Community Engagement Consultative Committee Minutes

Date of Meeting: **Friday 15 March 2019**

Time from/to: **0900 – 1600**

Chair: **Stephen O'Malley – NSW RFS**

Required Attendees: **Brian Millar – RFSA (Deputy Chair)**

Leah Ross – RFSA
Zofie Lahodny-Gesco - RFSA
Daniel Osborne – RFSA
Barry Kennedy - RFSA
Colin Segelov - RFSA
Susanne Barker – RFSA
Brian Jewell – RFSA
Irene Hancock - RFSA

Anthony Clark – NSW RFS (Executive Officer)
Anthony Bradstreet – NSW RFS

Minutes: **Melissa Baker - NSW RFS**

Apologies: **David Harris - RFSA**

Location: **NSW RFS HQ Level 4 Snowy Mountains Meeting Room**

Agenda

No.	Agenda Item	Responsible	Time
1.	Commissioner's Address in Barwon meeting room		0900
	Committee convenes in Snowy Mountains meeting room		0955
2.	Welcome & Introduction	Chair	1000
3.	Acceptance of Apologies	Chair	1005
4.	Declaration of Conflict of Interest	Chair	1010
5.	Acceptance of minutes of previous meeting	Chair	1015
6.	Matters arising from minutes or previous meeting	Chair	1020
7.	Standing Item: Community Engagement Strategic Directions 2017-2021 - Update	Anthony Bradstreet	1030
	Morning tea		**1045**

No.	Agenda Item	Responsible	Time
8.	Public Information and Warnings – Update	Anthony Clark	1100
9.	Targeted Engagement Strategies - Update	Anthony Bradstreet	1130
	Lunch – Mountain Ash Room		**1200**
10.	SPARC Project	Anthony Bradstreet	1300
11.	Activity/Resource Development Update • Factsheet Update • Farm Fire Plan • A Very Real Experience • Get Ready Weekend 2019	Anthony Bradstreet	1330
12.	Community Engagement Facilitator	Jonty Bruce	1400
	Afternoon tea		**1430**
13.	Schools – Project Firestorm & Triple Zero Challenge	Anthony Bradstreet	1500
14.	Aboriginal Initiatives Update	Anthony Bradstreet / Jeff Lucas	1530
15.	General Business	NSW RFS/RFSA	1545
	Next meeting and close	Chair	1600
	Dinner – Mercure Hotel Parramatta **106 Hassall Street Rosehill**		**1800 for 1830**

Minutes

No.	Item Minute	Action No.
1.	**Commissioner's Address**	
	Committee convenes in Snowy Mountains meeting room	
2.	**Welcome** The Chair welcomed all to the meeting and acknowledged Country	
3.	**Acceptance of Apologies** The Chair noted the following apologies: David Harris	
4.	**Declaration of Conflict of Interest** No conflicts of interest were declared by any members present at the meeting.	
5.	**Acceptance of minutes of previous meeting** A number of amendments and queries were made about the minutes including:	

