



# ACT BUSHFIRE COUNCIL MEETING

Wednesday 4pm to 7pm, 5 August 2020

9 Amberley Avenue, FAIRBAIRN ACT 2609/ WebEx

## Members Present

Sarah Ryan – Chair, ACT Bushfire Council  
 Natarsha Jakubaszek – Deputy Chair, ACT Bushfire Council  
 Tony Bartlett – Member  
 Margaret Moreton – Member  
 Cathy Parsons – Member  
 Bhiemie Williamson – Member  
 Marion Leiba – Member  
 David Snell – Member  
 Jeremy Watson – Member  
 Nick Lhuede – Member  
 Kylie Coe - member

## Officials Present

Georgeina Whelan – ESA Commissioner  
 Ray Johnson – ESA Deputy Commissioner  
 Rohan Scott – A/g Chief Officer, ACT Rural Fire Service (ACTRFS)  
 Chris Zeitlhofer – A/g Chief Officer, ACT Fire and Rescue  
 Justin Foley, A/g Executive Branch Manager, Parks and Conservation Service, Environment, Planning and Sustainable Development Directorate (EPSDD)  
 David Foot, Executive Branch Manager Risk & Planning

## Invited Guest(s):

Neil Cooper, Senior Director Land Strategy and Environment  
 Bren Burkevics, Executive Branch Manager SEMB  
 Ryan Lawrey, A/g Manager Fire Planning Land Strategy and Environment

## Secretariat:

Kerri Clarke – Executive Officer, Commissioner’s Office

## Apologies:

Steve Angus – Member

Minutes	
Item	Presenter
<b>1. Acknowledgement of country</b>	<b>Chair</b>
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 all Aboriginal and Torres Strait Islander people attending the meeting	
<b>2. Welcome (Introductions, apologies and nomination of member to monitor the performance checklist)</b>	<b>Chair</b>
The Chair welcomed all to the WebEx meeting and apologies were noted.	
<b>3. Declarations of interest</b>	<b>Chair</b>
Council discussed the draft guidelines for managing different levels of possible conflicts of interest, noting the legislative requirements (section 140 of the Emergencies Act) and process.	
Council member Natarsha Jakubaszek advised that there needs to be clarity on what constitutes a conflict of interest.	
Council member Margaret Moreton noted that she may have a perceived conflict of interest as she has had two paid contracts with the Justice and Community Safety Directorate and intends to continue to pursue	

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such work.

Council member Bhiemie Williamson advised that once a Council member has announced a conflict of interest, there will need to be a mitigation strategy put in place.

Jeremy Watson noted his government role in procurement and advised that there would be a perceived conflict and unfair advantage if the Council was involved in bidding for tenders.

Council Chair Sarah Ryan suggested that if there is a personal financial gain to the member then that would be perceived as a conflict of interest and proposed that Council member Margaret Moreton should officially declare that conflict of interest. According to the guidelines, it would be managed in Council allowing Margaret to listen in to agenda items that focus on recovery but must excuse herself from providing recommendations. The Chair's proposal was put to a vote.

Natarsha, Marion, Bhiemie and Tony disagreed with Chair's proposal.

Kylie, Cathy, Nick, Jeremy, David agreed with the Chair's proposal.

Margaret Moreton and Sarah Ryan abstained.

**A majority voted in agreement of the proposal that Council member Margaret Moreton officially declare a conflict of interest and that it be managed according to the guidelines.**

Action Item 0508-01	Action Officer/ Due
The Chair will formally write to the Minister declaring the conflict of interest and how it will be managed.	Chair

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**4. Acceptance of minutes and actions from previous meeting**

**Chair**

The minutes from 1 July 2020 were accepted as a true and accurate record of the meeting with a minor amendment. Actions were reviewed and updated as per Appendix A.

Action Item 0508-02	Action Officer/ Due
Council requested an additional agenda item for the September meeting to discuss guidelines around public comment conflict of interest for Council members.	Secretariat

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**5. Correspondence for noting**

**Chair**

The Council noted the Minister's amended response to Council's Bushfire Preparedness Report of last year, distributed with papers.

