

   <p style="text-align: center;">ACT Bushfire Council Meeting Minutes</p>		Wednesday 1 May 2019	
		4pm – 7pm	
		ESA Headquarters Black Mountain Meeting Room	
Attendees:			
Chair:		Sarah Ryan, ACT Bushfire Council	
Secretariat:		Lynda Scanes	
Council Members		Officials	Invited Guests
Natarsha Carney Cathy Parsons Tony Bartlett Marion Leiba Bhiamie Williamson Margaret Moreton Steve Angus Jeremy Watson Kylie Coe David Snell		Dominic Lane, Commissioner, Emergency Services Agency (ESA) 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	Simon Butt, Manager, Business and Logistics PCS, EPSDD Carmel Summers, Project Officer, Operational Policy Review, SBMP v4 David Horner, Project Officer, Operational Policy Review, SBMP v4
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 the Commissioner would be attending the first section of the meeting. Words of Appreciation - The Commissioner was congratulated on his new appointment. The Chair thanked him for his support of Council and acknowledged his contribution throughout the six and half years at ESA. Council wished him all the best for his new position as Chief Executive of South Australian Fire and Emergency Services Commission. The Commissioner thanked Council for the words of appreciation and for the advice provided to him during his tenure. The Commissioner reported his last day in the role will be Wednesday 29 May 2019, however, he will be taking some leave prior to this date in preparation of his move to South Australia. An acting ESA Commissioner will be appointed until a permanent recruitment process takes place. The Commissioner wished Council all the best for the future and departed the meeting at 4.40pm.		

3	Declarations of interest	Presenter:	Chair
No declarations of conflict of interest were received.			
4	Acceptance of minutes from the 3 May 2019 meeting	Presenter:	Chair
The draft minutes from 3 April 2019 previously circulated by email require additional words in relation to hazard reduction burns at identified cultural heritage sites. The draft minutes will be recirculated for approval out of session.			
5	Review action list – attached to minutes	Presenter:	Chair
The Council reviewed the outstanding action items and noted they were either complete, not yet due or covered in the meeting agenda.			
6	Correspondence	Presenter:	Chair
<p>Correspondence for noting:</p> <p>Outgoing – Nil Incoming – Response from the ESA Commissioner regarding Councils comments to the SBMPv3 finalisation reports.</p> <p>Report on activities the Chair has attended on behalf of Council since the last meeting:</p> <ul style="list-style-type: none"> • The Emergency Services Operational Review Group on Monday 29 April 2019 <ul style="list-style-type: none"> ○ update on the draft SBMPv4 ○ overview of the Bushfire Season and Storm Season • The Bushfire Management Plan Committee on Wednesday 1 May 2019 <ul style="list-style-type: none"> ○ update on the draft SBMPv4 			
7	Items from the ACTBFC 2019 Business Plan	Presenter:	
<p>7.1 Objective 4 – Extinguish bushfires when they occur</p> <p>The report was taken as read. The information was requested by Council in line with the 2019 Business Plan relating to Objective 4 of the Strategic Bushfire Management Plan version 3 – Extinguish bushfires when they occur.</p> <p>The following actions were highlighted in the report:</p> <ul style="list-style-type: none"> • Messages and warnings for bushfire incidents • Communication methods used during emergencies via the ESA website and other electronic means • Ongoing liaison with the ACT local media – train journalists in basic bushfire awareness and familiarisation at ESA Headquarters • Procedure for the implementation and training of Australasian Inter-Service Incident Management System (AIIMS) Version 4 across all agencies • The ACT Elevated Fire Danger Plan reviewed <p>The training and coordination of emergency and government services is crucial during an incident and has been supported by the actions under Objective 4 of the SBMP.</p> <p>Council reiterated its previous advice that there should be measurable benchmarks with sufficient data to enable it to evaluate this and other actions in the SBMP. It is also requested that future reports include both information relevant to the specific SBMP actions and other relevant information that explains activities that have been undertaken to implement the broader strategies and management policies explained in the relevant SBMP section.</p> <p>The CO ACTRFS advised the ESA has a suite of performance indicators they are required to use to, report to Government in relation to the SBMP, including this objective.</p>			

