



ACT
Government



ACT Bushfire Council

Meeting 4.00 pm to 7pm, Wednesday 7 March 2018
Black Mountain Meeting Room
ESA Headquarters

Council Members	Sarah Ryan (Chair)	Marion Leiba	Jeremy Watson
	Natarsha Carney (Deputy Chair)	Bhiamie Eckford-Williamson	Kylie Coe
	Cathy Parsons	Margaret Moreton	Tony Bartlett
	David Snell		
Apologies	Joe Murphy	Mick George	Steve Angus

Officials

Mark Brown, Chief Officer, ACT Fire and Rescue
 Rohan Scott, A/g Chief Officer, ACT Rural Fire Service
 Daniel Iglesias, Executive Director, Parks and Conservation Service (PCS), Environment
 Planning and Sustainable Development Directorate (PCS, EPSDD)

Invited Guests

Alison Playford, Director General Justice and Community Safety Directorate
 Fiona Amundson, Manager ESA Community Engagement
 Neil Cooper, Manager Fire Forests and Roads, PCS
 Tony Scherl, Senior Fire Management Officer, PCS
 Tony Corrigan, Fire Project Officer, PCS

Minutes

Agenda item:	1.0 – Acknowledgement of Country	Presenter:	Chair
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The Chair opened the meeting with an acknowledgement of the Traditional Custodians of Country.

Action: Nil.

Agenda item	2.0 – Welcome and Apologies	Presenter:	Chair
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The Chair welcomed members and invited guests to the Council Meeting. Apologies were noted from Joe Murphy, Mick George and Steve Angus. The meeting commenced at 16:04. Neil Cooper joined the meeting at 16:40.

The Chair welcomed the Director General Justice and Community Safety Directorate (DG JACS). The DG provides advice to the Minister of Police and Emergency Service (MPES) and is the Chair of Security and Emergency

Management Senior Officials Group (SEMSOG). SEMSOG is the forum for ensuring cooperation and coordination of activities between ACT Government directorates in planning for and responding to emergencies.

The DG JACS thanked BFC for the invitation to attend the meeting and departed at 18:00.

Action: Nil.

Agenda item *3.0 – Declaration of conflicts of Interest* **Presenter:** Chair

The Chair advised of her role as consultant for the ACT Government in drafting the draft Molonglo River Reserve Management Plan. The draft Plan is a scheduled topic for comment at Agenda 10. When the topic is discussed, the Chair will stand aside and Deputy Chair will introduce the item.

Action: Nil.

Agenda item: *4.0 – Topics from the 2017 ACT Bushfire Council Business Plan* **Presenter:** ESA and PCS

Discussion:

4.1 Assessment of ESA Community Education/Engagement activities over the 2017-18 Bushfire Season

This year's rollout of the Canberra Bushfire Ready (CBR) Door knock Campaign is 80% complete with 1600 Community Education bags delivered to selected areas within the Bushfire Prone Area (BPA) in ACT. The bags contain a letter from the Commissioner, an updated Bushfire Survival Plan, fact sheets from the ACT Ambulance Service, ACT Fire and Rescue and ACT State Emergency Service, a pen, notepad, and fire danger rating fridge magnet. ACTRFS volunteers, CFU volunteers, ACTF&R staff and ACTRFS staff participated in the door knock. This year's campaign had a specific focus to target older Canberrans.

The Chair asked what strategy is used to work out how many residents in the BPA have received the information and if it is noted which residents are not at home. The Manager Community Education advised that the numbers are collected and will be available in the final report. The Commissioner highlighted his support for the campaign, although resource intensive in nature; an internal evaluation of outcomes of the campaign, found door knocking is significantly more effective in targeting and reaching residents in BPA with educational material.

Other significant ESA community awareness campaigns delivered are the SES Open Day, ESA Open Day, Royal Canberra Show display where this year all four services participated.

The Chair thanked the Manager ESA Community Engagement for the update and requested a detailed final CBR report for the April or May Meeting.

Action: The Manager ESA Community Engagement to provide a detailed final CBR report for the April/May Meeting.

4.2 2017/18 BOP presentation for new BFC members

The Executive Director, PCS introduced the agenda item by providing an overview of the land managed by EPSDD and requirements under the *Emergencies Act 2004*. In the ACT, EPSDD has the largest amount of land to manage and each year is required to provide the Commissioner with a draft BOP for approval. Copies of previous BOPs were tabled for the information of new Council members.

The presentation provided Bushfire Council members with an overview of the ESPDD BOP and explained the activities using a series of maps showing the completed and proposed activities. The BOP contains a variety of fuel management techniques and prevention measures such as ecological and cultural burns, along with a range of proposed physical removal of fuel hazards throughout the region such as slashing, grazing, physical removal, maintenance and hazard reduction burns. The Commissioner/ACTRFS evaluates, monitors and audits the BOPs.