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**6. Report on activities attended on behalf of Council since the last meeting**

**Chair**

A SBMP Governance Committee Meeting occurred on 29 July 2020. The Chair advised Council of her attendance and provided feedback.

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**7. Presentation on Phoenix model analysis of the likely impacts on Denman Prospect from a bushfire burning through 'Blackies Hill' located to the North west**

**Tony Scherl**

This presentation was provided to Council.

- Council member Kylie Coe asked how the modelling compares to some of the modelling presented earlier with the focus on fires coming from the west. Tony Scherl advised that it is consistent with the earlier modelling and went on to explain more about the influence of fuel loads.

Kylie noted a concern that it is getting harder and harder to conduct hazard reduction burns and voiced a worry on what this could mean moving forward.

- Council member Cathy Parsons asked if Phoenix modelling had been available during 2003.

Tony noted that it has been used in Victoria for some time, but ACT were only able to use it from 2018/19. However, Tony further advised that the 2003 fires have been modelled in Phoenix in retrospect and noted that the results aligned with the progression of the actual fire.

- Council member Cathy Parsons, referencing Denman Prospect, asked if planners of the new suburb utilised this model when planning?

Tony was unable to provide an answer to this question as this scope falls under EPSDD planning.

- Council member Bhiamie Williamson asked what treatment was used when reducing a hazard’s rating from high to moderate. Bhiamie further asked how long after a prescribed burn does it take for hazard levels to rise back up to high, and to be prescribed burnt again, noting that the RFMP lasts for 10 years long.

Tony advised on fuel readings and noted it would depend on the fuel load available in the area however 5-8 years is typical. Tony further elaborated that they can return to an area twice in a 10-year RFMP period especially if the area is high risk and it reaches certain standards after assessments.

- Bhiamie asked why they could not treat the areas when they are in moderate risk rather than wait until it reached high.

Tony advised that this is something they had considered and were exploring options.

Council members Tony Bartlett and Nick Lhuede advised that Council members Tony Bartlett and Nick Lhuede advised that this work had been undertaken by PCS in response to Council’s written request for a Modelling Assessment of the Bushfire Risk for the new suburb of Denman Prospect.

Council member Tony Bartlett thanked PCS for commissioning this modelling and indicated that the results confirmed Council’s previous concerns about the significant bushfire risk to existing houses in Denman Prospect. He explained that the new map showing details of planned developments to the west and north of the existing houses suggests that previous advice to Council, that all new developments would meet or exceed the existing Fire Management Standards including requiring an Outer Asset Protection Zone of 300m on the developer’s land as well as outer edge roading, may not be correct. He indicated that it was disappointing that EPSDD had not yet replied to Council’s request for information about the development decisions and the proposed treatment of the red stringybark forest on Blackies Hill. He stressed the importance of new developments on the western side of Canberra incorporating fire protection measures appropriate to a changing climate. He suggested that Council should raise its concerns about this issue with Government urgently, taking account of the upcoming caretaker period

The Chair advised that Council withhold sending the proposed resolutions until Council receive a response from EPSDD to the letter Council sent recently about this issue.

<b>Action Item 0508-03</b>	<b>Action Officer/ Due</b>
<b>Ian Walker to prompt a response from EPSDD in a timely manner before the commencement of caretaker period, and provide advice back to the Council</b>	<b>Ian Walker</b>

<b>Action Item 0508-04</b>	<b>Action Officer/ Due</b>
<b>Actions from resolution papers to be added to August 2020 minutes once response is received from EPSDD</b>	<b>Secretariat</b>
<b>Council to meet out of session to discuss resolution proposal, if necessary</b>	<b>Chair</b>

## **8. Summary of progress in ACT, recent ACT data, and reflection on ignitions in Rick McRae Southern NSW and Victorian bushfires. *(deferred)***

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This agenda item was deferred to September meeting.

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**9. 2019-20 BOP Annual Report**

**Neil Cooper**

PCS invitee Neil Cooper took the report as read and advised on some of the difficulties that EPSDD/ PCS have faced in actioning the BOP, especially noting the impact of Covid.