No.	Item Minute	Action No.
	• Two RFSA committee members (Brian Jewell & David Harris) were listed both in attendance and apologies – error amended • Item 7: Query raised with Get Ready Weekend (GRW) timing (for Region North) – General discussion took place regarding GRW. Advice provided that local Districts may hold events on a different date, but there is a need to maintain a key date for state wide activity. Resources to be provided in advance to allow local event timing. • Item 9: Farmers engagement plan to be sent to Committee **Action** • Item 10: Zofie raised concern regarding the running of indigenous CSA courses. Agenda item to be submitted for next meeting **Action** • Item 11: Clarification provided on environmental standards meaning • Item 12: Committee seeking to have Introduction to Community Engagement (ICE) included as part of BF course. Stephen O'Malley to consult with responsible Directors **Action**	
6.	**Matters arising from minutes or previous meeting** • Stephen O'Malley explained to the Committee that NSW RFS attempt to fill the agenda if RFSA do not submit business papers. Stephen strongly encouraged RFSA to submit papers. • Requested the agenda be emailed ahead of the meeting as some members only received printed papers yesterday. **Action** • Discussion regarding with new Community Engagement resources not made available to the Committee to view/provide feedback prior to being released/removed. Discussion took place regarding quarterly update of resource catalogue to be integrated into the Resource Development item. Concern noted and updates to be circulated to Committee, with schedule of planned reviews to be developed. **Action** • Concern with My Fire Plan application being removed on introduction of new campaign – general discussion. Task Ref: 7.1 – Distribute Get Ready Weekend feedback to Committee - **Not complete** Task Ref: 7.2 – Arrange delivery of GRW resources no later than August 2019 **Complete** Task Ref: 9.1 – Provide Committee with ACEFA Conference report - **Not complete** Task Ref: 12.1 – CSF training courses to be included on training calendar and early advice of their locations to be communicated. **Complete** Task Ref: 14.1 – Public information and warnings to form a standing item on the agenda **Complete** **Actions:** • 6.1: Consult Merryn Campbell regarding CECC business papers being emailed to Committee	6.1 6.2 6.3 6.4 6.5 6.6

No.	Item Minute	Action No.
	• 6.2: Circulate quarterly update of CE resource catalogue and schedule to the Committee • 6.3: Circulate Farmers Engagement Plan to Committee • 6.4: Indigenous CSA and Street Firewise program to be added to next meeting agenda • 6.5: Consult with Jason Heffernan and Stephen Glassock regarding ICE being included in BF course • 6.6: Task ref 7.2 from previous meeting (October 18) not complete – Circulate GRW feedback to Committee • 6.7: Task ref 9.1 from previous meeting (October 18) not complete – Circulate ACEFA Conference report to Committee	6.7
7.	**Standing Item: Community Engagement Strategic Directions 2017-2021 – Update** Tabled as per business paper • Overview provided to Committee – overall on track, a lot of work happening across the CE Team • State wide activities - State Emergency Management Committee (SEMC) established new Community Engagement Sub-Committee. NSW RFS taking the lead on developing a state wide community engagement framework and monitoring and evaluation tool. **Actions: Nil**	
8.	**Public Information and Warnings – Update** Tabled as per business paper • General overview and update provided to Committee on National Fire Danger Rating System (NFDRS) and Establishment of the NSW Public Information Working Group • 50 focus groups held across the country in region, metro and remote indigenous communities • Stephen O'Malley noted the NFDRS project is an extraordinary piece of work **Actions: Nil**	
9.	**Targeted Engagement Strategies – Update** Tabled as per business paper • General overview and update provided to Committee on targeted engagement strategies • Aging and disability strategy – workshop with stakeholders convened in mid-March. Report of the workshop will be circulated to the Committee **Action** • Draft strategy will be delivered by end of 18/19 financial year and will be circulated to Committee for feedback **Action** • A deaf liaison network has already been established. • Translated fact sheets will be updated, including bush fire survival plan.	

