ACTBFC 2019 Business Plan	Presenters:	EPSDD, Manager, ESA Community Engagement and Manager, Emergency Media & Broadcasting Services
	<p>7.1 Indigenous fire management & engagement, including update on the progress of how culturally significant sites are managed for fire protection</p> <p>EPSDD provided an informative presentation to Council with information on how culturally significant sites are managed for fire protection. EPSDD has a responsibility to ensure Indigenous people participate in natural resource management. The Parks and Conservation Service (PCS) together with traditional custodians work together to protect, record and report Aboriginal sites on EPSDD managed lands. PCS staff (including Murumbung Rangers) engage with the Heritage Unit and Registered Aboriginal Organisations on operational works when working in or around areas identified cultural heritage sites to maintain the cultural integrity of the sites. PCS has access to information in relation to heritage places and objects including restricted Aboriginal sites information, to assist with planning and land management. The ACT Aboriginal Fire Management Framework and Cultural Guidelines for Fuel and Fire Management Operations informs the Bushfire Operational Plan and sets principles and protocols for fire management in the ACT.</p> <p>The presentation displayed several Cultural Burns undertaken in the rural area in 2018, including Gubur Dhaura and Gibraltar Rocks (an Aboriginal fire management zone) in Tidbinbilla Nature Reserve.</p> <p>BFC expresses its support for the work being undertaken by PCS to further develop the Indigenous fire management program. Significantly, BFC notes the creation of an Indigenous Fire Management Zone in the new RFMP and fully supports this new innovative initiative, recognising that there is still much to be learned and that this is best done by empowering local Indigenous people through this initiative. BFC looks forward to monitoring its ongoing implementation and reflecting on lessons learned.</p> <p>Council thanked all involved for the informative presentation.</p>		
	<p>The CO ACTRFS provided an overview of SBMP Objective 9 – A community that is prepared for bushfires. The Council was advised under the <i>Emergencies Act 2004</i> that the ESA Commissioner has responsibility for community education and awareness about emergencies, and improving community preparedness for emergencies. The Manager Community Engagement reports all ESA Community Engagement activities to the Commissioner and ESA Executive Leaders Group each month. ESA shares consistent community engagement messaging for all emergencies.</p> <p>7.2 Update on Community Education/Engagement activities over the bushfire season</p> <p>The Report taken as read. The Council was advised about the community engagement meetings and activities conducted over the 2018-19 bushfire season. ESA community events include: the Canberra Be Ready doorknock campaign, the ESA wide Royal Canberra Show display and other public events. ESA is currently developing a suite of presentation and workshop materials, designed for community consumption, to be used by all ESA members.</p>		

ESA participates in internal and interstate meetings and key community engagement events. The interstate meetings included the AFAC Community Engagement Technical Group and the Australian Institute of Disaster Resilience (AIDR). AIDR shares knowledge and learning to support a disaster resilient Australia and has an education program for young people to promote disaster resilience for delivery in Australian schools.

7.3 The Canberra Be Ready branding purpose

The Report taken as read. The Council was advised ESA developed the CBR Be Bushfire Ready campaign to deliver community education and awareness about bushfire to help prepare the community for bushfire emergencies. Following the successful delivery of the campaign over three consecutive years, ACT ESA gave consideration to broadening the scope of the Bushfire Ready campaign to a more cohesive approach by adopting an all hazard framework.

The CBR Be Ready logo was created to provide a consistent campaign brand whilst maintaining to a strong affiliation with the ACT ESA and the emergencies the Agency is responsible for. The CBR Be Ready branding was developed for the ESA by a marketing company. The parent brand is an all-hazard logo which includes iconography of the key hazards and actions the ACT ESA helps the community prepare for: House fire, bushfire, extreme heat, CPR and storms.

The ACT Government aims to represent itself and communicate with the community as ‘one government’ and ESA has followed the ACT Government Design and Brand Guidelines from Chief Minister, Treasury and Economic Development Directorate.