	<p>7.2 Objective 11 – Integrated measures for bushfire protection at the urban edge. The report was taken as read. The information was requested by Council in line with the 2019 Business Plan relating to Objective 11 of the Strategic Bushfire Management Plan version 3 – Integrated measure for bushfire protection at the urban edge.</p> <p>The following actions were highlighted in the report:</p> <ul style="list-style-type: none"> • Land managers BOPs and the audit process • BOP fuel management and Access works in Asset Protection Zones (APZs) • Long term objectives for Regional Fire Management Plans (RFMPs) • The <i>ACT Bushfire Management Standards</i> ongoing revision and review • Targeted awareness programs implemented for residents in Bushfire Prone Area (BPA) to assist them in appropriate fire management of household gardens and associated structures to prevent the spread of fire impacting on their properties or their neighbour’s properties • Where appropriate, standards in BPAs will be enforced to ensure vegetation management on private property does not present significant threat to life and property <p>There was robust discussion in relation to data collection, the Development Applications (DAs) process and how many DAs in the BPA are approved by ESA. CO ACTF&R advised the data is there, ESA requires time to extract and collate the information.</p> <p>Council thanked the CO ACTRFS and Victor Khaw, the author of the reports, and agreed that the format was satisfactory for ongoing discussion of SBMP objectives in the Business Plan. Council asked that future reports also have the action number listed.</p>		
	<p>Action 7.1: The CO ACTRFS to provide statistics on fire attendance, fire data and phoenix modelling.</p>		
8	Strategic Bushfire Management Plan	Presenter:	CO ACTRFS
	<p>8.1 Review of the Draft SBMPv4 Review of the key issues derived from the public consultation sessions in preparing the draft SBMP version 4</p> <p>At four recent public consultation forums the community were invited to comment on a draft SBMP which sets out how the ACT can minimise the risk and provide increased protection against bushfires.</p> <p>The Manager Community Engagement provided a short presentation of the key issues that derived from the forums. The key themes were Community, Firefighting operations, Broad scale fuel reduction and access, Adaptive management, Land use planning and Bushfire recovery. The main topics recorded from the public consultation forums for Community was messaging (high tech/low tech), fire danger rating warnings, the ACTRFS image and accessibility of information. Firefighting operations topics were technology, future planning, fire ground and IMT communications, fatigue and new demands, Remote Area Firefighting Team (RAFT) and deployments. Broad scale fuel reduction and access topics were the Murrumbidgee Corridor, Smoke management, hazard reduction burning, other fuel reduction methods, and the role of landholders in fuel reduction and cross border relationships. Adaptive management issues were new species (e.g. African love grass), preserving biodiversity, increased/new demands on response and uncertainty. Land use planning issues were new developments such as Molonglo Valley and Ginninderry, release of AUTOBal information, asset protection and zones – urban / rural / parks / leasehold land. Bushfire recovery issues were learned helplessness – once in a lifetime event and the role of response agencies in recovery.</p> <p>Consultation for the draft SBMPv4</p> <p>Council members were provided with a copy of the draft SBMPv4 on 18 April 2019 to provide an opportunity for them to view and provide comment on the draft plan. Council members asked how their</p>		

	<p>previous comments provided in February are being addressed in the development stage. The Project Officer, Operational Policy Review of SBMP v4 provided a summary of the response and how it was incorporated if agreed by the subject matter experts.</p> <p>The meeting continued with a workshop discussion of the draft SBMPv4 plan. Questions were raised about the structure, size and content. The assembled contributions from members included: learnings from SBMPv3, accountability, structure of the document, tables and photos, climate change, RFMP risk modelling ‘residual risk’ and how it could be applied to all of the ACT in future, legislation, clear vision and purpose, performance indicators, setting benchmarks, improvements in monitoring and evaluating the plan, more user friendly language, more focus on social community recovery and how the SBMP fits with the ACT Recovery Plan, A section declaring the national significance of public assets at risk, including cultural sites. It was also proposed that a new action be included in adaptive management that would begin the process of identifying a set of evaluation criteria for the outcomes of the SBMP and determining the data that would need to be collected.</p> <p>A Council member raised a strategic issue about the new approach by PCS that uses the concept of residual risk in determining the impact of planned burning that is not mentioned in the SBMPv4. The CO ACTRFS advised he would take the comment on board and discuss the phrase with the ED PCS EPSDD out of session.</p> <p>It was agreed that Council members would provide further individual comments to the SBMPv4 Project Team out of session. Council thanked the Project Team for the work they have done to date and asked that they take on board the key comments listed above and take additional steps to improve the document further.</p>		
	<p>Action 8.1: The CO ACTRFS to discuss the use of the concept and phrase ‘residual risk’ in the SBMPv4 with the ED PCS EPSDD out of session.</p>		
9	Officials’ Reports	Presenter:	Officials
	<p>Officials’ reports for noting:</p> <p>9.1 EPSDD PCS Report The report was taken as read.</p> <p>The following topics were highlighted in the report:</p> <ul style="list-style-type: none"> ● Prescribed Burning Program – April provided the opportunity to undertake a large proportion of the current year’s prescribed burning program. Of the 42 prescribed burns listed in the 2018-19 Bushfire Operational Plan, 32 have been delivered or assessed as not required. Thirteen ecological burns have been completed and the Tango Spur burn and Smokers burn have been completed ● Work continues with developing the next Regional Fire Management Plan (RFMP) ● The PCS Tanker P14 replacement arriving in the coming weeks ● PCS has two staff giving presentations at the International Association of Wildland Firefighters Conference. <p>EPSDD Quarterly Bushfire Operational Plan Implementation Report – The Manager, Business and Logistics PCS, EPSDD provided an overview of the quarterly BOP implementation report and advised the report will be emailed to members out of session. Implementation of activities in the BOP are tracking along well with no issues. Application of the hazard reduction program remains reliant on weather conditions. Significant work on the maintenance of fire trails is currently being undertaken in the Clear Range area.</p> <p>There was discussion about how the EPSDD BOP is audited and the role of ACTRFS. The Manager, Business and Logistics PCS, EPSDD advised the ACT Audit Office periodically conducts audits of the BOP. The CO ACTRFS advised under the <i>Emergencies Act 2004</i> the role of ACTRFS is to audit the burns and trail maintenance and key performance indicators are provided for the Government Annual Report. ACTRFS staff conduct desktop and onsite inspection of hazard reduction burns and trail maintenance. Photos with recorded dates are taken for an audit trail.</p>		

