



## **Warren Donnelly Water Advisory Committee**

### **Terms of Reference**

### **18 August 2022**

#### **1. Introduction**

The Warren Donnelly Water Advisory Committee is established under s109 of the Water Agencies (Powers) Act. The Department of Water and Environmental Regulation (DWER) may also form non-statutory advisory groups and stakeholder reference groups for specific projects.

#### **2. Purpose**

The Warren Donnelly Water Advisory Committee provides advice and input to DWER in regard to surface water management and allocation within the Warren and Donnelly river catchments, specifically in the areas of:

- water allocation objectives and principles of the Warren-Donnelly Surface Water Allocation Plan (2012)
- local area water management and allocation planning including the provision of advice for future surface water management plans and policies
- non-conforming licence applications, and/or where there may be conflicts over water use.

#### **3. Responsibilities**

The Warren Donnelly Water Advisory Committee is responsible for providing advice to DWER with regard to:

- bringing local knowledge and skills to support DWER in managing water resources sustainably in the Warren-Donnelly region
  - providing a range of views on water resource issues
  - being involved in community consultation on water resource issues and planning
  - providing a community interface for engagement extension and awareness with regard to Warren-Donnelly water resource management issues
  - when requested by a landowner or the Department, attend site visits as a support person with a Departmental officer and, where appropriate, assist in brokering discussion between the parties.
-



#### **4. Powers of the Committee**

The remit of the Committee is advisory only. It can make recommendations to the department but has no mandate to act on behalf of the department.

The Committee has no delegations or decision-making powers.

The Committee and DWER may, from time to time, establish sub-committees to assist the Committee with its work.

The Committee may, from time to time, recommend to DWER that other parties be invited to attend Committee meetings to assist with discussions and deliberations.

#### **5. Membership**

There are 10 positions on the Committee:

- six positions for community or industry representatives
- one representative from the Department of Primary Industries and Regional Development
- one representative from the Warren Catchments Council
- one representative from the Manjimup Shire
- one representative from DWER.

#### **6. Chair Services**

A Senior executive member from DWER (Executive Director Regional Delivery or proxy Director Regional Services) will provide Chair services as a non member and does not exercise the role of a member.

#### **7. Terms of appointment**

Committee members will hold office until such time as they are either reappointed or their successor comes into office.

All members are eligible for reappointment; however, members should serve no more than three consecutive three-year terms.

All board and committee appointments will reflect the diversity of the community and contribute towards the State Government's target of 50 per cent representation of women on State Government boards and committees.

Eligible members are paid for attendance and travel in accordance with the rates and conditions set by the Department of the Premier and Cabinet and determined by the Minister for Water.

---



## **8. Criteria for appointment to the Committee**

### *Essential criteria*

- Live or work in the Warren River and Donnelly River catchment areas
- Have links to community groups, particularly in relation to natural resource or water management and protection
- Understanding of natural resource management issues and social, environmental and cultural interactions
- Knowledge of water and water management issues
- Good communication, interpersonal and negotiation skills.

### *Desirable criteria*

Demonstrated ability to represent broad community interests.

## **9. Meeting frequency**

There will be a minimum of three scheduled meetings per year. Meetings will be called by the DWER as required, but Committee members can request additional meetings when there is a Committee and community need for information on particular issues.

## **10. Quorum**

No quorum requirements.

## **11. Operation of the Committee**

### *The Committee*

Members must be available to attend regular meetings. Where any member is absent for more than three consecutive meetings without appropriate notice or reason, DWER may seek to identify a replacement member.

To ensure effective decision-making, members are required to prepare for meetings by giving due consideration to the agenda papers (and associated attachments), which are circulated in advance of each meeting.

Communication may occur between DWER and members outside scheduled meetings, particularly when out-of-session decisions or feedback is required.

Members may need to sit on local working groups as and when required.

---



Members will endeavour to be available to attend and help with public presentations and community liaison events as appropriate.

Members will endeavour to provide feedback that reflects broad community views, rather than individual views.

Members will be provided with, and are expected to adhere to, the Committee's *Code of Conduct*, particularly in relation to confidentiality regarding Committee deliberations, and information provided on a confidential basis by the department.

### ***The department***

The department will provide executive support to the Committee.

The department will support the Committee in increasing members' water literacy and, therefore, community water literacy, through the presentation of strong scientific advice from other government agencies and the department itself.

The department will ensure that its communications with the Committee are as transparent as possible.

The department will seek, where possible, to bring emerging issues or policy decisions to the Committee for feedback early in the process of decision-making.

The department will ensure that the minutes of meetings are clear, concise, but provide the nuance and detail the Committee requires to ensure follow-up from one meeting to the next.

The department will alert the Committee where possible when any contentious actions, or other incidents might elicit a response from the community.

### ***Review***

The Committee will undertake an operational review of its progress in 12 months from the issuing of these revised Terms of Reference.

---