



**ACT**  
Government



## ACT Bushfire Council

Meeting 4.00 pm to 7pm, Wednesday 1 November 2017  
Black Mountain Meeting Room  
ESA Headquarters

<b>Council Members</b>	Sarah Ryan (Chair)	Marion Leiba	Mick George
	Natarsha Carney (Deputy Chair)	Steve Angus	Kylie Coe
	Cathy Parsons	Margaret Moreton	
	David Snell	Jeremy Watson	

<b>Apologies</b>	Tony Bartlett	Bhiamie Eckford-Williamson
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<b>Officials</b>	Dominic Lane, Emergency Services Agency (ESA) Commissioner
	Jim Schlizio, A/g Chief Officer, ACT Fire and Rescue
	Joe Murphy, Chief Officer, ACT Rural Fire Service
	Daniel Iglesias, Executive Director, Parks and Conservation Service (PCS)

<b>Invited Guests</b>	Mr David Foot, Executive Director ESA Risk and Planning
	Mr Steve Forbes, Manager Spatial Services, ESA Risk and Planning
	Mr Erik Sandin, GIS Officer, ESA Risk and Planning

### Minutes

<b>Agenda item:</b>	<b>1.0 – Welcome and Apologies</b>	<b>Presenter:</b>	<b>Chair</b>
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The Chair opened the meeting with an acknowledgement of the Traditional Custodians of Country and welcomed members to the Council Meeting. The Chair welcomed Mr Jeremy Watson to his first meeting of Council.

Apologies were noted from Tony Bartlett, Bhiamie Eckford-Williamson and Mark Brown, Chief Officer, ACT Fire and Rescue (ACT F&R).

**Action:**

- Nil

<b>Agenda item</b>	<b>2.0 – Declaration of Interest</b>	<b>Presenter:</b>	<b>Chair</b>
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The Chair introduced the item and noted the reporting requirements under the *Emergencies Act 2004*. Further information will be provided and discussed at the next meeting in December.

No declaration of interest reported by Council Members.

**Action:**

Secretariat to send out section 139 and 140 of the *Emergencies Act 2004* and BFC Terms of Reference

**Agenda item:** 3.0 – *Acceptance of minutes from previous meeting and update on action items arising from previous meetings* **Presenter:** Chair

**Discussion:**

The minutes from the October meeting were accepted as a true and accurate account of the meeting, with one minor amendment requested.

3.(a) Trial of the BFC Performance Checklist at the conclusion of meetings

Mr Snell agreed to report conduct and performance at the conclusion of the meeting and Council agreed to review the checklist and its use after three meetings.

The Chair noted that not all papers had been provided ahead of the meeting but time for members to pre-read reports is an important contributor to good Council performance. Meeting papers should be provided to the Secretariat before 10am each Monday before the Council Meeting.

**Action:**

- Review the BFC Performance Checklist at the March meeting

**Agenda item:** 4.0 – *Correspondence for noting* **Presenter:** Chair

**Discussion:**

The meeting noted that Council had received an email from Dr Perera re 11 Ossa Place Lyons and the Executive Officer (EO) referred Dr Perera's request to ACT Fire & Rescue as the matter falls within the built up area. The EO confirmed that ACT Fire and Rescue has actioned the request.

**Action:**

- Nil

**Agenda item:** 5.0 – *Topics for discussion from the 2017 ACT Bushfire Council Business Plan* **Presenter:** Chair

**Discussion:**

Presentation on Bushfire Attack Level (BAL), Bushfire Prone Area (BPA) and Light Detection and Ranging (LIDAR) by Mr Foot, Mr Forbes and Mr Sandin (ESA Risk and Planning).

The ESA has recently reviewed the Bush Fire Prone Areas (BPA), which are urban areas of Canberra at greatest risk from bushfire. The review used the LiDAR BAL modelling tool to inform BAL assessments. Drawing on the LiDAR imagery, a 3D model of bushfire prone areas was created which included vegetation density, building footprints and slope data. This allowed a comprehensive assessment of BAL consistent with the field processes detailed in the Australian Standard AS3959.

The tool allows ESA to deliver a consistent assessment of BAL across the entire ACT and will assist people in reducing their risk when building new houses in bushfire prone areas. By assessing vacant land, planners can ensure structures are positioned in a way that minimises the risk of damage in a fire and is an essential guide in the planning and approval process. There was discussion about the proposal of a policy for treating APZs as

unmanaged land/vegetation and formally extending the BPA to parts of the urban area of Canberra to increase protection for life and property. The changes would apply where the existing property is subject to knock down and rebuild and or renovation of the residence. A formal report will be provided to Council in the future. Council thanked the Executive Director, Risk and Planning, and his team for the update.

