



ACT Bushfire Council Meeting

2 May 2012
16:00 to 19:00
Black Mountain 1 & 2
Meeting Rooms
ACTESA Headquarters

Chair: Simon Katz

Attendees: Christine Goonrey, Member
Michael Lonergan, Member
Cathy Parsons, Member
Tony Fearnside, Member
Marion Leiba, Member
Simon Katz, Deputy Chair
Peter Beutel, Member
Natalie Hile, Member
Sarah Sharp, Member
Tony Bartlett, Member

Secretariat: Lynda Scanes
Andrew Stark, CO ACT Rural Fire Service
Michael Joyce, DCO ACT Rural Fire Service
Paul Swain, CO ACT Fire Brigade
Neil Cooper, Mgr Fire Forest and Roads, PCS

Invited Guest:

Meeting commencement: 16.15 **Meeting concluded:** 18.25

Minutes

Agenda item: 1.0 – Apologies **Presenter:** Chair

Kevin Jeffery, Andrew Stark and Michael Lonergan

Peter Beutel attended from 16.15 to 17.20

Natalie Hile attended from 17.45 to 18.25

Agenda item: 2.0 – Acceptance of minutes of 4 April 2012 meeting **Presenter:** Chair

Discussion: The Chair (Simon Katz) welcomed all to the meeting.

The minutes from the previous meeting held on 4 April 2012 were accepted as a true and accurate record.

Moved: Christine Goonrey

Seconded: Tony Bartlett

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 – Correspondence **Presenter:** Chair

Discussion: Nil

Action item: • Nil

Agenda item: *5.0 – Chief Officer’s Report* **Presenter:** CO ACTRFS

Discussion: Michael Joyce provided an update on progress of the Mobile Data Terminals (MDT’s) rollout.

Bushfire Council’s comments on the Draft Concept of Operations were forwarded to the Commissioner who will attend the meeting to speak to members to address comments.

The ACT Rural Fire Brigade is currently working on their business rules.

Michael Joyce spoke to the Built Up Area Map and advised the Bushfire Abatement Zone no longer has any relevance to operational planning.

An update on staff movement was provided.

Action item:

- Nil

Agenda item: *6.0 – Concept of Operations* **Presenter:** ESA Commissioner

Discussion: **Paper Tabled:** ACT Bushfire Council comments to the Draft Concept of Operations (CONOPS) for Bush and Grass Fires in the Australian Capital Territory.

The Strategic Review of Operational Arrangements for bushfires in the ACT was forwarded to ACT Bushfire Council Members for review and comment.

The Commissioner provided a detailed response to all the comments provided and advised that the CONOPS and BUA Map will be reviewed and updated annually.

The document will be provided to the Emergency Services Operational Review Group, the Minister for endorsement and the Commissioner will have final approval. The timeframe for implementation of this document is 18 months; therefore an interim set of arrangements for the next fire season will be required and in place well before 1 October 2012.

The next step is after the CONOPS is endorsed is the review of business rules. This work should be completed by end May 2013. A scenario will be conducted to test the CONOPS to see if it withstands the worst case scenario.

Bushfire Council Members discussed the Incident Management Team (IMT) and requested a copy of the 2011/2012 IMT plan.

Stand-up Arrangements in Appendix 1 was discussed and Tony Fearnside advised that a statement should be included to list volunteer stand-up arrangements. The Commissioner agreed to add the statement.

Action item:

- Michael Joyce to provide Council Members with a copy of the 2011/2012 IMT plan.

Agenda item: *7.0 – Community Awareness Update* **Presenter:** Michael Joyce

Discussion: Bushfire Council Members asked ‘What the ACTRFS is doing to educate the public about bushfires.’

Michael Joyce advised of the achievements of the Manager Community Awareness with the Community Engagement team and Social Media team. Council members requested the Manager Community Awareness provide an update at the next Bushfire Council Meeting, regarding previous and upcoming community engagement opportunities.

Michael Joyce advised that the Manager ESA Media and Community Information invited Bushfire Council Members to contact him via email or phone with any questions concerning Community Awareness.

Bushfire Council Members requested the Manager ESA Media and Community Information provide a calendar of previous and upcoming ACTRFS public awareness campaigns.

Community Awareness Update to remain on agenda.

- Action item:**
- **Manager Community Awareness to provide an update at the next Bushfire Council Meeting.**
 - **Manager ESA Media and Community Information provide a calendar of previous and upcoming ACTRFS public awareness campaigns.**

Agenda item: **8.0 – Tenth Anniversary Report to The Minister** **Presenter:** **Simon Katz and Natalie Hile**
Fire fighting relationships’.

Discussion: The development of the ‘10 year on’ report into recommendations of the Smith/McLeod/Doogan reports for the 10 year anniversary next year was discussed.

Natalie Hile stated that due to time constraints and work commitments the section of the report ‘Fire fighting relationships’ is not available to disseminate at the meeting. A draft to be circulated out of session.

- Action item:**
- **To be carried over to next meeting.**
 - **The report to be circulated out of session.**

Additional Items

Agenda item: **9.0 – Other Business** **Presenter:** **Sarah Sharp and Cathy Parsons**

Discussion: ***Bushfire Council Project Report — Residential Planning for bushfires risk management.***

Sarah Sharp and Cathy Parsons provided an update on progress of the project and sought to clarify information received regarding Bushfires and Land Planning. There was uncertainty if the *Planning for Bushfire Risk Mitigation Guidelines* remained under review. Michael Joyce advised he would clarify and send an email (out of session).

