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|  act rural fire service  | ACT Bushfire Council Meeting | 4th Dec 2013 |
|  16:00 to 18:21 |
| Black Mountain 1 & 2 Meeting RoomsACTESA Headquarters |

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| Chair: | Kevin Jeffery (KJ) | Secretariat: | Leandra Parker (LP) |
| Attendees: | Christine Goonrey (CG), MemberMichael Lonergan (ML), MemberNatalie Hile (NH), MemberCathy Parsons (CP), MemberMarion Leiba (ML), MemberAndrew Joyce (AJ), Member | Andrew Stark(AS), CO ACTRFSNeil Cooper (NC), Mgr Fire Forest and Roads, PCSDominic Lane (DL), ESA CommissionerConrad Barr (CB), DCO, ACTF&R |

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| Minutes |
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| Agenda item: | ***1.0 – Apologies*** | Presenter: | **Chair** |
|  | Tony Bartlett, Nicola Lewis, Paul Swain |
| Agenda item: | ***2.0 – Expenditure Review*** |  |  |
|  | Stuart Friend from the Department of Treasury provided information to the Bushfire Council on the Expenditure Review which will impact on agencies across JACS, ESA is only one of the agencies under review; other agencies include PACS, Corrections and Action.Range of options to improves financial sustainability under review* Operational efficiencies
* Savings measures
* Appropriate level of funding being put forward to agencies

PACS review will be complete in early 2014 & the ESA review will be completed by the end of 2014. Council will form a group to discuss submission items of concern and write to Treasury outlining their concerns regarding the Expenditure Review. |
| Agenda item: | ***3.0 – Disclosure of “Conflict of Interests” of Council Members*** | Presenter: | **Chair** |
|  | No “Conflict of Interests” reported by Council Members |
| Agenda item: | ***4.0 – Acceptance of minutes of 6 Nov 13 meeting*** | Presenter: | **Chair** |
| Discussion:  | * The minutes from the previous meeting held on 6th November 2013 were accepted as a true and accurate record.

Accepted by Michael Lonergan and seconded by Andrew Joyce* The minutes from the meeting held on 2nd October 2013 were accepted as a true and accurate record.

Accepted by Cathy Parsons and seconded by Kevin Jeffrey |
| Agenda item: | ***5.0 – Update on action items arising from previous meetings*** | Presenter: | **Chair** |
| Discussion:  | Refer to implementation of action items report (attachment A). |
| Agenda item: | ***6.0 – Correspondences*** | Presenter: | **Chair** |
| Discussion: | Bushfire Council received correspondence from Fay Stewart, Executive Director, Parks and City Services (PAC’s) advising Council of the Expenditure Review currently underway and seeking Councils views on the Services PAC’s provides that Council considers to be most important given the ACT’s financial circumstances and the need to ensure best value for money for ACT taxpayers.Council also received correspondence from Dominic Lane, Commissioner, ACT Emergency Services Agency seeking Councils advice in relation to the impact of the proposed development upon bush fire safety in the Coombs and Wright areas of the Molonglo Valley.  |
| Agenda item: | ***7.0 – Chief Officers Report to Bushfire Council*** | Presenter: | **Andrew Stark** |
| Discussion: | RFS Operations December 2013Mt Namadgi Fire NSW Deployments* Blue Mountains
* Pallarang
* Nowra
* Eurobodalla
* Taree & Cessnock (Aviation support)

Total ESA members deployed (including Parks) 159Number of non Fire fighting members involved 16Days contributed to event 761Percentage of RFS membership interstate (includes Parks) 18.5%Percentage of RSF fleet involved (fire appliances) 25% |
| Agenda item: | ***8.0 – Land Managers Report to Bushfire Council*** | Presenter: | **Neil Cooper** |
| Discussion: | The 2013/14 BOP has now been approved with the commissioner giving final sign off on 18th of OctoberOther key activities in the past two months include;1. The 2013/14 MOU between ESA and TAMS has now been signed.
2. Work continues jointly between PCS and ESA on the implementation of the Auditor General’s report.
3. Parks sent staff 8 deployments to 4 section 44 fires in NSW. In total;
* 430 Staff days
* 57 Staff
	+ 6 staff 3 times
	+ 18 staff twice
	+ 33 staff once
* Roles
	+ IMT
		- Planning
		- OPS
		- Safety
	+ ACT LO
	+ DIV COMS
	+ SL
	+ RAFT
	+ AIR OBS
	+ 5 TANKERS