**Action:**

- Nil

**Agenda item:** 6.0 – Commissioners Report **Presenter:** Commissioner

**Discussion:**

Council noted the Commissioner’s report with the addition of information about the Incident Management Room (IMR) and the Emergency Coordination Centre (ECC) activation as part of an exercise to test a number of scenarios against the backdrop of the second Canberra game of the Rugby League World Cup series. The Commissioner extended an invitation to Council Member to attend and familiarise themselves with the procedures and protocols of the workings of incident management during an emergency situation.

Council thanked the Commissioner for the update.

**Action:**

- Nil

**Agenda item:** 7.0 – Land Managers Report **Presenter:** Executive Director PCS

**Discussion:**

The ED PCS provided a verbal update.

- *Nature Conservation Act 2014* (Minor Public Works) Amendment Bill 2017

The amendment to the current Act will streamline the approval process for routine bushfire management works related to fire prevention, saving significant time whilst ensuring environmental values are retained. The Legislation amendment also amends the following legislation, the *Planning and Development Act 2007* and *Planning and Development Regulation 2008*.

Minor works will now be covered by a Code Of Practice which will outline how minor works will be done. Any new trails or major works will still require a full Development Application (DA) and an Environmental Impact Statement (EIS).

- Canadian (British Columbia) Deployment

All PCS staff that deployed to Canada have returned safely. The feedback received was very positive; however; the release of staff is a big commitment and has a financial impact on PCS. The CO ACT RFS advised the recovery of funds has been slow in past deployments and is now being streamlined via NSW RFS and AFAC.

- Upgrade of TRN portable radios

The Executive Director PCS asked about the upgrade of TRN portable radios. PCS are backing off the ESA procurement process and would like to see their order finalised by the end of the financial year. The CO ACT RFS advised that ESA (ED Risk and Planning) leads the contract and procurement process for upgrading the tower infrastructure and the radio equipment.

In response, the Commissioner advised the Government's commitment to continue to upgrade the Territory Radio Network (TRN). This essential infrastructure will be used by the ESA, PCS and other government agencies to communicate, particularly across directorates during emergencies. The ED Risk and Planning is the project executive for this contract.

Council thanked the Executive Director, PCS for the update.

**Action:**

- Nil

**Agenda item:** *8.0 – ACT Rural Fire Service Report*

**Presenter:** CO ACTRFS

**Discussion:**

Council noted the ACT RFS report.

CO ACTRFS provided an overview of the Open Day held on Sunday 29 October 2017 at the ESA Headquarters at Fairbairn Business Park. This year's event was more accessible for disabled members of the community and tours of the ESA HQ were provided. The feedback from this year's event, attended by over 5000 people, was very positive. The open day had the support of all emergency services and ACT Policing with many displays. The community education aspect of the event was emphasized again, with visitors being welcomed by a team who identified if the visitors lived in a bushfire prone area and provided them with educational material. The Chief Officer acknowledged and thanked the Minister for Police and Emergency Services and Council members who attended the Open Day. He also made special mention of the massive efforts of ESA volunteers and staff and congratulated the Manager Community Engagement for organising such a successful community engagement event.

Council thanked the CO ACT RFS for the update.

**Action:**

- Nil

**Agenda item:** *9.0 – ACT Fire and Rescue*

**Presenter:**

A/g CO  
ACT F&R

9.1 Overview of the role ACT F&R Community Fire Units

Council noted the ACT Community Fire Unit (CFU) Program paper tabled at the meeting.

The A/g CO ACT F&R provided an overview of the CFU program managed by ACTF&R. There are currently 50 CFUs with 840 operational volunteers; one third are female. ACTF&R provides training and equipment to CFUs that are strategically placed near the urban bushland interface in Canberra. The CFUs assist residents prepare and protect their homes in the event of bushfires. This year's CFU 'Saturday' Open Day was held on 14 October 2017 and there was a focus on recruiting new members. CFUs routinely conduct letter box drops and door knocking in their local community, during the CBR Bushfire Ready campaign. The ESA purchased a large skip bin that is placed in CFU areas on weekends and used by CFUs to clean up green waste in their and their neighbours' gardens (the skip bin get booked out for weeks/months in advance).

A further initiative to increase member numbers is the introduction of cadet members, which is planned to commence early in 2018.

Council thanked the A/g CO ACT F&R for the update.

**Action:**

- Nil

**Agenda item:** 10.0 – *General Business*

**Presenter:**

**Chair**

**10.1 Progress of the ACT Bushfire Council Annual Preparedness Report 2017-18 to the Minister for Police and Emergency Services (MPES)**

Council discussed at length each section of the draft ACT Bushfire Council Annual Preparedness Report 2017-18 to the Minister and agreed on the recommendations with some minor changes. Council also requested a written status update from ESA on each recommendation from Attachment A in the 2016-17 Report, and for further information to be provided by ESA on some specific aspects of the report. Council agreed to progress the 2017-18 Report out of session and asked that comments on the current draft to be forwarded to the Chair by Tuesday 7 November 2017. The comments will be incorporated into a clean draft version and circulated for approval out-of-session. The Commissioner reiterated the offer to assist Council with information for their report and the CO ACT RFS agreed to provide an updated season forecast map and information on the Personal Protective Clothing (PPC) upgrade project.

