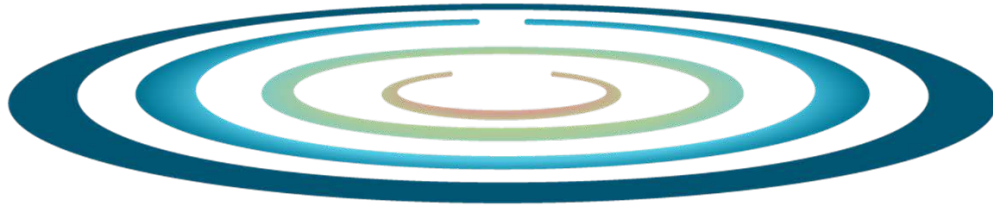


Glenelg Hopkins



CMA

GLENELG RIVER ENVIRONMENTAL WATER ADVISORY GROUP

TERMS OF REFERENCE

Policy No: BP.SR.8
Version No: V.2

Review Schedule

A&RCo to Endorse: No: **(MFI)**
Last Review: September 2025
Review Cycle: 3 yearly
Next Review Due: September 2028
Responsible Officer: Waterway and Catchment Health Program Manager

Review Notes:

Related Policies: **BP. 80 .1.02** Minute Recording Procedure for the Board, it's Committees and Advisory Groups

BP.B0.3 Payments to M embers of Advisory Groups

Related Procedures : **OP.SR.4** Media Procedure

Related Resources: NIL

Policy Approval and Revision:

This Terms of Reference was first approved by the Director s of Glenelg Hopkins CMA:

Version 1: 18 May 2017 {Resolution No. 2034.00}
Version 2: 24 August 2022{Resolution No:2481.00}
Version 3: 24 September 2025 {Resolution No: 2722.00}

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Chairperson

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Purpose

The Glenelg River Environmental Water Advisory Group has been established as the primary mechanism for engaging with community and stakeholders on environmental watering activities in the Glenelg Catchment.

The Advisory Group provides a means for local knowledge to be incorporated into the annual environmental water planning process, including important feedback on the observed effects of environmental watering on their local environment and community.

The Advisory Group does not determine environmental water requirements, which are determined by independent scientific experts. However, the group does play an important role in identifying opportunities to maximise the benefits for the community in the delivery of water to achieve environmental outcomes.

The Group facilitates the sharing of different knowledge and perspectives on environmental watering. Advice of the Advisory Group will form part of the Glenelg Hopkins CMA's decision-making process informing the development of the annual Glenelg River Seasonal Watering Proposal prepared for submission to the Victorian Environmental Water Holder (VEWH).

Role

The Glenelg River Environmental Water Advisory Group will provide advice to CMA management and through them, to the Board on the following:

- Locally observed effects of environmental watering from an environmental, social and economic perspective;
- How environmental watering events may be delivered in a way that maximises community benefits;
- The most effective approaches for sharing information about environmental watering.

Membership

The Advisory Group will comprise of community members and partner organisations with an interest in environmental watering in the Glenelg River.

The Advisory Group will be made up of a maximum of 15 members comprising of:

- 3 local landholders;
- 3 community representatives;
- A representative from Gunditj Mirring Traditional Owner Corporation and Barengi Gadjin Land Council, Burrandies Aboriginal Corporation, Eastern Maar Aboriginal Corporation;
- Agency representative from GWMWater as the Storage Manager, the Victorian Environmental Water Holder, Parks Victoria, Fisheries Victoria, and VRFish.

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A CMA Board member may attend meetings in the capacity of an observer. The Advisory Group will include people who:

- Are knowledgeable about the environmental, social and economic values in the region
- Seek to contribute to positive environmental and community outcomes
- Have an interest in understanding issues relating to environmental water management
- Can motivate and inform others in the broader community

The Advisory Group Chairperson and Deputy Chair will be a community member of the Advisory Group and will be appointed by the CEO of Glenelg Hopkins CMA.

The term of the Advisory Group will be 3 years.

An agency member proxy is to be nominated when an agency member is unable to attend a meeting. The Chairperson will be notified of this prior to the meeting.

Vacancies on the Advisory Group are to be filled within 6 months.