- Council member Tony Bartlett commented that it is imprecise to say that 5,200ha were delivered under the BOP as 4,000 ha were burned in a wildfire. Tony Bartlett advised that more explicit reporting needs to be undertaken by EPSDD.

PCS invitee, Neil noted that PCS have reported on the BOP the same way for 17 years and further elaborated that EPSDD can report in any way they determine. Neil advised that the information Tony is seeking is not provided in the annual report and other avenues should be tapped for this information. Neil noted that the hectares reported on were scheduled to be burnt and indicated that the fact the burns occurred due to a wildfire and not a prescribed burn was irrelevant.

- The Commissioner asked how many types of fire burning reporting EPSDD undertake and how many source documents are available.

Neil noted that there is one source document, the BOP Annual Report.

- The Commissioner asked how the BOP fits into the residual risk model.

Neil advised that they have not undertaken any work under the residual risk model, this will be undertaken later in the year and spoke about the challenges that this will present.

The Chair acknowledged the effort of PCS in achieving what they have set out to achieve in what was a very difficult year.

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**10. 2020-21 BOP Overview Presentation**

**Ryan Lawrey**

The Chair noted that Council will be having a separate working group meeting with PCS to work through the detail in relation to the BOP, advising that this is in line with past practice.

PCS invitee Ryan Lawrey presented the 2020-21 BOP overview to Council.

Council members asked if there are works scheduled to be undertaken on Blackies hill in this BOP. However, Ryan advised that there will not be any works undertaken on Blackies Hill this year.

The Chair thanked Ryan for his work in the BOP overview.

Nick Lhuede, Sarah Ryan and Tony Bartlett advised that they will be available to participate in the working group.

<b>Action Item 0508-05</b>	<b>Action Officer/ Due</b>
<b>EPSDD/ PCS will advise Council on a date for the BOP out of session working group meeting.</b>	<b>EPSDD/ PCS</b>

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**11. SBMP Focus Objectives – Obj 1: A reduction in bushfire ignitions**

**CO F&R/ RFS**

Presentation taken as read.

1.1 Chief Officer ACTF&R provided Council with some context on the presentation for the Juvenile fire awareness and intervention program, noting that the purpose of this program is to provide education and support to children and their families/ carers that have been identified by an authority or agency as having a potential problem with fire lighting.

- The Chair advised that Council is most interested in statistics and details on the success of the

program. For the Council Preparedness Report, the Chair has requested that the statistics be provided at next meeting. Council member Margaret Moreton requested any type of case study/ examples where this program has made a difference.

<b>Action Item 0508-06</b>	<b>Action Officer/ Due</b>
<b>CO ACTF&amp;R to provide statistics and details on the success of the Juvenile fire awareness and intervention program</b>	<b>CO ACTF&amp;R</b>

1.2 – ACT RFS, F&R and Policing have fire investigators and will investigate as many fires as possible. This will be reported in the WHOg report. More investigations will be undertaken, as a greater pool of people will be available from volunteers, and members of ACTF&R and the forensic team at ACT Policing. Investigation kits have been allocated to the volunteers, and teams formed to investigate any ignitions deemed important.

- In line with the previous request to ACTF&R, the Chair asked for easy at hand data, especially data that tracks a few years of investigations.

The CO RFS noted that as we move on through the life of the SBMP over the next few years we will have a better collection of accurate data, however this early in the SBMP there is nothing accurate that can be provided.

1.3 – Carried over to next meeting.

<b>Action Item 0508-07</b>	<b>Action Officer/ Due</b>
<b>SBMP Obj 1 (1.3) not provided at meeting. This will be carried over to the next meeting in September. A presentation will be provided to secretariat</b>	<b>EBM, SEMB</b>

1.4 – Abandoned Motor Vehicles. CO ACTRFS advised that there are now better mechanisms to report abandoned vehicles, and more powers have been granted to AFP so that action can be taken more quickly to remove them and reduce the risk of them being torched.

- The Chair asked for data on this for Council.

