

   <p style="text-align: center;">ACT Bushfire Council Meeting Minutes</p>		Wednesday 4 December 2019	
		4pm – 7pm	
		ESA Headquarters Black Mountain Meeting Room	
Attendees:			
Chair:		Sarah Ryan, ACT Bushfire Council	
Secretariat:		Lynda Scanes	
Council Members Natarsha Carney Tony Bartlett Marion Leiba Jeremy Watson Kylie Coe David Snell Margaret Moreton Bhiamie Williamson Cathy Parsons Steve Angus		Officials Georgeina Whelan, Commissioner, Emergency Services Agency (ESA) Justin Foley, Executive Branch Manager, Parks and Conservation Service (PCS), Environment Planning and Sustainable Development Directorate (PCS, EPSDD) Rohan Scott, A/g Chief Officer, ACT Rural Fire Service (ACTRFS), ESA Mark Brown, Chief Officer, ACT Fire & Rescue (ACT F&R)	
		Invited Guests Greg Potts, Assistant Director, Community Bushfire Protection Scott Seymour Project Manager – ESA Assurance Neil Cooper, Senior Director, PCS, EPSDD	
Apologies:		Cathy Parsons, Bhiamie Williamson, Scott Seymour and Neil Cooper.	
ORDER OF BUSINESS			
AGENDA ITEMS			
1	Acknowledgement of country	Presenter:	Chair
	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 other Aboriginal and Torres Strait Islander people attending the meeting.		
2	Welcome, introductions, apologies and nomination of member to monitor performance checklist	Presenter:	Chair
	The Chair welcomed all to the meeting and apologies were noted.		
3	Declarations of interest	Presenter:	Chair
	Nil		
4	Acceptance of minutes from the 2 October 2019 meeting	Presenter:	Chair
	The draft minutes from 2 October 2019 were accepted as a true and accurate reflection of the meeting.		

5	Review action list – attached to minutes	Presenter:	Chair
<p>The Council reviewed the outstanding action items and noted whether they were complete, not yet due or covered in the meeting agenda. Council noted that the action item 20191002-2 from the February meeting referring to establishing a SharePoint site so that Council members have ready access to all BFC documents when they write the annual Bushfire Preparedness Report, is still not complete. At least 4 members still cannot access the site.</p>			
6	Correspondence	Presenter:	Chair
<p>In. Council received a letter from the Minister for Police and Emergency Services noting the 80th anniversary of the ACT Bushfire Council and thanking past and current members for their valued contributions to bushfire protection in the ACT.</p> <p>Council noted they it had received an invitation to participate in a workshop to discuss an ACTRFS Business Plan with an Protiviti Consultants with a date to be confirmed.</p> <p>In. The Chair received notification of an invitation to a workshop to be conducted by Protiviti as part of a project to work with RFS to build a business plan based on the actions in SBMP4.</p>			
7	Report on activities attended on behalf of Council since the last meeting	Presenter:	Chair
<p>The Chair attended an Emergency Services Operational Group Meeting.</p> <p>The Chair met with a consultant from Protiviti as an introduction to the project mentioned above.</p>			
8	Bushfire Operational Plan (BOP) Maps	Presenters:	ACTRFS, Assistant Director
<p>The Assistant Director, ACTRFS Community Bushfire Protection provided an update on the two closest current fires over the ACT border. The presentation used the NSW operational/incident reporting system ICON and provided an overview of the North Black Range bushfire that is burning through the Tallaganda National Park in the Braidwood region and the Currowan bushfire burning between Batemans Bay and Ulladulla.</p> <p>Progress towards building a map on ACTmapi that documents all the areas in the Act that are covered by a BOP or Farm Firewise Plan was also demonstrated. The Chair stated that the information from the map on BOP coverage will be useful when drafting the 2020 ACT Bushfire Council preparedness report to the Minister.</p> <p>The fuel management in Denman Prospect was discussed at length, in particular in Block 403 to the northwest of the suburb. Council members visited this site on a recent field trip and noticed around the ridge the high-density of 2003 regrowth and the significant presence of red stringybark which would pose a high risk of ember attack on the suburb in an extreme fire. Council asked that the Executive Branch Manager, Parks and Conservation Service to follow-up and see if this section of land is listed in the 2019-20 BOP and take immediate action to reduce the risk.</p>			
<p>Action: Executive Branch Manager, Parks and Conservation Service to liaise with the Assistant Director, ACTRFS Community Bushfire Protection to review the 2019-20 BOP and follow up the proposed treatment for Block 403 Denman Prospect and provide a response to Council as soon as possible.</p>			
9	Fire Management Zone Review Panel update on progress		

