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|  act rural fire service  | ACT Bushfire Council Meeting | 11th September 2013 |
|  16:15 to 18:05 |
| Black Mountain 1 & 2 Meeting RoomsACTESA Headquarters |

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| Chair: | Kevin Jeffery (KJ) | Secretariat: | Leandra Parker (LP) |
| Attendees: | Michael Lonergan (ML), MemberTony Bartlett (TB), MemberSarah Sharp (SS), MemberMarion Leiba (ML), Member | Andrew Stark (AS), CO ACTRFSDominic Lane (DL), ESA CommissionerSteve Edwards (SE), A/g DCO ACTF&R |
| Meeting commencement: | 4:07pm | **Meeting concluded:** | 6:53pm |
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| Minutes |
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| Agenda item: | ***1.0 – Apologies*** | Presenter: | **Chair** |
|  | Cathy Parsons, Neil Cooper, Natalie Hile, Christine Goonrey Paul Swain, Conrad Barr. |  |  |
| Agenda item: | ***2.0 – Disclosure of “Conflict of Interest” by Council Members*** | Presenter: | **Chair** |
|  | No Conflict of Interests to report |
| Agenda item: | ***3.0 – Acceptance of minutes of 6 Apr 13 meeting*** | Presenter: | **Chair** |
|  | The minutes from the previous meeting held on 7th August 2013 were accepted as a true and accurate record.Accepted by Michael Lonergan and seconded by Tony Bartlett. |
| 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 – Correspondences***  | Presenter: | **Chair**  |
| Discussion:  | KJ received a letter from TAMS inviting the BFC to nominate a member to be a representative on the Community Reference Group (CRG), to provide advice, review the issues papers and participate in workshops for the first stage in the preparation of the Lower Molonglo River Corridor Plan of Management. CRG Indicative Draft Schedule* **Thursday 5 September** - Nominations are due
* **Friday 6 September** - Distribution of Issues Outline Paper
* **Thursday 19 September** - Workshop 1 – Ideas, issues and Direction-setting
* **Monday 11 November** - Distribution of Issues Outline Papers 1-3
* **Friday 22 November** - Workshop 2 – Presentation of Issues Papers and Feed back

KJ received correspondence from the Minister for Police and Emergency Service, Minister Corbell approving the request by BFC to upload the “Minster’s 10 Year Report” to the ESA website. |
| Agenda item: | ***6.0 – Presentation from Land Development Agency (LDA)*** | Presenter: | **Nicholas Holt** |
| Discussion: | Nicholas Holt a Team Project Officer from the LDA presented a briefing to the BFC on the bushfire protection strategies that the LDA will be applying to the Coombs and Molonglo Valley development process.**Bushfire Risk Assessment** * LDA commissioned Australian Bushfire Protection Planners (ABPP) to undertake Wright and Coombs Bushfire Risk Assessments.
* Identified the level of risk to the future suburbs and recommend Outer and Inner Asset Protection Zones as well as ember zones
* Recommended interim management arrangements until ultimate development

**Estate Development Plans** * LDA submits the EDP to ACTPLA for approval
* EDP’s incorporated the Bushfire Risk Assessment Reports and the actions proposed within.
* Agency endorsement for EDPs was achieved including ESA and TAMS
* The EDP DA was subsequently approved subject to conditions

**Pink Tailed Worm Lizard** * Habitat areas identified in the River Corridor
* Impacted on the bushfire considerations for Coombs
* LDA undertook a detailed assessment of compatibility of Habitat areas and Asset Protection Zones.

**Bushfire Management Plan** * A Bushfire Risk Management Plan was subsequently produced.

**Current Management Strategies** * Contractors have been required to produce a Bushfire Risk Management Plan
* Signed off by ESA before construction commences

