Local Government Permit Review Project  
Stakeholder Reference Group  

Terms of Reference

1. Purpose
The aim of the Local Government Permit Review Project is to develop a contemporary framework for the application of planned fire at the local government level, aligned to AS/NZS ISO31000:2009 Risk management – Principles and guidelines. The Stakeholder Reference Group will work collaboratively with the Office of Bushfire Risk Management (OBRM) to provide input into the project and guide development of the project outputs.

The overall Local Government Permit Review Project objectives are to:

- Improve coordination and oversight of planned fire activities, at the local government level;
- Increase understanding of roles and responsibilities in regard to permits and planned fire activities;
- Reduce the potential for planned burns to escape and cause significant damage;
- Achieve greater consistency in permit issuing practices; and
- Influence the review of related DFES publications to ensure they reflect best practice and incorporate the outputs of the project.

2. Responsibilities
The Stakeholder Reference Group’s responsibilities will primarily be to:

- Establish the permit elements to be included in a standard format permit, relevant to the region or area;
- Determine the triggers that define a burning activity as simple or complex;
- Define the best practice processes for assessing, issuing, implementing and monitoring a permit;
- Clarify the roles and responsibilities of state and local government, the permit issuing officer and the permit holder; in the context of the Bush Fires Act 1954 and Bush Fires Regulations 1954.
- Identify, inform and/or develop any tools required to support the permit issuing officer and permit holder undertake their responsibilities (e.g. checklists, risk/complexity matrices, decision tools)

In fulfilling these responsibilities, The Stakeholder Reference Group will need to ensure outcomes:

- Reflect the regulatory role of local government;
- Consider risk management best practice; and
- Be cognisant of future developments arising from the emergency services legislative review.
3. Governance

The governance structure for the Stakeholder Reference Group is as follows:

- Project Manager
- Project Team
- Stakeholder Reference Group (SRG)

Responsibilities:
- Overall project planning, management, coordination and delivery
- Monitoring and reporting against key milestones, scope, time and budget
- Guide and support the Stakeholder Reference Group

Membership:
- Project Manager (OBRM)
- Reporting & Analysis Team (OBRM)
- Policy Team (OBRM)

Kimberley Working Group
- DOACs/RDAGs
- BFACs
- Local Govt Zones

Pilbara-Gascoyne Working Group
- DOACs/RDAGs
- BFACs
- Local Govt Zones

Mining and Pastoral Working Group
- DOACs/RDAGs
- BFACs
- Local Govt Zones

Northern Agricultural Working Group
- DOACs/RDAGs
- BFACs
- Local Govt Zones

Metropolitan Working Group
- DOACs/RDAGs
- BFACs
- Local Govt Zones

Southern Agricultural and Forest Working Group
- DOACs/RDAGs
- BFACs
- Local Govt Zones

Stakeholder Organisations and Permit Users

Membership:
- OBRM (Chair)
- Working Group Chairs (x6)
- Volunteer Representative (observer)
- WALGA Representative (observer)
- DFES Legislative Review Team Representative (observer)

Responsibilities:
- Identify the best practice elements relevant to the zone, including:
  - Permit format
  - Processes and procedures
  - Roles and responsibilities
  - Tools and checklists
- Inform development of a best practice guide and associated tools

Responsibilities:
- Overall project planning, management, coordination and delivery
- Monitoring and reporting against key milestones, scope, time and budget
- Guide and support the Stakeholder Reference Group

4. Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>SRG Role</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim McNaught, Executive Manager</td>
<td>Chair and Member</td>
<td>OBRM. Oversight of bushfire risk management across WA.</td>
</tr>
<tr>
<td>Bruce Telfer, Analysis &amp; Reporting Manager</td>
<td>Executive Officer and Observer</td>
<td>OBRM. Oversight of bushfire risk management across WA.</td>
</tr>
<tr>
<td>Grant Pipe, Superintendent (Kimberley Working Group, Chair)</td>
<td>Member</td>
<td>DFES. Management of Fire and Emergency Services in the Kimberley region.</td>
</tr>
<tr>
<td>Ashley Stewart (Mining and Pastoral Working Group, Chair)</td>
<td>Member</td>
<td>CBFCO, Shire of Esperance. Agriculture industry and bushfire control matters on behalf of the shire.</td>
</tr>
<tr>
<td>George Storer (Northern Agricultural Working Group, Chair)</td>
<td>Member</td>
<td>FCO, Shire of Koorda. Agriculture industry &amp; former Chair of Midwest DOAC.</td>
</tr>
<tr>
<td>Brian Watkins Manager Ranger &amp; Emergency Services (Metropolitan Working Group, Chair)</td>
<td>Member</td>
<td>City of Armadale, Manager of Ranger &amp; Emergency Services MAIES.</td>
</tr>
<tr>
<td>Todd Ridley Community Emergency Services Manager (Southern Agricultural and Forest Working Group, Chair)</td>
<td>Member</td>
<td>Shire of Manjimup. Management of bushfire related matters on behalf of the Shire.</td>
</tr>
<tr>
<td>David Edwards</td>
<td>Observer</td>
<td>Volunteer representative.</td>
</tr>
<tr>
<td>John Lane Coordinator Emergency Services</td>
<td>Observer</td>
<td>WALGA Local Government Emergency Services representative.</td>
</tr>
<tr>
<td>Paul Simpson/Leo Zaza/Michelle Smith</td>
<td>Observer</td>
<td>DFES. Legislative Review Team.</td>
</tr>
</tbody>
</table>