Action: Nil.

4.3 BOP update for the first half of the year to December

Council noted the Implementation Dashboard 2017-2018, taken from the TM1 database.

Parks and Conservation Service have been busy ensuring as many jobs were completed as possible for the first half of the year to December 2017. There is some paperwork to come in to finalise jobs and mark as complete.

The current weather conditions permit the commencement of the autumn schedule of prescribed burns, with this week's schedule of a small burn at Jerrabomberra wetlands (today) and two larger burns (tomorrow) at Blue Range and Piccadilly Circus. These will be followed by Potter's Hill in Namadgi National Park, Oakey Hill near Tuggeranong Parkway and Bindubi Street in Cook.

The final report against the 2017-18 BOP activities will be available after the close of the Bushfire Season (after 31 March 2018).

Action: EPSDD to provide a final report against the 2017-18 BOP activities, after 31 March 2018

4.4 Regional Fire Management Plan process that is currently underway

The presentation highlighted the work involved to produce the link between the Strategic Bushfire Management Plan (SBMP) and the Regional Fire Management Plans (RFMPs). The next iteration of the RFMPs is due for 2019-2024 and planning is currently underway to inform the development of those plans. PCS has temporarily recruited Mr Tony Corrigan into the RFMP planning position. PCS has already commissioned a cost benefit analysis from Melbourne University and additional work is being undertaken by Wollongong University. LIDAR data is being used to determine a more detailed vegetation map which will feed into fire spread models to provide a greater degree of accuracy. The new and updated vegetation map will be used to evaluate appropriate fire regimes for various ecological communities.

The plan is to use annual and five year targets of the area to be treated by fuel management using prescribed burns, grazing, slashing and physical removal as explained at previous meetings. The development of the RFMPs will continue with a view to have the plans completed for integration into the 2018-19 BOP and the *SBMP version 4*. PCS will continue to work in conjunction with ESA and consult the BFC and community in the planning stages. Council thanked the PCS team for the update.

Action: Secretariat to invite Trent Penman from the Melbourne University to present at a future Council Meeting.

Agenda item: *5.0 – Acceptance of minutes from previous meeting and update on action items arising from previous meetings* **Presenter:** Chair

Discussion:

The minutes from the February meeting were accepted as a true and accurate account of the meeting, with one minor amendment requested. Council accepted the amendment to add the words in italics to page 3, agenda item 6.2 paragraph 3 line 5 – ‘*providing advice to the Commissioner in line with the Emergencies Act 2004 in monitoring and assessing the SBMP*’.

The table of Actions was reviewed.

Agenda item: *6.0 – Correspondence for noting* **Presenter:** Chair

Discussion:

Correspondence received:

- Email to the Chair from Albert S in relation to a new aerial fire extinguishing solutions for fighting extreme forest fires. It was agreed that marketing emails relating to operational matters do not need to be recorded as correspondence in future.
- Council Members noted they had received an email regarding a new product for fire suppression, from Dylan Kendall In this case, given his previous connection with BFC, the secretariat will provide an acknowledgement.
- Letter of response to the BFC bushfire preparedness report from the Minister for Police and Emergency Service

The BFC thanked the Commissioner and expressed their appreciation for the positive responses to the recommendations in the report.

Action: Secretariat to respond to Mr Kendall’s email.

Agenda item: *Discussion Papers* **Presenter:** Chair

Discussion:

7.1 Discussion paper – Tracking Long Term Outcomes of Bushfires in the ACT

Council noted the revised paper, aimed to explore how Council measure the effectiveness of the ACT's long term mitigation and fire suppression efforts. Council will use the analysis to assist with preparation of the Annual Bushfire Season Preparedness Report to the Minister.

The Commissioner supports the paper and the information will be provided by the ESA Risk and Planning Unit. In addition, the Commissioner advised that there is an open data portal where the ACT Government shares data with the ACT Community, the link is www.data.act.gov.au.

7.2 Discussion paper – Draft template for future agenda papers

A draft template for future Council agenda papers was provided for comment. Several members had comments to make and it was agreed that further work was required. Members were asked to send comments to the Chair out of session so a new draft could be provided at the next meeting.

Action: 7.1 – The ESA Risk and Planning Unit will respond to the Council’s request for an analysis of long term bushfire outcomes in the ACT.

7.2 - Draft meeting template

- o BFC Members to send comments regarding the draft template for agenda items, to the Chair out of session.
- o Secretariat to send PCS the meeting agenda template and provide a revised draft at the April meeting.