<b>Action Item 0508-08</b>	<b>Action Officer/ Due</b>
<b>CO ACT RFS to pass on to the TCCS team the request for data to be included in the reporting of objectives. For inclusion into the Council report to the Minister.</b>	<b>CO ACT RFS/ TCCS</b>

1.5 – Predictive modelling techniques, noting the use of the SIG and fire towers. The CO RFS advised that the stakeholders in the SBMP record will be changed and noted that EPSDD’s fire management unit will be a critical stakeholder. The CO RFS further advised that they are still investigating the potential use of fire detection cameras for use in fire towers, this is ongoing, and a trial will be undertaken.

The RFS is looking into employing a strategic planner and then together with SES they will have a permanent weather analyst/ fire behaviour analyst into the future.

- Council member Cathy Parsons asked why the staffing for fire towers has been changed over. The CO RFS advised on previous status on contracting for staffing and indicated that this has given RFS an opportunity to use their own staff. The CO RFS highlighted that all fire tower staff will be trained up to the same level and will provide exactly the same protection to the ACT.

- Council member Tony Bartlett commented that the experience of previous fire tower staff should have been considered as there is no replacement for experience.

The CO RFS noted that the contractors have been changed frequently over the last few years with new operators on the fire towers every year so there hasn't been the wealth of experience that Tony is alluding to. Further, RFS volunteers have been included in the rotation over the last few years. Not all RFS contractors are new to the fire towers and many have the experience and knowledge of the terrain that is valuable to this role.

**12. SBMP Focus Objectives – Obj 12: Recovery from Bushfire**

**Bren Burkevics**

At request of Executive Branch Manager SEMB, this agenda item will be deferred to the next meeting in September.

**13. SBMP Focus Objectives – Obj 9: Adaptive Management of current and future bushfire risks** **R&P/ CO RFS**

9.1 – The CO RFS advised that although this action is owned by RFS, EPSDD is a critical stakeholder. After Action Reviews from ACT and NSW will be reviewed and all relevant findings from other Inquiries including the Royal Commission will be included in Elevated Fire Danger plans and pre-suppression plans. The Council was advised of the concern due to the impact of Covid, as the meetings, workshops and group activities have not been held in person. Outcomes from the inquiries will be investigated via online platforms that have taken time to establish.

- The Chair noted that RFS is the lead agency and asked how well set up RFS are to undertake research into fire behaviour and modelling and incorporate this into fire management plans and procedures as PCS are at least an equal partner in this action.

The CO RFS advised that PCS is a critical stakeholder and noted that ESA Risk and Planning have a new strategic planner for RFS. The CO RFS advised Council that the Risk & Planning planner is very experienced in this field and that they will work closely with EPSDD.

- The Chair asked what output is planned during this financial year.

The CO RFS noted that they are unsure what the output will be as they are awaiting outcomes from the AARs/ reports from the season. Council heard that as these reports are tabled, RFS will be able to implement action items then.

9.2 – Carried over to next meeting.

<b>Action Item 0508-09</b>	<b>Action Officer/ Due</b>
<b>EPSDD to provide presentation to secretariat by September meeting for Obj 9 (9.2)</b>	<b>EPSDD</b>

9.3 – Actions taken as read. Official David Foot, advised Council that ESA will continue to participate and feed into the local/ interstate/ Commonwealth forums on climate change. Evaluation of the research/ findings of these forums are at a national level and the presentation of those findings in accordance with ACTGOV Climate Change Action Plan, will be undertaken by EPSDD as the lead. David Foot further noted that the ongoing close engagement between EPSDD and the ACT Environment Commissioner remains critical to that body of work. ESA have its Risk Manager engaged at a local and national level.

David Foot advised Council that Rick McRae's position in ESA is under review as Rick is considering retirement.

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9.4 – Official David Foot advised of ESA’s ongoing participation in various forums and noted the anticipation of research coming through from the Territory Wide Risk Assessment (TWRA) which will be led by SEMB. A presentation of the findings will be provided back to Council on an annual basis and the draft of the TWRA will also be circulated to Council. ESA will be supporting SEMB in the ongoing review, and Council noted the status of the action remains the same.

9.5 – This action complements 9.3 and 9.4 as an all hazard approach. Official David Foot advised Council that ESA is represented, in conjunction with ACT Health, on the new National Heatwave Working Group which is led by the Bureau of Meteorology (BoM) and Home Affairs with the objective of achieving a national approach to how a heatwave is determined, recognised and managed from a holistic point of view. David Foot advised Council that ACT has provided feedback to this workshop on the ACT algorithm that assists in differentiating between day and night-time temperature variances.