	<p>The Strategic Bushfire Management Zones Report was taken as read. Mr Seymour was unavailable to talk to the report due to bushfire operations.</p> <p>Council discussed the Canberra Nature Park Draft Reserve Management Plan that is currently out for public comment and closes on 16 December 2020. It was agreed that Mr Bartlett will meet with Mr Seymour to discuss the Strategic Bushfire Management Zones out of session. It was agreed Mr Bartlett will provide comment on the Canberra Nature Park Draft Reserve Management Plan as a private individual. If there is anything of serious concern Mr Bartlett to provide advice to Council and the Chair will write a letter requesting an extension for Council to provide comment.</p>		
	<p>Action: Secretariat to arrange an out of session meeting with Mr Bartlett and Mr Seymour to review the Strategic Bushfire Management Zones</p> <p>Action: Executive Branch Manager, Parks and Conservation Service to follow-up with the appropriate section within EPSDD and advise Council if the Canberra Nature Park Draft Reserve Management Plan was circulated to Government Directorates for comment.</p> <p>Action: 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.</p>		
10	EPSDD PCS Quarterly BOP Report		
	<p>Council noted in the EPSDD Quarterly BOP Report that implementing access management activities appears to be behind schedule. The Executive Branch Manager, Parks and Conservation Service advised there has been some delays in the maintenance program due to approval process and landholder notification. He advised more detail will be provided at the February 2020 meeting.</p>		
	<p>Action: Executive Branch Manager, Parks and Conservation Service to provide an update on the trail upgrade and maintenance program at the February 2020 BFC Meeting.</p>		
11	Review the 2019 ACTBFC Business Plan in preparation for the 2020 Business Plan		
	<p>Council reviewed the process used to write the 2019 Bushfire Preparedness Report to the Minister and agreed on the outline provided of focal topics for the Council Business Plan for 2020. Council members agreed to continue the same allocation of topics to individual Council members as was used in 2019.</p> <p>It was also agreed that guest speakers be invited to selected BFC meetings and the Commissioner agreed to fund a guest speaker from AFAC to attend a meeting later in 2020 and make a presentation on the learnings from the 2019/2020 fires. There was some discussion about opening this up to a wider audience.</p>		
	<p>Action: Secretariat to complete the first draft of the 2020 BFC Business Plan and email to the Chair.</p>		
12	Update Draft Regional Fire Management Plan	Presenter:	EPSDD
	Nil		
	<p>Action: Executive Branch Manager, Parks and Conservation Service, to provide a short update on the Draft Regional Fire Management Plan at the February 2020 meeting.</p>		
13	Strategic Bushfire Management Plan	Presenter:	CO ACTRFS
	<p>Meetings have occurred to establish the reporting arrangements with lead branch and identified action owners from ACT Rural Fire Service, ACT Fire & Rescue, ESA Public Information & Engagement and Security</p>		

	<p>and Emergency Management Branch (JACS). The success of the SBMP is dependent on the lead agencies taking ownership for delivery of Actions they have been assigned</p> <p>The first SBMP Governance Committee Meeting is scheduled for 17 December 2019.</p>		
14	Officials' Reports	Presenter:	Officials
	<p>Officials' reports for noting:</p> <p>14.1 EPSDD PCS Report The report was taken as read.</p> <p>The following topics were highlighted in the report:</p> <ul style="list-style-type: none"> • 2019-20 BOP • Prescribed burning program • Capital Works maintenance program • Recruitment update • Pre-season preparedness • Deployments • Training • EPSDD and ESA Memorandum of Understanding • North American Forest Fire Working Group • Weather Balloon launches <p>14.2 Commissioner's Report The Commissioner's report and the December 2019 ESA Snapshot Plan (Edition 18) were taken as read.</p> <p>The following topics were highlighted in the report:</p> <ul style="list-style-type: none"> • SBMPv4 update • Minister's Meeting with ESA Volunteers • MoU with EPSDD • Potter's Hill Review • Increasing Air Base Operations, the ACT has been used as a strategic hub by NSWRFs • ESA business units have been supporting ACTRFs <p>The Commissioner provided an overview of ESA's strategic approach and inter-agency planning in combating bushfires. The focus is a shared responsibility, if required engage defence personnel and international colleagues.</p> <p>14.3 Chief Officer ACTRFs Report The report was taken as read.</p> <p>The following topics were highlighted in the report:</p> <ul style="list-style-type: none"> • An overview of preparations for the season. • There have been Four Total Fire Bans declared • Deployments have been based on a whole of agency and PCS approach • The Air Base has been active for 12 days with 88 loads using gel/retardant and water • Staff movements – the Manager Membership has resigned, and her position is being filled temporarily by Michael Joyce, Ben Ribbons has been successful in a recruitment process at ESA Training however he will remain with ACTRFs until the end of January 2020. • Contracted aircraft arrive next week. 		
15	Any other business	Presenter:	Chair
	<p>Mr Bartlett highlighted a 2010 article written by Mr Richard Thornton 'Fire in the future'.</p>		