 1. We have completed the 4 fire preparedness two day workshops for 171 people.
2. The 12 month fitness assessments have been completed. 21 sessions were conducted with 106 completing arduous and 51 moderate.
3. Storm damage funding has now ceased. Last two claims are with the insurance company waiting for payment.
4. An additional 5 seasonal fire fighters have commenced.
5. Working on the 140 designated positions to further cement this policy in place across TAMS.
6. Still working on a report on PCS Fire Unit achievements from last – to be supplied to BFC.
7. PCS is well into the government review into services – this will involve extensive work over the next 6 months
8. Slashing has now commenced and the 1st pass is 80% complete.
9. The 2nd meeting last week between Officers from PCS and the RFS – very productive and discussed a range of issues from communication to weather format
10. New BOP report mechanism is ongoing and contractors setting up a data base to replace the current excel based system – will consult with stakeholders as this develops to get reporting requirements.
11. Mt Franklin Road stage 2 almost complete
12. Blue Range project to look at options.
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| Agenda item: | ***9.0 – ESA Commissioner’s Report to Bushfire Council*** | Presenter: | **Dominic Lane** |
| Discussion: | **ACT Bushfire preparedness*** The fires in NSW provided an opportunity for many ACT capability elements to be deployed and gain recent operational experience and exposure. De-briefs have been conducted by TAMS PCS & RFS Brigades. A combined After Action Review (AAR) is being scheduled for Thu 5 Dec 2013.
* The NSW fires act as a timely reminder for ALL Canberran’s to PREPARE. ACT. SURVIVE. The summer period is fast approaching and it is important for the ACT Community to be mindful of the dangers of bushfire, to prepare their property and to have a Bush Fire Survival Plan. A Bush Fire Survival Plan can be downloaded from the ESA website at [www.esa.act.gov.au](http://www.esa.act.gov.au).
* This summer the ACT remains prepared for bushfires. Preparations have included:
	+ ACT Fire & Rescue: vehicles checked. ComCen refresher training undertaken, especially radio procedures and protocols. Eight (8) new pre-suppression plans have been completed. Platform on Demand (POD) capability demonstrated to TAMS and policy issued to ACTRFS, ACTAS and ACTSES. Request for activation/use of PODs is through ACTF&R Duty Superintendent on 6207 7982.
	+ ACT Rural Fire Service: Fire towers, equipment and vehicles audited and checked. Brigades ready (especially after NSW deployments) and MDT’s worked well.
	+ ACT State Emergency Service. Units audited (through WHS and equipment audits). Stockholding checked. Specialist skills identified to support RFS and duty arrangements covered.
	+ TAMS Parks Conservation Service (PCS). 160 personnel ‘fit for duty’. Conducted preparedness days and training is ongoing with a focus on RAFT and winching operations (50 personnel trained). Slashing, grazing and HR activities all progressing on schedule.
	+ ESA Emergency Management, Risk and Spatial Services. Emergency Management Duty Officer (EMDO) roster covered. Continue to test ECC activation procedures. Mapping support ready.
	+ ESA Media. Roster for Christmas/New year finalised. New media adviser joined the team – ex WIN reporter Ellenar Midgley.