No.	Item Minute	Action No.
	• Aboriginal strategy – Jeff Lucas taking carriage of working group and coordinating committee. Primary initiative – establishing liaison networks • Farmer's strategy – farm fire plan being designed and will be circulated to the Committee for feedback **Action** • Schools strategy – new programs under development, reinforced that existing programs can continue until they are superseded. • Pre-schools – Noted that the Triple Zero Challenge has been targeted for Stage 1 (K-2), with nothing currently under development for pre-school facilitated sessions. Can be developed if there is enough need. **Actions:** • 9.1: Circulate Aging and Disability strategy workshop outcomes to Committee • 9.2: Circulate Aging and Disability draft strategy to Committee • 9.3: Circulate Farmers strategy to Committee	
10.	**SPARC Project** Earlier update provided as part of 9am briefing. Tabled as per business paper • General overview of the Supporting Preparedness in At-Risk Communities Project (SPARC) provided to the Committee • Workshops undertaken with a range of members extending to group officers and community sectors at Illawarra, Hornsby, Blue Mountains and Northern Beaches • General discussion took place regarding the SPARC project • Funding will be made available for delivery of identified activities in the trial program • Endeavour to have project up and running by next fire season. Discussed using the Committees District as potential trial areas. Further consultation with Regional Services will help identify areas. **Actions: Nil**	
11.	**Activity/Resource Development Update** Tabled as per business paper. Highlights of recent development include: • Factsheet Series Update – drafted and preparing for release with Get Ready Weekend • Farm Fire Plan • A Very Real Experience – Virtual Reality Project • Get Ready Weekend 2019 Tabled as per business paper • Detailed schedule of resources to be developed and shared with Committee **Action (As per 6.2)** • General discussion took place regarding resources	11.1

No.	Item Minute	Action No.
	• Stephen O'Malley advised it is intended bush fire prone land maps will be available on the public website by 30 June, these will be a spatial display as part of Project Guardian	
12.	**Community Engagement Training update** Tabled as per business paper • General overview of the Community Engagement Facilitator (CSF) and Community Safety Coordinator (CSC) training programs provided to the Committee • Recently undertook 12 CSF workshops across the state with great uptake of over 200 participants • On track to deliver first draft of the Community Engagement Facilitator course by 25 March for a key stakeholder review session. This will also be circulated to the Committee **Action** • General discussion took place regarding assessments and pre/post course work for courses. Committee invited to provide feedback regarding post course work • Scoping of CSC program is underway and development has commenced. Will be integrated in OpO and made available to senior members. Actions: • 12.1: Draft CSF course to be presented to Committee at next meeting	12.1
13.	**Schools – Project Firestorm & Triple Zero Challenge** Tabled as per business paper Project Firestorm Program • Presentation delivered to the Committee updating on development • Target for Stage 3 (years 5-6) • The program is an online resource and forms part of the school curriculum. So far 12 schools across Sydney have adopted the program • Anticipate to have NSW RFS members trained and the program up and running by term three 2019 Triple Zero Challenge • Presentation delivered to the Committee updating on development • Targeted for stage 1 (K-2) • Beta version to be delivered end of this month • Suggestion from Committee to include different skin colours in the cartoon characters appearing in the animation – noted Virtual Reality Experience • Presentation delivered to the Committee on development • Resources accessibility – looking to make large version available as a state-wide resource. Lite version could be purchased by Districts/Brigades	

No.	Item Minute	Action No.
	• General discussion regarding Smoke House and Little Ed resources being tired and the need for replacement. Confirmed that the Virtual Reality Experience and an enhanced live-reel based activity called Triple Zero Hero Challenge will replace these state wide resources over the coming months. **Actions: Nil**	
14.	**Aboriginal Initiatives Update** • The Aboriginal Coordinating Committee and Working Group have not met since the October RFSA meeting so there is no further official report. Will be circulated once received. **ACTION** • Out of session there has been ongoing discussion regarding the development of an Aboriginal Liaison Network. Current thinking is to develop a guideline and launch the network in Dubbo when the new training centres comes online. **Action:** • 14.1: Circulate update from the next Aboriginal Coordinating Committee and Working Group to Committee	14.1
15.	**General Business** <u>Stephen O'Malley</u> • Should members of the Committee wish to raise matters to discuss, there is a process in place for items to be submitted to appear on the agenda. Strongly encourage RFSA input to the agenda • General discussion regarding Get Ready Weekend <u>Daniel Osborne</u> • Seeking agreeance to allocate minimum 30 minutes to general business on the agenda. Stephen O'Malley encouraged Committee to submit papers for the agenda so the topic(s) can be addressed prior to the meeting and a relevant response/outcome can be presented at the meeting • Community Field Liaison officer trial raised last meeting. Require update and concern raised with Districts holding workshops – Anthony Bradstreet Delivered draft CONCOPS, IAP and discussed trial with Operations, but was deferred due to proximity to fire season. This will be progressed as a matter of urgency prior to establish the capability prior to next fire season. An agenda item and update will be provided at the next meeting **Action** • General discussion took place regarding the need for field liaison vehicles and field liaison officers being deployed in a coordinated arrangement. <u>Brian Millar</u> • Concern raised regarding use of jargon and acronyms in our communications to the public. Example of EA messages using language such as 'shelter in place' is not understood. Anthony Clark advised currently working on the language used in such messages. Stephen O'Malley asked for examples to be forwarded to allow the opportunity to review and improve where needed	15.1