Other external stakeholders or subject matter experts may be invited to attend meetings in an advisory capacity for specific purposes, as determined by the Chair.
5. Chair
The Executive Manager, OBRM will chair the Stakeholder Reference Group.

6. Quorum
Attendance of 6 of the 7 appointed members including the Chair, in person, via teleconference or webinar, will constitute a quorum for voting purposes. In the event that a quorum is not present at the meeting, voting may be conducted out of session.

7. Meeting Agenda
The agenda shall be prepared and communicated to all core Stakeholder Reference Group members not less than fourteen (14) calendar days prior to the appointed meeting date. Any updates from members to draft agenda to be forwarded to Executive Officer no less than seven (7) calendar days from the meeting date. Finalised agenda to be forwarded out three (3) business days prior to meeting. Items of an urgent nature may be submitted for inclusion on the agenda after that time, at the discretion of the Chair.

8. Proxy Membership
Where members or observers are unable to attend they should nominate a suitable proxy to attend on their behalf. Members are to ensure that their proxy is appropriately briefed, before attending the meeting.

9. Co-option
Should a member need to resign from the Stakeholder Reference Group, written notice is to be given to the Chair, at the member’s earliest convenience. Replacement members will be appointed by the Chair. The Chair may consult the departing member, the affected working group or other parties to identify a suitable candidate to replace the departing member.

Additional members may be appointed to the Stakeholder Reference Group, at the discretion of the Chair.

10. Accountability
Through participation in the Stakeholder Reference Group, members agree to:

- Actively and constructively contribute to the consultation process;
- Act as a spokesperson for their wider stakeholder group and represent their views and concerns;
- Provide comment and feedback by the assigned due dates, or as previously agreed with the Stakeholder Reference Group Chair;
11. Meetings
Due to the physical location of members, meetings may be held in person, or via teleconference or webinar. Meetings will generally be held every two (2) months, depending on the stage and progress of the project, or as otherwise requested by the Chair.
Discussion papers, draft documents and other material may be circulated to members out-of-session for their comment or consideration

12. Duration
The Stakeholder Reference Group and subsequent Working Groups are tasked with a specific function in relation to this project. As such, the groups will operate for a limited duration and conclude at the end of this project.

13. Working Groups
There are six (6) Working Groups reporting to the Stakeholder Reference Group.

<table>
<thead>
<tr>
<th>Working Group</th>
<th>Chair</th>
<th>Represented LGs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberley</td>
<td>Grant Pipe</td>
<td>Refer to project zone map.</td>
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<tr>
<td>Pilbara-Gascoyne</td>
<td>Morgwn Jones</td>
<td>Refer to project zone map.</td>
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<td>Todd Ridley</td>
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<tr>
<td>and Forest</td>
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13.1 Function
The Working Groups will be responsible for consulting and liaising with other local governments and stakeholders in their zone, in regard to the project and project outputs.

13.2 Structure
The Chair of each Working Group will be a member of the Stakeholder Reference Group. Working Group membership is at the discretion of the Working Group Chair, however is expected to include representation from local government, volunteer Fire Control Officers and DFES at a minimum.

The Working Group may use established committee structures (DOAC, ROAC, BFAC or Local Government Zone) to consult with wider stakeholder groups on the project. Further consultation with permit users is expected outside of these established committee structures.
13.3 Reporting

14. Confidentiality
Members of the Stakeholder Reference Group are bound to the normal confidentiality requirements relating to State Government information and activities. Members will not disclose information or written material (such as agendas, minutes, discussion papers or other documents) to other parties, unless otherwise directed by the Stakeholder Reference Group Chair. The identity of individuals or businesses are not to be included in written material submitted to the Stakeholder Reference Group or other parties.

15. Administrative Support
An OBRM Officer will undertake the role of Executive Officer. The Executive Officer will be responsible for preparing and distributing agendas and recording the proceedings of each meeting. The Chair (Executive Manager) will follow up matters arising from meetings and communicate with members on relevant matters.

16. Records
The OBRM project team will maintain appropriate records, documenting at least the following:

- General correspondence with members;
- Documents and papers circulated for review or comment, including a copy of the circulation list;
- Feedback and comments received from members; and
- Records of discussions, meetings or teleconferences, including meeting minutes, papers and agendas.

17. Adoption and Amendment of the Terms of Reference
Adoption or alteration of these Terms of Reference will only occur with the mutual agreement of the Stakeholder Reference Group members.