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| act rural fire service | ACT Bushfire Council Meeting | 2nd October 2013 |
| Black Mountain 1 & 2 |
| Meeting Rooms  ACTESA Headquarters |

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| Chair: | | Kevin Jeffery (KJ) | | | | Secretariat: | | | Leandra Parker (LP) |
| Attendees: | | Michael Lonergan (ML), Member  Natalie Hile (NH), Member  Cathy Parsons (CP), Member  Marion Leiba (ML), Member | | | | Andrew Stark (AS), CO, RFS  Neil Cooper (NC), Mgr, Fire Forest and Roads, PCS  Steve Edwards (SE), A/g DCO, ACTF&R | | | |
| Meeting commencement: 16:04 | | |  | **Meeting concluded: 17:50** | | | |  | |

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| Minutes |
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| Agenda item: | ***1.0 – Apologies*** | Presenter: | **Chair** |
| Tony Bartlett, Dominic Lane, Paul Swain, Christine Goonrey. | | | |
| Agenda | ***2.0 – Disclosure of “Conflict of Interests” of Council Members*** | Presenter: | **Chair** |
|  | No Conflict of Interests to report | | |
| Agenda item: | ***3.0 – Acceptance of minutes of 11 September meeting*** | Presenter: | **Chair** |
| Discussion: | The minutes from the previous meeting held on 11th September 2013 were accepted as a true and accurate record.  Accepted by Michael Lonergan and seconded by Kevin Jeffrey | | |
| Agenda item: | ***4.0 – Update on action items arising from previous meetings*** | Presenter: | **Chair** |
| Discussion: | Refer to implementation of action items report (attached to end of minutes). | | |
| Agenda item: | ***5.0 – Correspondence*** | Presenter: | **Chair** |
| Discussion: | KJ received correspondence from MLA Steve Doszpot Not objecting Cathy Parsons as the Deputy Chair to the BFC.  BFC received a letter from the Commissioner, Mr Dominic Lane advising BFC of the Expenditure Review of the Emergency Services Agency.  KJ wrote to the Minister advising that the response by BFC to the Preparedness Report would be sent after the official Bushfire Season start date of 1 October 2013. | | |
| Agenda item: | ***6.0 – Chief Officers Report - tabled*** | Presenter: | **Andrew Stark** |
| Discussion: | **Chief Officer’s report to Bushfire Council – 2 October 2013**  **RFS Ops August 2013**  There were no significant bush or grass fires within the Territory during September 2013.  The current operational focus has been in completing the preparatory functions for the coming season.  The Bush Fire Danger Period will commence as usual on the 1st October.  The 2013 Pre-Season Brief was held on Thursday 19 September 2013. There were over 180 people in attendance with reps from F&R, CFU’s NSW RFS, ACT policing (Rural Patrol) and SES.  The 2013-14 Ops Manual was distributed on the night  **Public Events/Community Awareness**  During the period the ACTRFS has continued to participate in a number of public and community events including.  Open Day will be held at the Hume Heli base on the 20th October from 10am to 2pm  All BFC members are welcome to attend. | | |
| Agenda item: | ***7.0 – Land Managers Report*** | Presenter: | **Neil Cooper** |
| Discussion: | **Territory and Municipal Services (TAMS) Land Managers update for September 2013**  The 2013/14 BOP is now with the Commissioner of the ESA for endorsement. This “final” version supplied to the Commissioner picks up on a number of issues raised by both the BFC and the ESA and delivers activities within the available TAMS resource envelope. Importantly the Mt Franklin Road will now have $200,000 redirected from other tasks to undertake maintenance on 7 creek crossings that will ensure emergency tanker access on the remaining 17km of track.  All activities that have been dropped from the final BOP will be picked up in the development of the 2013/14 BOP which has already commenced.  Other key activities in the past month include;   * Provided our Minister a briefing on the proposed 2013/14 BOP today. * The 2013/14 MOU between ESA and TAMS is now with the Commissioner of the ESA for signature before it then goes to the Director General of TAMS for counter signature. This MOU was mentioned in the Auditor General’s report. * Work continues jointly between PCS and ESA on the implementation of the Auditor General’s report. * TAMS have completed all the pre-season equipment checks. * The last of the two day PCS Preparedness days is on the 10th and 11th October. Feedback has been very positive. * The 12 month fitness assessments have been commenced with about half the agency fire fighters successfully completed. More assessments are being undertaken next week. * Fast attack dozers and grader have commenced their contract and working at Kowen on pre-burn works. * All the summer seasonal workers have now be been recruited however still a not at full numbers. A temporary halt on transfers has been given and we are seeking more external people - currently over 8 vacancies in the Fire Unit. * Working on the 140 designated positions to further cement this policy in place across TAMS. * Two staff had successful presentations at the AFAC Conference in Melbourne in September – one paper and the other a poster. * Still working on a report on PCS Fire Unit achievements from last – to be supplied to BFC. * PCS is well into the government review into services – this will involve extensive work over the next 6 months * Slashing contracts have been awarded and the pre-season check will occur this week at Stromlo. Ready to commence now – possible start in late October for the first pass to be finished by Christmas. * Meeting last week between Officers from PCS and the RFS – very productive and discussed a range of issues from communication to weather format. Andrew and I will set up ongoing meetings of this type. * Corin Dam and Naas Valley Roads is closed due to damage from excessive water recently. * New BOP report mechanism has been commenced 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. * Burns planned all this week but weather not with us – most focus on forest burns as grass lands too green – issues with ecological aspects in woodlands at this time of year. First burn to be 200 ha under pines at Kowen. * Grazing has had media attention. | | |
| Agenda item: | ***8.0 – Finalise Preparedness Report - tabled*** | Presenter: | **Chair** |
| Discussion: | BFC Members reviewed the draft report to the Minister and made changes as required. Once agreed changes have been made KJ will forward final draft to BFC Members for their approval and then to the Minister. | | |
| Agenda item: | ***9.0 – SBMP V3 – Key Principles Discussion - tabled*** | Presenter: | **Chair** |
| Discussion: | KJ tabled the SBMP V2 Key Principles, he asked Council members to report any comments to KJ for approval before the response is sent to Nick Lhuede. | | |
| Agenda item: | ***11.0 – Other Business*** | Presenter: | **Chair** |
| Discussion: | Report on Molonglo Corridor Plan of Management Community Reference Group (CRG)  KJ was asked to represent the BFC on the Corridor Plan of Management Community Reference Group (CRG), workshop 1 was run on Thursday 19 September; overall KJ found the workshop to provide positive progress towards the draft statutory plan of management of the lower molonglo river corridor. The second workshop will be held on Friday 22 November 2013. | | |
|  | ***13.0 – Next Meeting*** | Presenter: | **Chair** |
|  | **The next meeting is scheduled for 6th November 2013.**  **The meeting was closed at 5:50pm** | | |