9.6 – The Presentation was taken as read.

9.7 – The Presentation was taken as read.

- Council member Tony Bartlett commented that as the climate is changing each jurisdiction needs to adapt and prepare for more extreme and more frequent bushfires and adapt how they are suppressed. Tony commented that over the last few months everyone has spoken on the difficulty now in suppressing fires, and enquired on why nothing has been distilled from the AAR process in relation to fire suppression strategies, the challenges that were faced and how the operational response will change from here on in. Tony Bartlett asked if anything were being done on this issue.

Official David Foot advised that the Commissioner has previously mentioned that the AAR coordination through the external consultant is drawing nearer. Once that document is finalised, the Commissioner has made her intention clear that an embargoed copy will be provided to Council. David Foot noted that once it has been made public this would be the appropriate time to review the document for additional findings to add to the SBMP action plan. David Foot noted that he considers the SBMP action plan to be a dynamic document premised against the outcomes of the AARs.

Commissioner Whelan noted the work completed to date and advised it takes time to secure resourcing and place in the organisation the staff that are necessary to apply the intellectual rigour that is required to fulfil these outcomes. The Commissioner noted that the AAR is very deep and highlights a number of areas which require attention, including application of tactics, techniques and procedures and particularly, a focus on the fire suppression activities in summer. In response to these findings ESA has put additional staff into the Planning and Operations team and additional staff in the RFS who will undertake that work. A series of workshops to identify best practice and application are underway. The Commissioner again reiterated that this all takes time and that ESA are working through this.

The Commissioner further elaborated that the implementation of the AAR findings would be an excellent opportunity for Council to provide their expertise to ESA.

- Council member Tony Bartlett sought and received confirmation that once the AAR findings have been reviewed, that a deliverable for 2021 in action 9.7 would be included in the SBMP objective report.
- Council member Bhiemie Williamson commented that the AAR is where Council should focus their attention especially as it relates to the objectives. Bhiemie further commented that the EPSDD/ PCS presentation should be the standard utilised for Objective 9 and expressed his understanding that things have been delayed due to Covid and Royal Commission.

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Official David Foot advised that he had not suggested things were delayed due to Covid and the Royal Commission, but indicated that information and strategies/ recommendations arising from the AARs may not have been captured in the objective statements as yet and advised that they will need to be reviewed and updated once the AARs have been made public.

The Commissioner advised that ESA has spent the last 6 months bringing staff into the Agency to undertake the research that is needed. The Commissioner further commented that it was only last week that ESA and EPSDD finalised the actions in SBMP that require a shared responsibility, noting that this agreement had taken 9 months to achieve. The Commissioner advised that there needs to be a closer relationship between stakeholders, namely ESA and EPSDD experts. It is only by coming together that they will be able to provide the information that Council is seeking and advised that this will be available in coming months. The Commissioner noted that it is impossible for ESA to work any faster, especially as they have taken the last 6 months to build up the resources necessary to deliver on SBMP objectives.

The Commissioner further advised that the AAR release has not been deliberately held up but indicated that the level of consultation and engagement undertaken has taken time.

9.8 – Taken as read. CO RFS noted that a letter will be written to the Director Generals seeking an independent Chair to the SBMP Governance Committee.

The Chair commented that it is good to see the SBMP Committee on the growth curve and thanked David Foot for his input to the actions.

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<b>14. Standing Item: Update Draft Regional Fire Management Plan</b>	<b>EPSDD</b>
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Justin Foley noted that there is a small report in the monthly update – no new information this month.

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<b>15. Standing item - Reports from Strategic Bushfire Management Plan Governance Committee</b>	<b>CO RFS</b>
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Completed earlier in the meeting.

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<b>16. Officials' reports for noting:</b>	<b>Officials</b>
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<b>16.1 EPSDD Report</b>	<b>EPSDD</b>
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Report taken as read.