Consultation processes and concerns with planning for new developments/suburbs were discussed at length.

Bushfire Council agreed to request information from Land and Planning on what process is followed and how bushfire risk is taken into account when designing a new suburb (house standards, human safety and conservation and fire fighting capacity).

Council to consider and form a view on all issues and make recommendations to Government as necessary.

- Action items:**
- **Michael Joyce to clarify if the *Planning for Bushfire Risk Mitigation Guidelines* are under review and email advice to Council Members.**

Agenda item: **11.0 – Territory and Municipal Services** **Presenter:** **Neil Cooper**
Directorate (TAMD) quarterly report on the Bushfire Operational Plan (BOP)

Discussion: Neil Cooper provided a detailed overview of staff movement in the Fire Unit, Parks and Conservation, TAMSD.

The Fire Unit has been working on the 2012/13 BOP in conjunction with Andrew Stark. A half day workshop will be conducted with relevant TAMSD and ACTRFS staff. The budget for the 2012/13 BOP has not been announced so it has been developed with the budget received in the last financial year.

Neil Cooper stated that the BOP was being followed with hazard reduction burns being conducted and future hazard reductions planned in the 2012/13 BOP were discussed.

Bushfire Council Members thanked Neil Cooper for his attendance.

Action item: • **Nil**

Agenda item:	12.0 – Next meeting	Presenter:	Secretariat
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The meeting was closed at 18.25 pm.

The next meeting is scheduled for 6 June 2012.



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.
- The progress status legend (Red, Amber Green) represents the action officer’s assessment of the status of progress to the Bushfire Council. Green indicates implementation on track, amber indicates some delays in implementation or receipt of status update information, red indicates significant delays and/or no information on the status of implementation.

Action Item / Issue ¹	R	A	G	Originating Meeting date	Responsibility	Proposed / Revised completion date	General Comment	Status Update
Presentation on how RFS is changing as an agency, to be added as an agenda item				4/5/11	ACTRFS		Andrew Stark to provide update at the June Council Meeting	Ongoing
Explanation on progress of IMT roles and personnel to be added onto the next suitable agenda				2/2/11	ACTRFS		Update to be provided at the June Council Meeting	Ongoing
Training needs analysis to be tabled at the next Bushfire Council Meeting.				7/3/12	ACTRFS			

Council to be advised of TAMS restructure when process is finalised.			5/10/11	Kevin Jeffery		9/2/12 Andrew Stark advised that he has not heard additional information at this time. Neil Cooper advised Cabinet are still considering arrangements/endorsement.	To remain on agenda
Strategic priorities for BFC Meetings 1) ACTION: Copy of community preparedness survey to be provided to all members. 2) ACTION: Manager ACTRFS Community Awareness to be invited to next Bushfire Council Meeting to speak about specific ACTRFS strategies for public communications.			9/2/2012	Kevin Jeffery		1) Greg Potts advised that the survey was conducted in the Duffy area by Bushfire CRC and Latrobe University. 2) For next agenda	3) Greg Potts to send copy of community preparedness survey to Bushfire Council Members.
TAMS quarterly report on the Bushfire Operational Plan			9/2/2012	Neil Cooper	On-going		On-going
Request that Jason Sharples be approached to present the research relating to bushfire behaviour to the Committee.			9/2/2012	Kevin Jeffery	4/4/2012	To remain on agenda	

<p>The ACT Bushfire Council 2012 Performance Management Inquires Recommendations into the 2003 Canberra Bushfires — Revision of Fire Fighting Equipment and System report.</p> <p>1) ACTION: Bushfire Council to put a formal recommendation that the comments become an action in the 2012 report.</p> <p>2) ACTION: ACTRFS to follow-up procurement methodology regarding availability of machinery, drivers and provide clarity around conditions of contract arrangements.</p> <p>3) ACTION: ACTRFS — Andrew Stark to provide Bushfire Council with the trial of fire retardant report conducted by Bushfire CRC.</p>			7/3/2012	<p>1) Bushfire Council 2) ACTRFS 3) Andrew Stark</p>			On-going
<p>1) ACTION: Provide Bushfire Council with an update — Subject MDS.</p> <p>2) ACTION: Provide Bushfire Council with an update — Subject ComCen arrangements.</p>			7/3/2012	<p>1) Michael Lonergan 2) Michael Lonergan</p>			
<p>Include the next topic 'Fire fighting relationships.</p>			4/4/2012	<p>Simon Katz Natalie Hile</p>		Report to be circulated out of session.	To be carried over to the agenda in June 2012
<p>Provide Council Members with a copy of the 2011/2012 IMT plan.</p>			2/5/2012	Michael Joyce		Email sent to members.	

<p>Arrange the Manager Community Awareness to provide an update at the next Bushfire Council Meeting.</p> <p>Arrange the Manager ESA Media and Community Information to provide a calendar of previous and upcoming ACTRFS public awareness campaigns.</p>			2/5/2012	Secretariat			
<p>Michael Joyce to clarify if the Planning for Bushfire Risk Mitigation Report is under review and email advice to Council Members.</p>			2/5/2012	Michael Joyce			Done