No.	Item Minute	Action No.
	• Fires Near Me notifications – concerned raised with the number of state wide push notifications through the app. Anthony Clark advised a new update will be launch soon and only state wide notifications (TOBANS) will be sent as push notifications • Extended thanks to the Chair – Stephen O'Malley, Executive Officer – Anthony Clark as well as Anthony Bradstreet and Melissa Baker for taking on feedback and capturing minutes • General discussion took place regarding fact sheets. Anthony Bradstreet informed the Committee the primary Community Engagement resource is the Bush Fire Survival Plan which is supported by factsheets but we don't duplicate content across the two. • Committee raised concerns with the agenda and business papers arriving so late ahead of the meeting. The Committee asked that the business papers for this Committee be emailed as well as posted. **Action** **Actions:** • 15.1: List Community Field Liaison as an agenda item for next meeting	
	Meeting closed – 1548 hours	
	Next Meeting – 5 July 2019	
	Dinner – Mercure Hotel 106 Hassall Street, Parramatta	

The following is a summary of the tasks determined during the meeting:

Task Ref.	Subject	Task Description	Owner	Due Date
6.1	CECC business papers	Consult Merryn Campbell regarding CECC business papers being emailed to Committee	Anthony Clark	July 2019
6.2	CE Resource catalogue	Circulate quarterly update of CE resource catalogue to the Committee	Anthony Bradstreet	July 2019
6.3	Farmers Engagement Strategy	Circulate Farmers Engagement Plan to Committee	Anthony Bradstreet	July 2019
6.4	Indigenous CSA delivery	Indigenous CSA item to be submitted	Zofie Lahodny-Gesco & Anthony Bradstreet	July 2019
6.5	ICE integration in BF course	Consult relevant Directors regarding ICE integration in BF course	Stephen O'Malley	July 2019
6.5	GRW Feedback	Task ref 7.2 from previous meeting (October 18) – Circulate GRW feedback to Committee	Anthony Bradstreet	July 2019
6.7	ACEFA Conference report	Task ref 9.1 from previous meeting (October 18) – Circulate ACEFA Conference report to Committee	Anthony Bradstreet	July 2019
9.1	Aging and Disability workshop	Circulate Aging and Disability strategy workshop outcomes to Committee	Anthony Bradstreet	July 2019
9.2	Aging and Disability Strategy	Circulate Aging and Disability draft strategy to Committee	Anthony Bradstreet	July 2019
9.3	Farm Fire Plan	Circulate Farm Fire Plan to Committee for feedback	Anthony Bradstreet	July 2019
11.1	Community Engagement Resources	Detailed schedule of CE resources to be developed and circulated to Committee	Anthony Bradstreet	July 2019

Task Ref.	Subject	Task Description	Owner	Due Date
12.1	CSF (Community Engagement Facilitator) course	Community Engagement Facilitator (CSF) draft content circulated to Committee	Anthony Bradstreet	July 2019
14.1	Aboriginal Initiatives update	Circulate Aboriginal Initiatives update to Committee	Jeff Lucas/Anthony Bradstreet	July 2019
15.1	Community Field Liaison (CFL)	Provide Committee with an update on CFL	Anthony Bradstreet	July 2019