**Management of River Corridor** * TAMSD have the responsibility of managing the River Corridor including the areas within the Asset Protection Zones.
* In May 2011 TAMSD accepted the responsibility of managing the Asset Protection Zones.
* TAMSD have been undertaking this management and have undertaken vegetation management
* LDA meets regularly with representatives regarding the interface with the river corridor.
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| Agenda item: | ***7.0 – Bush Fire Prone Area Working Group*** | Presenter: | **Steve Edwards** |
| Discussion: | The ACT Fire and Rescue Service 3959 on built up areas, SE advised the BFC of a Bush Fire Prone Area Working Group that the ACT Fire and Rescue Service have formed with stakeholders from the ACTESA and ESDD, the group will be working with Strategic Bushfire Management Plan in regards to knock down rebuilds and report back to the BFC with advice and outcomes. The BFC recognising and appreciates the lead the Ministers is taking in relation to development in bushfire prone areas in regards to knock down rebuilds. |
| Agenda item: | ***8.0 – Preparation of the Annual Report to the Minister*** | Presenter: | **Chair** |
| Discussion:Action: | The BFC agreed to coordinate this agenda item as an out of session exercise.DL to provide BFC with raw data for the report after the Internal Operations Group  |
| Agenda item: | ***9.0 – TAMS Bushfire Operations Plan 1st Quarterly report*** | Presenter: | **Chair** |
| Discussion: | Due to the absence of a representative from TAMS, this report was tabled for discussion at the next BFC meeting. |
| Agenda item: | ***10.0 – Commencement of the 2013/2014 Bushfire Season***  | Presenter: | **Commissioner** |
| Discussion: | The Commissioner confirmed with the BFC the official start date for the 2013 Bushfire Season to commence on 1st October 2013, BFC were happy with this commencement date. |
| Agenda item: | ***11.0 – Preparation for Annual preparedness Report*** | Presenter: | **Chair** |
| Discussion: | Not discussed |
| Agenda item: | ***12.0 – Other Business*** | Presenter: |  |
| Discussion:Discussion:Discussion: | BUSHFIRE COUNCIL – ESA COMMISSIONER’S UPDATE – 11 Sep 2013**Auditor-General Bushfire Preparedness Audit*** TIMINGS: The audit commenced in Aug 2012 and was completed in May 2013. The AG’s Performance Audit Report into the ACT’s Bushfire Preparedness was released (the Report) on 26 July 2013 and tabled in the ACT Legislative Assembly by the Speaker on 6 August 2013. A Government Response to the Public Accounts Committee in the Legislative Assembly is by 26 Oct 2013.
* OBJECTIVES: To provide an independent report to the Legislative Assembly on the effectiveness of the Government’s approach to bushfire preparedness. The audit examined:
	+ ACT bushfire management governance;
	+ Planning processes and plans guiding bushfire preparedness;
	+ Territory and Municipal Services Directorate (TAMS) bushfire management activities;
	+ Community engagement; and
	+ Preparing for bushfire threats.
* FINDINGS: The AG found the legislation the government has in place, the Strategic Bushfire Management Plan and bushfire operational plans successfully provide the framework needed to manage the risk of bushfires in the ACT.
* Report contributes to further strengthening bushfire management and preparedness in the ACT. It provides us with an assurance that ACT ESA staff and volunteers are working well to ensure they are ready to respond to and the community is prepared for major bushfires.
* The audit report has identified some ‘shortcomings’, which the ESA will address, in consultation and cooperation with other ACT Government directorates, agencies and local organisations with roles defined within the *Emergencies Act 2004*; such as TAMS, specifically the high priority issues highlighted in the report.
* OPPORTUNITY: The audit provides an opportunity to respond to change, and seek to continually improve the provision of bushfire management services for prevention, preparedness and response. The ESA will take the next steps to build on the current planning framework, compliance and operational capability.
* SHARED RESPONSIBILITY: The approach of shared responsibility has been a constant theme for the past decade and the Auditor-General’s report and recommendations support the ESA’s commitment to building a shared responsibility by improving the resilience and capacity of both the community and the Government for bushfire preparedness.
* INFORMATION: The ESA has significantly enhanced the provision of information to the community, building a strong relationship with the local media and providing timely and accurate emergency warnings and messages through its website and increased usage of social media.
* RECOMMENDATIONS: 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 Implementation Plan 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.