Where the conduct of an Advisory Group member is inconsistent with the Glenelg Hopkins CMA Code of Conduct, the CEO has the power to revoke their membership of the Advisory Group.

Expectations

The Glenelg Hopkins CMA will:

- Provide an Executive Officer with suitable knowledge to manage the Environmental Water Advisory Group. The CEO will be responsible for appointing this Executive Officer;
- Distribute any necessary pre-meeting material to members one week prior to the meeting. Agenda items are to be approved by the Chairperson, prior to release of agenda
- Provide regional opportunities for enhancing each member's knowledge and skills;
- Community members will be remunerated in accordance with current Glenelg Hopkins CMA Payments to Members of Advisory Groups Policy.

Members are expected to:

- Attend a minimum of one meeting per year;
- Interact and contribute to discussions in a respectful, open and collaborative manner, acknowledging there may be a range of conflicting views and difficult discussions on some issues;
- Maintain confidentiality outside of the group where specified;
- Direct any media enquiries to the Glenelg Hopkins CMA;
- Submit remuneration forms to the CMA on the day of the meeting or as soon as possible after the meeting.
- Agencies to provide a proxy where representatives are unable to attend.

Appointment

The CMA will seek nomination for Advisory Group members through an advertising and recruitment process

Final membership recommendations will be made to the CEO by the Executive Officer, and members will be appointed by the CEO for a period of 3 years. Where appointments are made to fill member vacancies between terms, they will align with the term of the rest of the group (i.e. may not be three years).

Executive Officer Role

The Executive Officer will be responsible for:

- drafting meeting minutes,
- coordinating meetings, and
- drafting meeting agendas.

Meeting frequency

The Advisory Group will meet at least two (2) times in the year in the first year, which will include one field trip. The meetings will be annual for the remaining two years. Additional meetings may be arranged if necessary to address particular issues.

Meeting minutes

Minutes of meetings will be taken by the Executive Officer and circulated within two weeks of the meeting. Draft meeting minutes will be endorsed by the Chairperson prior to circulation.

Minutes of meetings must be kept and made available and must record the proceedings of the meeting, names of members present, and any reports presented at the meeting.

Accountability

Decisions of the Environmental Water Advisory Group have the status of advice which forms part of the CMAs decision-making process.

NOTE: The Glenelg Hopkins CMA Media Procedure outlines the normal responsibilities in relation to communicating with the broader community and media. Representation or communications on behalf of the CMA must be authorised or delegated by the CEO. All media contact regarding Glenelg Hopkins CMA business is to be referred to the Executive Assistant.

Avoid and Manage Conflicts of Interest

A conflict of interest is where an employee has private interests that could improperly influence, or be seen to influence, their decisions or actions in the performance of their public duties.

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Conflicts may be actual, potential or perceived:

- Actual conflict of interest: there is a real conflict between an employee's public duties and private interests.
- Potential conflict of interest: an employee has private interests that could conflict with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk.
- Perceived conflict of interest: the public or a third party could form the view that an employee's private interests could improperly influence their decisions or actions, now or in the future.

At the start of each meeting the Chair will ask if any Members have a conflict of interest in respect to any matter on the agenda. If a member has an interest, they will declare it, including the nature of the interest and the conflict that results, or may result from it.

If the Chair or Member becomes aware that another Member may have an undeclared interest, he/she will raise the matter immediately, so the Member can declare the interest, if it exists.

If the Chair has an interest, the Chair will declare it to the Forum.

If a conflict of interest is identified, the following process will be followed:

- The member will leave the room at the start of the relevant agenda item and not return until the start of the next agenda item; and
- not participate in any discussion or decision on the matter.

Confidentiality

Some information provided to the Committee may be of a confidential nature.

Members are asked not to circulate meeting material without permission from Glenelg Hopkins CMA.

Review

A review of the Advisory Group will be conducted at the end of the three-year term to inform future arrangements.

Claim Forms

Claim forms will be available to Advisory Group members at each meeting. Claim forms must be submitted to the CMA on the day or as soon as possible after a meeting.

Resignation of Advisory Group Members

A Member's office shall cease if he or she resigns their office by notice in writing to the CEO of Glenelg Hopkins CMA.

End.