

TERMS OF REFERENCE

Yarrowee & Leigh River Flow Committee

Environmental water management in the Yarrowee & Leigh River, Victoria

Purpose:

The Yarrowee and Leigh River Flow Committee (YLFC) is being established by the Corangamite Catchment Management Authority (CCMA) to inform a scientific investigation on the water needs of the Yarrowee and Leigh River.

More specifically this group will focus on:

- Providing a source of local knowledge and insight into community values and expectations.
- Providing input into the FLOWS study to assess the volumes and timing of water required to maintain populations of fish, animals, and vegetation that are dependent on the Yarrowee and Leigh Rivers for survival.
- Allow for a level of community ownership of study outcomes.

The YLFC will include representatives from water authorities, state government, community groups and local landholders. The combination of representative bodies present on the YLFC provides for an outcome orientated group. The YLFC will provide an honest and open environment for concepts, issues and knowledge to be shared in a safe and collaborative environment.

Terms of Reference:

The role of the Yarrowee and Leigh River Flow Committee:

The group will:

- Provide advice on environmental water related research and innovation.
- Be a conduit for community feedback

In undertaking these functions, members of this group will agree to keep members of their own organisations/interest groups informed.

The role of CCMA

- To act as facilitators and provide the group with administrative support.
- To provide members with appropriate and relevant information.
- To respond to members' requests for information that are relevant to the role of the group
- To consider the feedback and advice from the group when evaluating options for future environmental flow management.

Decision-making process

- The group will act as an advisory body to the CCMA.
- The group will evaluate and put forward options for the CCMA to take into consideration

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- The decision on future environmental decisions will be made by the CCMA.

Scope of the group

- Providing input into a study that will assess the volumes and timing of water required to sustain life dependant on the Yarrowee and Leigh River.

Out of scope

- Input into reaches that are not associated with the Yarrowee and Leigh River catchment.
- Barwon Downs Renewal license.

Membership

The size of the group will be determined based on achieving an appropriate diverse representation of key interest groups.

Selection Criteria

Membership will be selected from groups/individuals who submit an EOI during the advertising period.

Selection of members will be based on:

- The ability to represent an established community user group.
- Achieving diverse representation across all interest groups.
- The ability to contribute in a productive and respectful manner.
- One representative from each group.
- Commitment to work within the Terms of Reference.

Termination Criteria

A member's position will become vacant if one of the following scenarios apply:

- A member resigns in writing to the CCMA.
- A member becomes an employee of the CCMA.
- A member is convicted in Victoria of an offence which is punishable by penal servitude or imprisonment for 12 months or more, or is convicted elsewhere than Victoria of an offence that, if committed in Victoria, would be an offence so punishable.
- A member releases confidential information pertinent to the group without first obtaining permission to do so by the CCMA
- A member does not adhere to the Purpose and/or Code of Conduct.

Time Commitment

This group will meet on an as-needs basis with an estimated total of 4 meetings. Meetings can be requested by members, but will be convened by the CCMA.

It is expected that members will devote time outside of meetings for reviewing agendas, scientific reports and other material to be discussed at meetings.

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Every effort will be made to find a meeting time to suit all members, but it may not be possible to find a time that suits everyone. Where this occurs, the time that can accommodate the most members will be chosen. Meeting times could be held either inside or outside of office hours.

Agenda

Members may request agenda items in writing to the CCMA 14 days prior to the scheduled meeting. The agenda will then be compiled and forwarded to members before the meeting.

Notes

Notes will be taken at each meeting and consist of a record of key actions/resolutions. A copy of the notes will be distributed to group members within 3 weeks of a meeting taking place.

Meeting procedure and support

The CCMA will provide a Chair for the meetings. The CCMA will make effort to support members outside of meetings.

Attendance

Members unable to attend a meeting must notify the CCMA. If the CCMA is informed prior to the meeting, a proxy from the same organisation may be used. Commitment to regular attendance at these meetings along with pre-reading of meeting papers is requested.

Communication Protocols

No member of the group will make statements to the media on behalf of the group without the approval of the Chief Executive Officer of the CCMA.

Committee activities will be reported to the CCMA & Board, Victorian Environmental Water Holder, DELWP, relevant ministers/politicians and other organisations where necessary.

Code of Conduct

- Contribute to a candid and respectful atmosphere where issues and ideas can be tested.
- Be able to communicate productively and respectfully with other members of the Committee
- Where appropriate, ensure the confidentiality of information.

Rights

Members have the following rights:

- Right to constructively debate any issues.
- Right to be valued as a member of the committee.
- Right to know and be heard.

Conflict Resolution

If a conflict should arise, the CCMA's process for conflict resolution will apply (this can be made available on request).


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Corangamite CMA contact representatives:

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- Project Owner – Jayden Woolley
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