**ESA Community Education strategy for next 6 months*** ESA finalising Community Awareness Plan 2013-14. The Plan outlines the strategic direction for the delivery of community awareness within the ESA in a coordinated approach for 2013-14 FY.
* ESA Commissioner has legislated responsibility for community educations and improving community preparedness for emergencies. The Commissioner must:
	+ emphasise community education and preparedness for emergencies; and
	+ emphasise the importance of communicating information, advice and warnings to the community during an emergency.
* All 4 x Chief Officers carry legislated responsibility for community awareness. In particular:
	+ CO RFS – community awareness about fire prevention and preparedness outside the city area
	+ CO F&R - community awareness about fire prevention and preparedness in the city area
* Three ‘whole’ of ESA campaigns:
	+ Move aside for flashing lights
	+ Preparedness key messaging – Bushfire Survival Plan
	+ Help us to help you – 000
* Joint agency campaigns in Bushfire season – ACTRFS & ACTF&R (urban/rural interface through the CFU’s).
* Lead agency campaigns – the ACTRFS campaign is aligned with NSWRFS and CFS.
* Key initiatives and activities within this campaign include:
	+ Launch Bushfire season 01 October – RFS and F&R
	+ ACTRFS Open Day at Hume Heli-base – Sat 20 October
	+ Bushfire Awareness month – 20 October – 16 November
	+ Bushfire awareness program for rural landowners – 7 Nov
	+ CFU Saturday – 16 Nov
	+ ABC Open Day (all ESA represented) – 17 Nov

**Other ESA activities/updates:*** SBMP v3 Launch by the Minister Police and Emergency Services -26 Sep
	+ Mr Jim Corrigan – ESDD rep on Steering Committee
* NSWRFS Category 6 Grasslands truck on display
* Minister approved 10yr Bushfire Report – now on ESA website (in Publications section)
* Minister signed off on new Development Controls on Bushfire Prone Areas – ESDD lead agency
* Bushfire Council nominations
	+ 6 of the current Bushfire Council members’ appointments are due to expire by 30 September 2013. One member has not sought re-appointment.
	+ Cabinet approval was sought for the re-appointment of 5 members and the appointment of 2 new members. Cabinet approved the nominations on 20 August 2013.
	+ The nominations were referred to the Standing Committee on Justice and Community Safety for comment. Comments are due 30 days from the day the nominations were referred to the Standing Committee. Once comments are received (by 20 September 2013), the Minister will sign the instruments appointing the nominees and placed on the Legislation Register.
	+ Cabinet has approved the nomination of Cathy Parsons (Deputy Chair)
* Treasury Expenditure Review on ESA has commenced
	+ - Embedded JACS officer within Treasury
		- First Steering C’tee meeting is Thu 12 Sep
		- Commissioner will be communicating to all staff and BFC as a key stakeholder.

**Chief Officer’s report to Bushfire Council – 11 September 2013****Report Tabled****RFS Ops August 2013**There were no significant bush or grass fires within the Territory during August 2013. The current operational focus has been in completing the preparatory functions for the coming season.A number of Hazard Reductions have been carried out as part of the BOPThe Bush Fire Danger Period will commence as usual on the 1st October.The 2013 Pre-Season Brief will be held on Thursday 19 September 2013. This planned to be held at the CSIRO Discovery Centre. All BFC members are welcome to attend.Another BFF Course has been completed through August. ACT RFS has over 550 trained volunteers together with the 140 Parks Brigade members for the coming season. Over 120 new volunteers have been trained during 2013.**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 2pmAll BFC members are welcome to attend.TB advised the BFC that Sarah Sharp was finishing up with the BFC and thanked her for her participation and efforts as a member of the BFC. |
|  | ***13.0 – Next Meeting*** | Presenter: |  |
|  | **The meeting was closed at 6:53pm The next meeting is scheduled for 2nd October 2013** |

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| RFS LOGO.png act BUSHFIRE COUNCILimplementation 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** |  | **Completed** |
| 1. Following the LDA briefing, a field trip of the Western edge Molonglo stage 2 and West Molonglo.
 | 1/5/13 | Members | **Oct/Nov 2013** |  | **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** |  | **Completed** |
| 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 | MembersNeil Cooper | **July 2013****July 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.**September Update:** All Council members have a think about identifying strategic activities and financial year issues for commencement r the of the 2014/14 | 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** |  | **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** | . | **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 audit of the TAMS BOP process.
 | 7/8/13 | Andrew Stark | **After TAMS approval** | **September Update:** AS to bring report to October BFC meeting. |  |
| 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 | **October 2013** |  | **Ongoing** |
| 1. Darren Cutrupi to upload the Bob Smith Report to the web.
 | 11/9/13 | Darren Cutrupi and the Commissioner | **October 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** |  |  |