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<b>16.2 Commissioner's Report</b>	<b>Commissioner</b>
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Nothing to report this month, business as usual

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<b>16.3 Chief Officer, ACT Rural Fire Service Report</b>	<b>CO ACTRFS</b>
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The report was taken as read.

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<b>17. Standing item – ACT Bushfire Council Business Plan</b>	<b>Chair</b>
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Timetable not drafted however a small group of Council members have drafted a preparatory paper. Council will meet out of session to discuss this early next week.

October meeting reserved for business plan report.

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<b>18. Any other business</b>	<b>Chair</b>
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Council members discussed a possible field trip, noting that they would like to go to Orroral Valley and see the fire sites and the restoration works undertaken.

The Commissioner advised that permission would need to be sought from Director Generals and possibly

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Head of Service, as ACT GOV has taken a conservative approach to Covid restrictions.

Action Item 0508-10	Action Officer/ Due
CO ACTRFS to explore the possibility of field trip to Orroral Valley fire site in October, in line with Covid restrictions. Itinerary and transport to be drafted if going ahead.	CO ACTRFS/ EPSDD

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19. Review and adoption of action items from this meeting – out of session. Chair

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20. In camera meeting if required - No Chair

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21. Council's performance checklist – Nil Chair

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22. Close Chair

The meeting concluded at 7:07pm

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Next meeting: 4pm, 2 September 2020

## Appendix A

### ACTION ITEMS – ACT BUSHFIRE COUNCIL

Action Items			At 5 August 2020	
Ref	ACTION	DUE	ACTION OFFICER	STATUS UPDATE
0508-10	CO ACTRFS to explore option on the possible field trip to Orroral Valley fire in October, in line with Covid restrictions. Itinerary and transport to be drafted if going ahead.	Sept Meeting	RFS/ EPSDD	0107 – Action opened.
0508-09	EPSDD to provide presentation to secretariat by September meeting for Obj 9 (9.2)	Sept Meeting	EPSDD	0107 – Action opened.
0508-08	CO ACT RFS to pass on to the TCCS team the request for data to be included in the reporting of objectives. For inclusion into the Council report to the Minister.	Sept Meeting	CO RFS/ TCCS	0107 – Action opened.
0508-07	SBMP Obj 1 (1.3) not provided at meeting. This will be carried over to the next meeting in September. A presentation will be provided to secretariat	Sept Meeting	EBM SEMB	0107 – Action opened.
0508-06	CO ACTF&R to provide statistics and details on the success of the Juvenile fire awareness and intervention program	Sept Meeting	CO ACTF&R	0107 – Action opened.
0508-05	EPSDD/ PCS will advise Council on a date for the BOP out of session working group meeting.	Sept Meeting	EPSDD/ PCS	0107 – Action opened.
0508-04	Actions from resolution papers to be added to August 2020 minutes once response is received from EPSDD  Council to meet out of session to discuss resolution proposal, if necessary	Sept Meeting	Secretariat/ Chair	0107 – Action opened.

0508-03	Ian Walker to prompt response from EPSDD in a timely manner before the commencement of caretaker period, and provide advice back to the Council	Sept Meeting	Ian Walker	0107 – Action opened.
0508-02	Council requested an additional agenda item for the September meeting to discuss guidelines around public comment conflict of interest for Council members.	Sept Meeting	Secretariat	0107 – Action opened.
0508-01	The Chair will formally write to the Minister declaring the conflict of interest	Sept Meeting	Chair	0107 – Action opened.
2019100 2-2	Documents from June to December 2018 to be put on SharePoint 20200603-04 Action: Arrange ACT Government login for all Bushfire Council Members to access meeting papers and presentations on ESA G Drive	Sept Meeting	Commissioner	0107 – Council advised that ESA will be providing Council members with an iPad and SharePoint access all papers to an online platform. Members will also be provided with an ACT Gov logon.
2020304 -13	ESA to provide formal advice on public comment conflict of interest for Council members.	August Meeting	Secretariat	In progress – agenda item for discussion. Someone from ACT GOV to provide input in what is expected. 0508 – Item to be added to September meeting for discussion
2020040 6-13	The CO ACTRFS to seek further advice in relation to making BFC reports into the level of bushfire preparedness (each bushfire season) that are provided to the Minister for Police and Emergency Services be publicly available on the ESA website; including any restrictions on reports from recent years.	Ongoing	Commissioner and CO ACTRFS	Commissioner advised this is ongoing– Tony Bartlett to provide details to publish. 0508- SR to discuss with MO
2020060 3-8	Provide Council with a copy of the draft After Action Review Report and add to the July Agenda	1 July 2020	Commissioner	0107-Commissioner noted that they have been delayed and as soon as they are ready, they will be distributed 0508 - Commissioner advised on the relevant dates for publication on Royal Commission report, WHoG Review report and AAR Report. ONGOING.
2020060 3-12.3	Greg Potts to arrange a meeting report on Farm Fire Wise (FFW) in the Bushfire Abatement Zone (BAZ) with data and an explanation of the constraints to meeting the target of 100%.	2 Sept 20	Greg Potts	Follow up date to be provided. Scheduled for September meeting