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| RFS LOGO.png act BUSHFIRE COUNCIL  implementation 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** |  | **Complete** |
| 1. Following the LDA briefing, a field trip of the Coombs area to be organised | 1/5/13 | Members | **November 2013** | **October Update:** Field trip will be organised for the November meeting | **Ongoing** |
| 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** |  | **Complete** |
| 1. A statement to be formatted by members to summarize the Council’s recognition of the level of hazard reduction burning this year in line with the need to see resourcing for this continue.   NC to provide photographs/narrative showing the results of the HR’s. | 1/5/13 | Members  Neil Cooper | **July 2013**  **November 2013** | 1st part of the action has been completed by members, 2nd part of action is still ongoing. | **Part 2 Ongoing** |
| 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 | **November 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** |  | **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,  Secretariat  3 Council members.  3 ESA/RFS staff. | **May 2013** |  | **Completed** |
| 1. Council will look to consider the NSWRFS proto type Category 6 Grasslands truck for future purchase. | 6/3/13 | Members | **Possibly be here for August meeting** |  | **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 | Members | **July 2013** |  | **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. ACT RFS to keep BFC members update to date with upcoming key events. | 7/8/13 | Andrew Stark | **As required** |  |  |
| 1. RFS to provide the BFC (after TAMS approval) a discussion paper on the on its audit of the TAMS BOP process. | 7/8/13 | Andrew Stark | **After TAMS approval** | **October Update:** Report has been completed by Andrew Stark and has been provided to the Commissioner for approval, once TAMS has also approved the report AS will provided the report to the BFC. | **Ongoing** |
| 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. The Commissioner to add a section of the Act to the BFC TOR. | 11/9/13 | Commissioner | **November 2013** |  | **Ongoing** |
| 1. Darren Cutrupi to upload the Bob Smith Report to the web. | 11/9/13 | Darren Cutrupi and the Commissioner | **November 2013** |  | **Ongoing** |
| 1. ESA to provide list of data to assist council in expediting their response to the Annual report to the Minister. | 11/9/13 | Commissioner | **October 2013** |  | **Completed** |