8	Strategic Bushfire Management Plan	Presenter:	CO ACTRFS
<p>8.1 Update on progress of SBMPv4 (Verbal report)</p> <p>Council was advised the CO ACTRFS is now the lead for the SBMP work as it enters the critical period of consultation and transition between versions 3 and 4. Anna Mitchell has returned to her nominal position as the Executive Officer to the Commissioner and Janelle Wheatley has switched to the SBMP project team for the next six months during this critical stage of the SBMP. The current phase of the SBMP is focussing on public consultation conducted in four sessions at Phillip, Holt, Tharwa and the City. The sessions provide an opportunity for members of the community to learn and share ideas that will influence the actions in the revised SBMP.</p> <p>Council requested a copy of the summary of the key issues that derived from the four public consultation sessions.</p> <p>Council was advised that they will be provided with the draft SBMPv4 on Wednesday 24 April 2019. This will allow one week to review prior to discussing at the 1 May 2019 BFC meeting.</p>			
Action:			
CO ACTRFS to provide Council with a summary of the key issues that derived from the four public consultation sessions.			
<p>The CO ACTRFS provided an overview of the results of a survey regarding Climate Change and Creating resilience to risk in the ACT.</p> <p>Council discussed the structure of SBMPv4 and how it will be monitored and evaluated over the 5 year period. If SBMPv4 is based on program logic, it will list the objective, the action and a detailed plan of activities to meet each of the objectives. The objectives should be stated in terms that indicate what the</p>			

	desired outcome are so that performance indicators can be selected and used to evaluate progress and success of the plan. This would provide Council with the ability to structure its Annual Business Plan against the SBMP objectives, and timelines for completion of the actions over the life of the plan.		
9	Officials' Reports	Presenter:	Officials
	<p>Officials' reports for noting:</p> <p>9.1 EPSDD PCS Report The report was taken as read. The Council was advised of the autumn burning program, but the commencement of identified burns is dependent on suitable weather. Four cultural/ecological burns were conducted in the last week of March 2019. The new portable hand held radios are ready for operational use in the field, and will be rolled out to staff when the new radio locker system is in place. Work continues with the Regional Fire Management Plans, the focus is public consultation sessions. The interactive maps and text can be viewed on the have your say website at https://www.yoursay.act.gov.au/bushfire-management-plan.</p> <p>9.2 Commissioner's Report The report and the April 2019 ESA Snapshot were taken as read. The Council was advised of the progress with the Strategic Bushfire Management Plan (SBMP) Public Consultation program and the current ACT Fire & Rescue Industrial Action. ESA participated in several separate events to celebrate International Women's Day on 8 March 2019.</p> <p>9.3 Chief Officer ACTRFS Report The report was taken as read. The report provided an overview of activity over the past month in Community Bushfire Protection, Public Events and Community Awareness, Membership and Training and Operations which included a detailed breakdown of activities of the interstate deployments. The Council was advised the process to fill all positions within ACTRFS will be complete by the end of the week, with the announcement of the successful applicant to the Senior Operations role. The CO ACTRFS is now leading the development of the SBMPv4 with stakeholder consultations including the RFMP presentations.</p> <p>CO ACTRFS advised he is on annual leave for three weeks commencing Monday 8 April 2019, the Manager ACTRFS Operations will act in the role during this period.</p>		
12	Any other business	Presenter:	Chair
	<ul style="list-style-type: none"> • The International Fire Behaviour and Fuels Conference to be held in Sydney from 29 April to 3 May 2019. Council members interested in attending and receiving support are invited to submit an Expression of Interest to the CO ACTRFS. • Council invited to attend the National Emergency Services Memorial scheduled for 8.45 till 10am on Wednesday 1 May 2019 at National Emergency Service Memorial, Rond Terrace, Parkes. • Council will celebrate its 80th Birthday this August, the CO ACTRFS will take the lead in organising a small function and send an event proposal to the Minister's office. • A Council member asked what the next step is to cover questions Council raised when commenting on the SBMPv3 completion forms; the Chair undertook to email the Commissioner to seek clarification. • The May 2019 section of the ACT BFC Business Plan to be amended to allow time to discuss the draft SBMPv4. • The content of the 2019 ACT BFC Business Plan was discussed. • A particular thank you was noted by Council members to Officials for the reports provided and the Secretariat. 		

