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| act rural fire service | ACT Bushfire Council Meeting | 6th Nov 2013 |
| 16:15 to 18:05 |
| Rivers Depot |

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| Chair: | | Kevin Jeffery (KJ) | | | | Secretariat: | | | Leandra Parker (LP) |
| Attendees: | | Christine Goonrey (CG), Member  Michael Lonergan (ML), Member  Andrew Joyce (AJ), Member  Natalie Hile (NH), Member  Cathy Parsons (CP), Member  Marion Leiba (ML), Member  Nicola Lewis (NL), Member | | | | Andrew Stark(AS), CO ACTRFS  Richard Woods (RW), A/g DCO ACTRFS  Neil Cooper (NC), Mgr Fire Forest and Roads, PCS  Dominic Lane (DL), ESA Commissioner  Paul Swain (PS), CO ACTF&R  Clive Styles (CS), Station Officer, ACTF&R | | | |
| Meeting commencement: | | |  | **Meeting concluded:** | | | |  | |

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| Minutes |
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| Agenda item: | ***1.0 – Apologies*** | Presenter: | **Chair** |
| Tony Bartlett | | | |
| Agenda | ***2.0 – Acceptance of minutes of 6 Oct 13 meeting*** | Presenter: | **Chair** |
|  | Previous minutes not discussed due to BFC fieldtrip  Minutes to be discussed at the Dec BFC meeting | | |
| Agenda item: | ***3.0 – 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: | ***4.0 – Fire Risk in Lower Cotter*** | Presenter: | **Christine Goonrey** |
| Discussion: | Council discussed their concerns regarding TAMS funding for essential fire management activity burns, particularly areas including Blue Range and Pierce’s Creek which have experienced rapid growth of native vegetation. Council agreed to write to the Minister with their concerns and to request Treasury officials involved in the review of TAMS to brief Council on the scope and nature of their inquiries and to help Council members better understand financial pressures and priorities which will govern fire management activities over the next triennium | | |
|  | **The meeting was closed at 5:55pm**  **The next meeting is scheduled for 4th December 2013** | | |

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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** | **August update**: KJ Has written to the LDA but no response has been received to date.  DL will follow up a response from the LDA directly. | **Ongoing** |
| 1. Following the LDA briefing, a field trip of the Coombs area to be organised | 1/5/13 | Members | **July/Aug 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** |  | **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**  **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. | 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** | **July update** – Darren Cutrupi to attend the September BFC meeting to head discussions with Council members. | **Ongoing** |
| 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** | Tabled  July update – Commissioner to send TOR to Secretariat for distribution to Council Members.  . | **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** | The vehicle is presently touring NSW and when it comes to Canberra AS will arrange for Council to inspect | **Monitoring** |
| 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** |  | **Ongoing** |
| 1. Provide feedback on the ACT Evacuation Policy to Andrew Stark | 5/6/13 | Members | **July 2013** |  | **Ongoing** |
| 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** |  |  |
| 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** |  |  |