Government of **Western Australia**
Department of **Fire & Emergency Services**
Office of Bushfire Risk Management

DFES
Department of Fire & Emergency Services

Minutes
Stakeholder Reference Group Meeting

SUBJECT: ***Permit Review Project: Stakeholder Reference Group Meeting No. 1***

DATE: *Wednesday 30 March 2016, 12:30pm*

LOCATION: *Meeting Room 5, Second Floor, Cockburn ESC and Webinar facility*

Attendees:	Tim McNAUGHT	Executive Manager, OBRM (Chair)
	Bruce TELFER	OBRM Analysis & Reporting Manager (Executive Officer)
	Grant PIPE	DFES Superintendent, Kimberley (via Webinar)
	Morgwn JONES	Pilbara Gascoyne Working Group Chair (via Webinar)
	George STORER	Northern Agricultural Zone Working Group Chair
	Brian WATKINS	Metropolitan Zone Working Group Chair
	Ashley STEWART	Mining & Pastoral Zone Working Group Chair (via Webinar)
	Todd RIDLEY	Southern Agricultural & Forest Zone Working Group Chair
	Leo ZAZA	DFES Legal & Legislation (Observer)
	John LANE	WALGA (Observer)
	Dave EDWARDS	Volunteer Advisory Committee Representative (Observer) (via Webinar)

Apologies: Nil

1. Welcome

2. House keeping

3. Introduction and background of members and observers

3.1 Attendance list and confirmation of contact details.

ACTION: EXECUTIVE OFFICER TO CIRCULATE ZONE CONTACT SUMMARY TO ALL STAKEHOLDERS.

ACTION: WORKING GROUP CHAIRS TO ADD CONTACT DETAILS OF WORKING GROUP (WG) MEMBERS AND RETURN TO EXECUTIVE OFFICER BY 6 APRIL 2016.

4. Project Overview

5. Project Administration

5.1 Agendas: Agendas will be in accordance with an OBRM template. The Executive Officer will send draft agendas by email to Stakeholder Reference Group (SRG) members and observers two weeks prior to the meeting. Amendments to the draft agenda are to be returned to the Executive Officer by email (obrm@dfes.wa.gov.au Subject line: *Attention SRG Executive Officer - draft SRG agenda*) no later than three working days prior to the meeting.

5.2 Minutes: Minutes will be in accordance with an OBRM template. Draft minutes will be provided by email to the WG chairs within two working days after the SRG meeting. The WG chairs are to return the minutes with any amendments within a further three working days. When the minutes have been ratified through this process they will be published on the OBRM web page.

5.3 Action items: Action items will be embedded in the minutes.

5.4 Quorum: Refer to Draft Terms of Reference.

5.5 Voting rules: Refer to Draft Terms of Reference. If a quorum is not present, voting may be conducted out of session. (Executive Officer's note: it should be possible to use the voting function in MS Outlook for this purpose)

5.6 Administrative assistance for WG: OBRM will wherever possible provide administrative assistance to the WG's. Templates for agenda's and minutes are available from the Executive Officer.

6. Terms of Reference

The SRG Draft Terms of Reference were 'tabled'. Amendments were proposed. The revised version will be circulated to WG chairs with the minutes for endorsement. Any further amendments to the Terms of Reference to be completed by way of "Track Changes" within the document and forwarded by 6 April 2016 to: (obrm@dfes.wa.gov.au Subject line: *Attention SRG Executive Officer - Terms of Reference*)

Roles (background) of SRG members to be included within the Terms of Reference.

7. Options Papers

- The WG chairs are to prioritise their Options Papers from one to eleven and identify three priority Options papers to be addressed by their respective WGs initially.
- New Issues identified by WG's are to be provided to the Executive Officer who will develop an Options paper for consideration by the WG's.

ACTION: WG CHAIRS TO IDENTIFY THREE PRIORITY OPTIONS PAPERS AND ADVISE THE EXECUTIVE OFFICER BY 6 APRIL 2016.

ACTION: EXECUTIVE OFFICER WILL CONSOLIDATE LIST AND CIRCULATE AMONGST SRG MEMBERS BY 15 APRIL.

- Cycling of Options papers from WG to OBRM who will reallocate to next WG Chair to ensure building of options to issues and that papers can be appropriately tracked.
- New Issues that are not within the current scope of this project may be presented to the SRG. These items will be retained for further consideration at some time in the future by OBRM and/or the SRG.

8. Other business

8.1 Zone stakeholder list.

ACTION: WG CHAIRS ARE REQUESTED TO DEVELOP A LIST/REGISTER OF STAKEHOLDERS THAT MAY BE INTERESTED IN THIS PROJECT OR ABLE TO ASSIST THE PROGRESS OF THE PROJECT.

8.2 Schedule of DOACs/ROACs/BFACs

ACTION: WG CHAIRS TO FORWARD DETAILS OF RELEVANT MEETINGS TO THE EXECUTIVE OFFICER BY 13 APRIL 2016.

8.3 Discussion regarding any template or whether OBRM had any preconceived structure for the permit. Concept is to have a permit that LG's can adapt to local circumstances. Only 'must haves', will be the legislative elements. Other permit elements will be developed through options from the WG's and stakeholders and agreed to by SRG. Chair committed to tabling legislative elements at next SRG meeting.

ACTION: CHAIR TO WORK WITH DFES LEGAL SERVICES TO DOCUMENT LEGAL ELEMENTS FOR THE PERMIT FOR TABLING AT THE NEXT SRG MEETING ON 30 MAY 2016.

9. Timelines and future meetings

- Meetings to be held every two months.
- Next meeting: 30 May 2016. Confirmation by Outlook appointment by 8 April 2016

Meeting closed 2:00pm 30 March 2016.