	Action:		
	<ul style="list-style-type: none"> • The International Fire Behaviour and Fuels Conference – Council members interested in attending and receiving support are invited to submit an Expression of Interest to the CO ACTRFS. • CO ACTRFS to arrange ACTBFC 80th Birthday Celebration and send an event proposal to the Minister office. • The Chair to email the Commissioner and seek clarification regarding Councils input to the SBMPv3 finalisation reports. • 2019 ACT BFC Business Plan – The Chair requested the CO ACTRFS provide a high level view of each Objective listed in the business plan each month, with an explanation of how the actions have helped to contribute to achieving the Objective. • Secretariat to amend the May 2019 section of the ACT BFC Business Plan. 		
13	Review and adoption of action items from this meeting	Presenter:	Chair
	Action items were reviewed and agreed to and put in the action table.		
14	Next meeting 1 May 2019	Presenter:	Chair
	Natarsha Carney, Bhamie Williamson and Margaret Moreton will attend via remote access.		
15	In camera meeting if required	Presenter:	Chair
	Not required.		
16	Council's performance checklist report	Presenter:	Council
	A Council members completed the checklist. No issues to report.		

ACTION ITEMS – ACT BUSHFIRE COUNCIL

Action Items (OPEN)			at 3 April 2019	
Ref	ACTION	DUE	ACTION OFFICER	STATUS UPDATE
190206-09-9.2	CO ACTRFS to arrange a more user friendly process for Council to access papers	6 March 2019	CO ACTRFS	Pending
1808-04	EPSDD to provide an update on action taken against Morgan Review table.	5 December 2018	ED, PCS, EPSDD	Pending
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	Ongoing
181205-08	Amended 190206 - Provide Council with the formal report on all the Interstate deployments once it has been finalised.	1 May 2019	CO ACTRFS	Pending
190403-08	Provide Council with a summary of the key issues that derived from the four public consultation sessions.	1 May 2019	CO ACTRFS	
180403-12	<ul style="list-style-type: none"> The International Fire Behaviour and Fuels Conference – Council members interested in attending and receiving support are invited to submit an Expression of Interest to the CO ACTRFS. CO ACTRFS to arrange ACTBFC 80th Birthday Celebration and send an event proposal to the Minister office. The Chair to email the Commissioner and seek clarification regarding Councils input to the SBMPv3 finalisation reports. 2019 ACT BFC Business Plan – The Chair requested the CO ACTRFS provide a high level view of each Objective listed in the business plan each month, with an explanation of how the actions have helped to contribute to achieving the Objective. Secretariat to amend the May 2019 section of the ACT BFC Business Plan. 	1 May 2019	Council members CO ACTRFS Chair CO ACTRFS Secretariat	

Ref Number	Action Items (CLOSED)	Date closed
190603-06	The chair asked for a member of council to attend the upcoming Bushfire Management Plan Committee meeting (1pm, Wed 20 March 2019)	3 April 2019
190603-05	Sarah Ryan (Chair) to write a letter of thanks to volunteers and staff for their time in deployments.	3 April 2019
190603-04	The quarterly BOP report is required – was to be circulated out of session from the February meeting.	3 April 2019
190306-03	Joe Murphy to organise a meeting with Sarah Ryan (BFC Chair) to discuss presentations and objectives	3 April 2019
190306-02	BFC Business Plan - move objectives 2 and 3 to the July meeting and move objectives 5 and 1 to the November meeting	3 April 2019
190306-01	New agenda item 5B to be added to March agenda to review the business plan.	3 April 2019
190206-02	Pass on condolence message to the Brown family, on behalf of Bushfire Council Members	3 April 2019
190206-06	Provide the Secretariat with the December 2018 IMX Evaluation report	3 April 2019
190206-07	Circulate the EPSDD PCS quarterly BOP report out of session	3 April 2019
190206-08	<ul style="list-style-type: none"> • Secretariat to arrange a meeting with PCS staff and three BFC members to review in detail the RFMP and associated maps • The Manager, Fire Planning (RFMP) to provide the Secretariat with the google drive link to the presentation) 	3 April 2019
190206-11	<ul style="list-style-type: none"> • Include a brief item on the BFC business plan on the agenda for the next meeting • Circulate the BFC business plan each month with the meeting papers. 	3 April 2019