Action Items (CLOSED)	
Ref	As at 5 August 2020
20200603-12.2	Send Council the relevant transcripts of the Royal Commission hearings when they are available and add to the July Agenda.
20200406-08 (3)	Neil Cooper to arrange a Phoenix model analysis of the likely impacts on Denman Prospect from a bushfire burning through the forest blocks located to its west, following discussions with Tony Bartlett and Nick Lhuede on the specific modelling requirements.
20200406-08 (1)	The BFC Chair to write to EPSDD Planning to request an update on where the Cabinet Submission is up to in relation to AS 3959:2018 being incorporated into the ACT Territory Plan and to request that a briefing be provided to Council on the agreements with developers on the fire protection measures to be applied at the final western boundaries of the suburbs of Denman Prospect and Whitlam, including the expected locations of edge roads and asset protection zones and the details of the proposed thinning of the red stringybark forest.
0107-02 (2020)	Council requested an adaptive management (Objective 9), noting that information for this objective was not adequately provided to Council.
0107-01 (2020)	Chair to review and discuss options with Margaret out of session and work on a conflict of interest plan on how to manage the conflict moving forward. To be discussed further at next meeting. ITEM CLOSED 05082020
20200603-9	Facilitate meetings pre and post Council Meetings with key stakeholders to provide Council access with the information they have requested in line with their business plan. The Commissioner, CO ACTRFS and Chair to discuss the outcome out of session.
20200406-07	The BFC Chair to draft a response to the Minister for Police and Emergency Service (MPES) seeking clarification to his response to the recommendations in Council's 2018-19 Bushfire Season Preparedness Report.
20191204-9	ESA to advise Council if they provided comment on the Canberra Nature Park Draft Reserve Management Plan, and if so, provide a copy of those comments to Council.
200304-10	EPSDD PCS to provide the Secretariat with an electronic version of the BOP Quarterly Report to be circulated to Council members out of session.
20200406-08 (2)	Secretariat to add to the June BFC Business Plan a presentation by Greg Potts and Scott Seymour on the current status of the Bushfire Management Standards (including an ACT & NSW comparison) and the review of Fire Management Zones. Greg Potts undertook to provide his paper/presentation prior to the meeting.
20200406-08 (4)	Secretariat to send the ACT Bushfire Management Standards to Council Members.
20200406-08 (5)	After each BFC meeting, a short meeting between the CO ACTRFS the Council members whose focus objectives are in the Business Plan two months ahead will be held to discuss and agree on the nature of the information that BFC would like presented at that meeting.
20200406- 12	Secretariat to update the BFC Business Plan to reflect requests for information arising from the May meeting and to add Nick Lhuede as a Council member who will focus on objectives 3, 7, 8 11 of the SBMP version 4.

20200406-14 (1)	Secretariat to ensure the WebEx meeting invite and details is sent out to all Council Member and Officials.
20200406-14 (2)	The Chair, David Snell and Tony Bartlett to review the section in the BFC Terms of Reference that requires that after a new SBMP is made the Commissioner must conduct an assessment of the adequacy of the resources to deliver the Plan and must give that assessment to the BFC and the Minister; and then provide a recommendation from BFC to the Commissioner and the CO ACTRFS.