**ESA Community Education strategy for next 6 months*** ESA Community Awareness Plan 2013-14 outlines the strategic direction for the delivery of community awareness within the ESA in a coordinated approach for 2013-14 FY.
* Joint agency campaigns are being undertaken during the Bushfire season – ACTRFS & ACTF&R (urban/rural interface through the CFU’s).
* Key initiatives and activities in November include:
	+ Bushfire awareness program for rural landowners – 7 Nov
	+ CFU Saturday – 16 Nov (targeting CFU recruitment and community bushfire preparedness)
	+ ABC Open Day (all ESA represented) – 17 Nov

**Other ESA activities/updates:****Treasury Expenditure Review** on ESA continues to examine opportunities to improve the efficiency and effectiveness of services.* + The Commissioner will continue to communicate to all staff and the BFC as a key stakeholder in relation to progress on the ESA Expenditure Review.
	+ Treasury consultation and engagement with the ESA and the JACS Directorate has been ongoing since August 2013. Site visits to stations and shed have been conducted during October and November.
	+ The Expenditure Review Committee (ERC) tasked a Review Steering Committee (RSC) with guiding the ESA Expenditure Review. The RSC is composed of representatives from the ESA, including all Chief Officers, JACS Directorate, the Chief Minister and Treasury Directorate (CMTD) and all relevant unions. Three RSC meetings have been held to date on 12 September, 15 October and 15 November 2013. The final RSC is scheduled for 16 Dec 2013.
	+ The RSC recognises the importance of consultation with staff, volunteers and key stakeholders in progressing the ESA Expenditure Review.
	+ The ESA invited staff and volunteers on 30 October 2013 to answer a survey for their views on the prioritisation and efficient allocation of resources in the agency, capital expenditure, and opportunities for revenue generation. Initial response to survey has been approx 150 personnel.
	+ The survey is <http://www.surveymonkey.com/s/V28Q2TV>. All responses will be treated as confidential.

**Strategic Bushfire Management Plan – update**SBMPv2 reporting and drafting of SBMPv3 is underway. The following activities have been undertaken:* BOPs finalised and printed - implementation underway
* SBMP Implementation Working group met on 25 Nov 2013
* SBMP Committee met on 3 December 2013
* SBMP Executive Steering Committee is scheduled for Mon 16 Dec 2013

**Auditor-General Bushfire Preparedness*** Government submission (in response to the Audit) has been provided to the Public Accounts Committee for consideration
* 24 recommendations which ESA and TAMS agreed to or agreed in part to all the report recommendations. Six recommendations were considered as a high priority.
* ESA has produced a Bushfire Preparedness Audit and the 6 ‘high priority’ tasks represent the first work. The SBMP IWG will be the forum for monitoring and reporting against the Audit Implementation Plan.
* Implementation Plan (v1.4)as at 22 Nov 2013 has reported the following recommendations complete:
	+ *Rec 4 -Strategic Bushfire Management Plan Implementation Working Group,*
	+ *Rec 10 – ACT Bushfire council terms of reference*
	+ *Rec 18 – ACT Rural Fire services Brigades – MOU (high priority)*
	+ *Rec 22 – Fire fighter fitness*
	+ *Rec 23 – Fire readiness assurance*
* High Priority *recommendations 19 (Strategic Bushfire Capability)*and *20 (competency, training and Incident Management team capability)* are underway through an independent review. An initial report/assessment of ESA’s incident management capability will be provided by Christmas 2013.
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| Agenda item: | ***9.0 – Weather briefing*** | Presenter: | **Andrew Stark** |
| Discussion: | Chief Officer, Andrew Stark, ACT Rural Fire Service provided Council with a brief updated weather outlook for the 2013/14 bushfire season. |
| Agenda item: | ***10.0 – Development Weston Creek Area*** | Presenter:  | **Chair** |
| Discussion: | Council discussed their concerns regarding the Coombs and Wright development, Council will write to the ESA Commissioner outlining their concerns. |
| **The meeting was closed at 6:21pm The next meeting is scheduled for 5th February 2014** |

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| RFS LOGO.png act BUSHFIRE COUNCILAttachment Aimplementation of ACTION ITEMS |

**~Principles~**

* The register will include all action items that have yet to be implemented or where implementation is in progress. The status of implementation should be reviewed at each Bushfire Council meeting.
* The status update information is the only information that will be regularly updated in the relevant column. The only exception to this is if a revised completion date is suggested, the status must clearly detail rationale for this change.
* Status of implementation will continue to be regularly updated until action item is fully implemented.
* Action items will only be indicated as “Complete” after due consideration by the Bushfire Council.