Agenda item: *8.0 – Reports for noting*

Presenter: Chair

Reports and briefs for noting:

8.1 ESA Commissioner’s Report

The following topics were highlighted in the report:

- Opening of the Tuggeranong ACT State Emergency Service Unit Facility
- The response to the recent storm activity on Sunday 25 February 2018
- The Working with Vulnerable People (WWVP) policy for all ESA volunteer and staff positions and ESA arrangements for WWVP checks
- AFAC Conference in Perth - ESA will fund a Council member to attend the conference again this year
BFC members who are interested in attending to email an expression of interest to the Secretariat

The Commissioners presentation provided an overview of the approach to outcomes, resources and responsibilities to manage the Territory’s bushfire risk. The Legislation that ESA operates under the *Emergencies Act 2004*, the functions of the Commissioner and Bushfire Council. A summary of the governance arrangements and broader government accountability for bushfire risk management. The whole of government reporting ESA provides, through performance and accountability indicators to Public Accounts Committee, JACS Annual Report and Report on Government Services (RoGS) (that provides information on the equity, effectiveness and efficiency of all government services).

The presentation included an update of the Strategic Reform Agenda Programme (SRAP) designed to ensure that ESA continues to provide the highest standards of emergency services to the ACT community. The SBMP is a project under the SRAP. The project ensures that the implementation of the SBMP processes are effectively delivered and provides accountability back to the Government. A diagram was provided to demonstrate the SBMP Project structure with the Project Board (made up of senior executives from ACT Government Directorates) and how Bushfire Council is the mechanism for independent assurance of the SBMP Project. The ESA will continue to report on the progress at BFC meetings.

Action: Papers for BFC with the relevant components of the Annual Report would be available for the next meeting papers.

8.2 Chief Officer ACT Rural Fire Service Report

The report provided an update from the Executive, Membership, Training and Development, Operations and Community Protection. The recently installed Electronic Fire Danger Rating Signs have received positive feedback from the community.

8.3 EPSDD Parks and Conservation Service Report

The report provided an update regarding the Prescribed Burn Decision Support Tool, Training update, Sub-regional Fire Plans, 20017-2018 Bushfire Operational Plan and Prescribed burns.

8.4 Qualified Level 3 Incident Controllers

Council noted the report and requested the item be carried over to the April meeting, when the Chief Officer ACTRFS returns from leave. The Commissioner advised further information would be provided at the next meeting from ESA Training.

Action: 8.1 - Secretariat to provide BFC with the relevant components of the Annual Report with the next meeting papers.

8.4 - Qualified Level 3 Incident Controllers – transfer to the April Agenda Secretariat to arrange a short presentation from ESA Training.

Agenda item: <i>9.0 – Notifiable Instrument in relation to the Number and Name of Rural Fire Service Brigades</i>	Presenter: A/g Chief Officer, ACTRFS
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Discussion:

Under section 54 (2) of the *Emergencies Act 2004*, the ACTRFS Chief Officer provided a consultation paper to the ACT Bushfire Council in relation to a revised Notifiable Instrument (NI) – Emergencies (Number and Name of Rural Fire Brigades) Determination 2018 (No 1). The new NI lists the names of the nine brigades and must be notified under the Legislation Act to revoke 2006 – 223.

Outcome: Council concurred with the proposal.

Agenda item: *10 – Draft Management Plan – Molonglo River Reserve Management Plan 2018* **Presenter:** Deputy Chair

Discussion:

Note: The Chair stepped out of the meeting.

The Deputy Chair introduced the item for comments on the draft plan. The consultation period closes on the 23 March 2018.

Council members to provide comment to the Secretariat out of session.

Action: Secretariat to draft a letter of response from BFC and send to EPSDD.

Agenda item: *11.0 – BFC Field Trip - proposed sites to visit* **Presenter:** Chair

Discussion:

The proposed field trip will include staff from ACTRFS and PCS to share their knowledge and expertise with BFC. BFC agreed on the proposed site visits and thanked the ACTRFS Manager Community Protection for developing the proposal.

Action: Nil.

Agenda item: *12.0 – Any other business* **Presenter:** Chair

Discussion:

Invitations and dates to note:

- AFAC 18 Conference in Perth from 5 to 8 September, <http://www.afaconference.com.au/program/>.
- The South-east Australia Aboriginal Fire Forum hosted by ACT Natural Resource Management and PCS will be held in Canberra in May 2018. The Secretariat will email more information to BFC.
- Community Protection Medal Ceremony, 6 April 2018.
- The National Memorial Service for fire and emergency services will be held on Tuesday 1 May 2018 in Canberra.
- The Australian War Memorial pays tribute to firefighters at the Last Post Ceremony from 16.45 to 17:15 4 May 2018 for St Florian's Day.

- Actions:**
- AFAC Conference - BFC members who are interested in attending to email an expression of interest to the Secretariat.
 - Secretariat to email additional information regarding the South-east Australia Aboriginal Fire Forum in May.

Agenda item: *13.0 – Next Meeting* **Presenter:** Chair

The next meeting will be held on Wednesday 4 April 2018.