	<p>Council requested that a report in relation to the SBMP BOP audit conducted by ACTRFS be provided to Council in August; and the topic to be added to the ACT BFC Business Plan for the month of August. The CO ACTRFS advised there may be a restriction to provide the information in August, due to a Government caveat on the information.</p> <p>Council noted the very good work done by PCS in planning and implementation of prescribed burns this year.</p> <p>9.2 Commissioner’s Report The Commissioner’s report, the May 2019 ESA Snapshot and ESA Strategic Plan was taken as read.</p> <p>The following topics were highlighted in the report:</p> <ul style="list-style-type: none"> • The Minister for Police and Emergency Services to deliver a Ministerial Statement during the May Legislative Assembly Sitting, to mark the end of the 2018-19 bushfire season • The Australasian Fire and Emergency Service Authorities Council (AFAC) memorial service to be held (1 May 2019) to honour the courage and sacrifice of those who have died in the line of duty AFAC • St Florian’s Day Last Post Ceremony at the Australian War Memorial on 4 May 2019 • ESA Website refresh • ESA Strategic Plan 2019-24. <p>9.3 Chief Officer ACTRFS Report The report was taken as read.</p> <ul style="list-style-type: none"> • The 2018-19 Bushfire Season concluded on 30 April 2019; however the territory remains very dry • SBMPv4 consultation update • All of ACTRFS BBQ to be held on Saturday 11 May 2019, a group photo will be taken of our members and vehicles • Long Service Awards • ESA has recently appointed three Chaplains in a voluntary capacity who are currently being scheduled to attend Brigades on identified training nights over the coming weeks • All ACTRFS position have been filled permanently • The Bush Firefighter Course commenced on 27 April 2019 • One of our long serving members was nominated for an ACT Volunteering Award for his service to the ACTRFS. 		
	<p>Action 9.1: A report from ACTRFS re the EPSDD BOP audit to be added to the ACT BFC Business Plan for August or September 2019.</p> <p>Action 9.1: A copy of the quarterly BOP report to be circulated by the Secretariat out of session.</p>		
10	Any other business	Presenter:	Chair
	There were no agenda items for general business.		
11	Review and adoption of action items from this meeting	Presenter:	Chair
	Action items were reviewed and agreed to and put in the action table.		
12	Next meeting 5 June 2019	Presenter:	Chair
	Cathy Parsons advised she will be an apology for the June meeting.		
13	In camera meeting if required	Presenter:	Chair
	Not required.		
14	Council’s performance checklist report	Presenter:	Council

	A Council members completed the checklist. No issues to report.
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ACTION ITEMS – ACT BUSHFIRE COUNCIL

Action Items (OPEN)			at 1 May 2019	
Ref	ACTION	DUE	ACTION OFFICER	STATUS UPDATE
2018	Find a replacement for the vacant Bushfire Council Member	ASAP	CO ACTRFS	Pending
190206-09-9.2	CO ACTRFS to arrange a more user friendly process for Council to access papers	3 July 2019	CO ACTRFS	Pending
1808-04	EPSDD to provide an update on action taken against Morgan Review table.	5 June 2019	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 June 2019	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.	5 June 2019	CO ACTRFS	Pending
190501-07-7.1	Provide statistics on fire attendance, fire data and phoenix modelling.	ASAP	CO ACTRFS	
190501-08-1.1	CO ACTRFS to discuss the use of the concept and phrase 'residual risk' in the SBMPv4 with the ED PCS EPSDD out of session.	5 June 2019	CO ACTRFS	
190501-09-9.1	<ul style="list-style-type: none"> A report from ACTRFS re the EPSDD BOP audit to be added to the ACT BFC Business Plan for August or September 2019 A copy of the quarterly BOP report to be circulated by the Secretariat out of session. 	5 June 2019 14 May 2019	CO ACTRFS EPSDD	

Ref Number	Action Items (CLOSED)	Date closed
190403-08	Provide Council with a summary of the key issues that derived from the four public consultation sessions.	1 May 2019
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