16	Review and adoption of action items from this meeting		
	Action items were reviewed and agreed to and put in the action table.		
17	Next meeting 5 February 2020	Presenter:	Chair
	The Chair thanked Council Members, Officials and Secretariat for all the support provided throughout 2019. The next meeting is scheduled for Wednesday 5 February 2020 and the Chair wished everyone best wishes for the festive season. The meeting concluded at 6pm.		
18	In camera meeting if required	Presenter:	Chair
	Not required.		
19	Council's performance checklist report	Presenter:	Council
	No issues were reported.		

ACTION ITEMS – ACT BUSHFIRE COUNCIL

Action Items (OPEN)			at 4 December 2019	
Ref	ACTION	DUE	ACTION OFFICER	STATUS UPDATE
2018	Find a replacement for the vacant Bushfire Council Member	ASAP	CO ACTRFS	An update provided Progressing
20191002-2	Documents from June to December 2018 to be put on SharePoint	June 19	CO ACTRFS	Pending access by all Members
20191002-9	The Chair of the Fire Management Zone Review Panel be asked to provide a written update to Council on progress to date and to attend the November Council meeting to answer any further questions.	6 November 2019	Mr Seymour	
20191204-8	Executive Branch Manager, Parks and Conservation Service to liaise with the Assistant Director, ACTRFS Community Bushfire Protection to review the 2019-20 BOP and follow up the proposed treatment for Block 403 Denman Prospect and provide a response to Council as soon as possible.	December 2019	Executive Branch Manager, Parks and Conservation Service	
20191204-9	Action: Secretariat to arrange an out of session meeting with Mr Bartlett and Mr Seymour to review the Strategic Bushfire Management Zones Action: Executive Branch Manager, Parks and Conservation Service to follow-up with the appropriate section within EPSDD and advise Council if the Canberra Nature Park Draft Reserve Management Plan was circulated to Government Directorates for comment. Action: 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.	December 2019		
20191204-10	Action: Executive Branch Manager, Parks and Conservation Service to provide an update on the trail upgrade and maintenance program at the February 2020 BFC Meeting.	5 February 2020	Executive Branch Manager, Parks and Conservation Service	
20191204-11	Action: Secretariat to complete the first draft of the 2020 BFC Business Plan and email to the Chair.	19 December 2019	Secretariat	

20191204-12	Action: Executive Branch Manager, Parks and Conservation Service, to provide a short update on the Draft Regional Fire Management Plan at the February 2020 meeting.	5 February 2020	Executive Branch Manager, Parks and Conservation Service	
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Ref Number	Actions Items (CLOSED)	4 December 2019
20190710	Arrange a dinner for the ACTBFC 80 th Anniversary celebration and Christmas, after the December meeting	
201908-8.4	Next year form a BFC sub-committee to meet with PCS one week prior to the BOP being presented at the BFC meeting	
20191002-1	CO ACTRFS to send comparison maps of pre-season conditions in 2002 and 2019, as requested by Tony Bartlett, to all BFC members action item 201909-8.1	
20191002-3	Distribute the recommendation from CO ACTRFS to the Commissioner on not bringing forward the start of the bushfire season.	
20191002-4	An EPSDD representative will be invited to attend the March 2020 Council meeting with a presentation on the ACT Planning Strategy (2018) Western Edge Investigation Area's preliminary information and an update on the review of the bushfire general code.	
20191002-7	Greg Potts to send links (if possible) to web map of BOP map prior to the November meeting.	
20191002-6	Greg Potts to develop a covering brief on the areas in the BOP map to be presented at the November meeting.	
20191002-8	Reports from SBMPv4 Governance Committee to be a standing item on the Council agenda in future.	