The Chair thanked all members for their contributions, particularly those who contributed draft chapters, and ESA and EPSDD staff for providing the material on which the report is based.

**Actions:**

ESA to provide the information requested and Council members to provide any further comments by 7 November 2017.

**10.2 Development of the 2018 BFC Business Plan**

Council discussed topics for the coming year. Council resolved for the Chair to reflect upon the 2017 Business Plan and develop a draft Business Plan for 2018 which will be sent out as a meeting paper for discussion at the December meeting. Topics generally relate to strategic issues for bushfire management in the ACT.

Mr Snell provided an assessment of Council's performance against the checklist at the end of the meeting. The main point for improvement was reducing the size of the agenda.  
Council thanked all for their input to the meeting.

ESA Management and staff were excused from the meeting at 18:55.

#### **Closed Session**

The Council and Commissioner discussed a number of strategic topics.

#### **Actions:**

**10.1** - Annual Preparedness Report - ESA to provide the information requested and Council members to provide any further comments by 7 November 2017.

<b>Agenda item:</b>	<b><i>11.0 – Next Meeting</i></b>	<b>Presenter:</b>	<b>Chair</b>
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The next meeting will be held on Wednesday 6 December 2017.

**Closing:** The meeting was declared closed at 19:10pm



## ACT Bushfire Council Meeting Implementation of Action Items

### Active items for current meeting

Action Item / Issue	Originating meeting date	Assigned To	Due Date	Status	Comments
Agenda item 2 Send out section 139 and 140 of the <i>Emergencies Act 2004</i> and BFC Terms of Reference	1 November 2017	Secretariat	6 Dec 2017		
Agenda item 10.1 Annual Preparedness Report - ESA to provide the information requested and Council members to provide any further comments by 7 November 2017.	1 November 2017	ESA	7 Nov 2017		
Agenda item 5 5.1 The ESA to write to the Director General EPSDD in relation to the two large hazard reduction burns that have been taken out of the EPSDD BOP 5.2 Manager Fire, Forests and Roads PCS to provide an update regarding the National Fire Policy Statement/Best Practice Burning Programs at the November meeting 5.3 The Indigenous Fire Officer to provide the Chair with a paragraph on the outcomes of the Cultural Fire Management Program for the Annual Preparedness Report to the Minister	4 October 2017	<ul style="list-style-type: none"> <li>• CO ACT RFS</li> <li>• Manager, Fire, Forests and Roads PCS</li> </ul>			
Agenda item 7 <ul style="list-style-type: none"> <li>• The CO's ACT RFS and ACT F&amp;R to provide an overview of ACT RFS and ACT F&amp;R at the November BFC Meeting.</li> </ul>	4 October 2017	CO ACTRFS/CO ACT F&R	6 Dec 2017		

Action Item / Issue	Originating meeting date	Assigned To	Due Date	Status	Comments
<ul style="list-style-type: none"> <li>Parks to provide presentation or executive summary &amp; recommendations of the Fire Management Unit review</li> </ul>	2 August 2017	Daniel Iglesias (1 Nov)	6 Dec 2017		
<ul style="list-style-type: none"> <li>Report outcomes and achievements of the Community Engagement program for 2017</li> </ul>	2 August 2017	Fiona Amundsen	6 Dec 2017		

### Completed Items

Action Item	Originating Meeting date	Responsibility	Proposed/Revised completion date	Date completed
<ul style="list-style-type: none"> <li>Follow up on how to find presentations from the Symposium on the website</li> </ul>	2 August 2017	ESA/PCS		1 November 2017
<ul style="list-style-type: none"> <li>Report on Lower Cotter Catchment for BFC</li> </ul>	2 August 2017	PCS	ED PCS EPSDD to provide an update in the EPSDD report for future meetings	1 November 2017
<ul style="list-style-type: none"> <li>CO ACTRFS to email a risk register template to the Chair</li> <li>Manager Fire, Forests and Roads PCS advised he would email an AFAC meeting check list to the Chair</li> </ul>	4 October 2017	CO ACT RFS and Manager, Fire, Forests and Roads PCS		1 November 2017
<p>Agenda item 9:</p> <ul style="list-style-type: none"> <li>The Secretariat to liaise with the Executive Director Risk &amp; Planning to invite presenters to next meeting if time permits <ul style="list-style-type: none"> <li>on Bushfire Attack Level, Bushfire Prone Area and LIDAR by Mr Forbes</li> <li>building code AS3959 and APZ's by Mr Horner</li> </ul> </li> <li>The Secretariat to distribute (email copies) of all the meeting reports, papers and presentations to members following each BFC meetings.</li> </ul>			BFC Meeting 1 November 2017	1 November 2017