Agenda item: *14.0 – In camera meeting if required* **Presenter:** Chair

Nil

Agenda item: *15.0 –Council performance checklist and meeting conclusion* **Presenter:** David Snell

Discussion: Nil comments of the proceedings of the meeting.

Closing: The meeting was declared closed at 19:25pm.



ACT Bushfire Council Meeting
Implementation of Action Items

Active items for current meeting

Action Item / Issue	Originating meeting date	Assigned To	Due Date	Status	Comments
Agenda item 5.2 - Parks to provide presentation or executive summary & recommendations of the Fire Management Unit review	2 August 2017	Daniel Iglesias (1 Nov)	6 Dec 2017	In progress	To be provided in 2018
Agenda item 6 – Chair to write to the Director-General JACS once the Euan Ferguson report is completed and request a copy of the report	7 February 2018	Chair	TBA		Summary to be provided in 2018
Agenda item 6 – Review the structure of SBMP	7 February 2018	Chair	TBA		Carried over
Agenda item 6 – Review the content of SBMP	7 February 2018	Chair	TBA		Carried over
Agenda item 6 – Send the RFMP link around to council	7 February 2018	Secretariat	7 March 2018		Carried over
Agenda item 4.1 – Send final CBR Report to council when available	6 March 2018	Manager ESA Community Engagement	April/May 2018	In progress	
Agenda item 4.3 –Provide council with a final report against the 2017-18 BOP activates, after 31 March 2018	6 March 2018	Daniel Iglesias, EPSDD	April/May 2018	In progress	
Agenda item 4.4 –Invite Trent Penman from the Melbourne University to present at a future Council Meeting	6 March 2018	Secretariat	2 May 2018	In progress	Booked for the May meeting
Agenda item 6 – Send a response to Mr Kendall	6 March 2018	Secretariat	4 April 2018	Finalised	Completed 16 March 2018
Agenda item 7.1 - The request for data to track long term outcomes of Bushfires in the ACT to be provided to ESA Risk and Planning Unit. Agenda item 7.2 - Draft meeting template	6 March 2018	Secretariat	4 April 2018		

Action Item / Issue	Originating meeting date	Assigned To	Due Date	Status	Comments
<ul style="list-style-type: none"> o BFC Members to send comments regarding the draft template for agenda items, to the Chair out of session. o Secretariat to send PCS the meeting agenda template and provide a revised draft is to be presented at the April meeting. 					
Agenda item 8.1 - Papers for BFC with the relevant components of the Annual Report would be available for the next meeting papers.	6 March 2018	Secretariat	4 April 2018		
Agenda 8.4 - Qualified Level 3 Incident Controllers – transfer to the April Agenda Secretariat to arrange a short presentation from ESA Training.	6 March 2018	Secretariat	4 April 2018		
Agenda item 12 - AFAC Conference - BFC members who are interested in attending to email an expression of interest to the Secretariat.	6 March 2018	BFC Members	4 April 2018		
Agenda item 12 - Provide Council with information regarding the South-east Australia Aboriginal Fire Forum in May.	6 March 2018	Secretariat	4 April 2018		

Completed Items

Action Item / Issue	Originating meeting date	Assigned To	Due Date	Comments
Agenda item 4 - Write a response letter to the Convener, Friends of Black Mountain	6 December 2017	Chair BFC	7 Feb 2018	Sent on 15 February 2018
Agenda item 9 – Send a new diary invite for the September BFC Meeting (due to the AFAC Conference)	6 December 2017	Secretariat	7 March 2018	Completed
Agenda item 8 - Paper to be prepared by CO RFS in consultation with PCS	7 February 2018	CO ACTRFS	7 March 2018	Completed
Agenda item 7 – Circulate the Council’s papers electronically	7 February 2018	Chair BFC	7 March 2018	Completed
Agenda item 7 – Council to circulate latest draft of Council’s paper amongst themselves for finalisation and provide it to Joe	7 February 2018	Chair BFC	7 March 2018	Completed
Agenda item 6 – List of level 3 Incident Controllers, names and experience of those people	7 February 2018	CO ACTRFS	7 March 2018	Completed

Action Item / Issue	Originating meeting date	Assigned To	Due Date	Comments
Agenda item 6 – PCS staff to talk to council about the BOP, particularly for the new members. An update on progress against the BOP to occur every quarter.	7 February 2018	Chair	TBA	Completed
Agenda item 6 – Review the forward agenda and incorporate periodic reports on BOP	7 February 2018	Chair	7 March 2018	Completed
Agenda item 6 – add an agenda item for a short discussion about what council members would like to see on the field trip	7 February 2018	Secretariat	7 March 2018	Completed
Agenda item 5 –Follow up sending letter to Friends of Black Mountain.	7 February 2018	Secretariat	7 March 2018	Completed