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| **Action Item / Issue1** | **Originating Meeting date** | **Responsibility** | **Proposed/Revised completion date** | **General Comment** | **Status Update** |
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| 1. A briefing be sought to the Council from the LDA primarily to discuss the strategy they are applying to the Western Edge of Coombs and the broader area from the Sewerage Treatment Works south to the Stromlo office.
 | 1/5/13 | Kevin Jeffery | **August 2013** | **August update**: KJ Has written to the LDA but no response has been received to date.DL will follow up a response from the LDA directly.  | **Completed** |
| 1. Following the LDA briefing, a field trip of the Coombs area to be organised
 | 1/5/13 | Members | **July/Aug 2013** |  | **Completed** |
| 1. A copy of the research report that Adam Leavesley did locally on the affects of grazing on pasture and how it dropped the fire fuel levels to be presented
 | 1/5/13 | Neil Cooper | **July 2013** |  | **Completed** |
| 1. A Financial year Business plan will be prepared by Council as part of the budget.

**June Update**: continue to prepare the business plan in conjunction with the RFS. **July Update**: BFC to have an out of session topic plan – discussions with ESA re: Budget. | 6/4/13 | Members | **July 2013** | 1. Develop work plan - *ongoing*
2. Cost the work plan -
3. Write to the Minister – identifying the comprehensive work plan and the cost associated with it.
 | **Ongoing** |
| 1. Discuss the Communication strategies with Council members
 | 6/4/13 | Darren Cutrupi / TAMS Media | **July 2013** | **July update** – Darren Cutrupi to attend the September BFC meeting to head discussions with Council members. | **Completed** |
| 1. The Commissioner has been provided the ‘resolutions’ from today’s meeting for further action. A **TOR** on the Councils role is to be prepared.
 | 6/3/13 | Commissioner,Secretariat3 Council members.3 ESA/RFS staff. | **May 2013** | TabledJuly update – Commissioner to send TOR to Secretariat for distribution to Council Members.. | **Completed** |
| 1. Email the Minister if necessary to ensure that we can put the 10 year report on the website
 | 5/6/13 | Kevin Jeffery | **July 2013** |  | **Completed** |
| 1. Provide feedback on the ACT Evacuation Policy to Andrew Stark
 | 5/6/13 | Michael Lonergan | **February 2014** |  | **Completed** |
| 1. The list of evacuation centres in relation to the draft Evacuation policy to be sent to members
 | 5/6/13 | Andrew Stark | **July 2013** |  | **Completed** |
| 1. Provide feedback on the SBMP draft project plan to Andrew Stark
 | 5/6/13 | Members | **21/06/13** |  | **Completed** |
| 1. Provide feedback on the draft TOR to Virginia Hayward
 | 5/6/13 | Members | **28/06/13** |  | **Completed** |
| 1. Draft TOR with preamble to be send to Faye Steward
 | 5/6/13 | Kevin Jeffery | **July 2013** |  | **Completed** |
| 1. Add a new standing agenda item “Conflict of Interest Issues” to future BFC meetings
 | 7/8/13 | Leandra Parker | **September 2013** |  | **Completed** |
| 1. A copy of the Ministers response to the 10 Year report to be sent to BFC members
 | 7/8/13 | Leandra Parker | **September 2013** |  | **Completed** |
| 1. RFS to provide the BFC (after TAMS approval) feedback on the audit of the TAMS BOP
 | 7/8/13 | Andrew Stark | **After TAMS approval** | Andrew Stark will provide audit report for March BFC meeting | **Open** |
| 1. The Commissioner to table back to the BFC at various times, updates to the recommended actions of the Auditor General and seek Councils advice where required.
 | 7/8/13 | Commissioner | **As required** |  |  |
| 1. RW to advise BFC of the date for the pre-season briefing.
 | 7/8/13 | Richard Woods | **ASAP** |  | **Completed** |
| 1. Commissioner to distribute the ESA Community Awareness Plan 2013-14 to Council Members.
 | 4/12/13 | Commissioner | **February 2014** |  | **Completed** |