



# Katunga Groundwater Reference Group Terms of Reference – January 2018

## 1 Introduction

Goulburn-Murray Water (GMW) is responsible for the administration and enforcement of the Katunga Water Supply Protection Area (WSPA) groundwater management Plan (the Plan) under section 32A (5) of the *Water Act 1989* (the Act).

The Plan aims to manage groundwater resources in an equitable manner to support the long-term sustainability of those resources.

Equitable means that everyone is treated fairly. When annual allocations are made under the management plan all Katunga WSPA licence holders will be treated in the same manner.

The Plan requires GMW to announce allocations by 1 July each year based on rolling average of the maximum annual groundwater recovery levels from the preceding five irrigation seasons for key bores. If the level is lower than 24.1 m depth below natural surface, GMW must announce a 70% allocation and undertake a review in consultation with the Katunga Groundwater Reference Group (the Reference Group).

The Plan also requires GMW to meet with the Reference Group annually to present annual report findings and discuss any need to review the Plan.

These terms of reference provide an overview of the role of the Reference Group.

## 2 Objective

The objective of the Katunga Groundwater Reference Group is to represent the interests of groundwater users and stakeholders in the Katunga Water Supply Protection Area.

## 3 Functions

The functions of the Reference Group are to:

- Meet annually to review information provided by GMW on plan administration, groundwater use, trading and any need for plan review.
- Provide comment to GMW on plan administration, groundwater use, trading and any need for plan review.
- Provide comment to GMW on any review triggered by Prescription 2 of the Plan regarding allocations of groundwater.

The Reference Group has been appointed to provide advice only. Decision making, administration and enforcement of the Plan remain the responsibility of GMW.

## 4 Appointment

Appointment of members to the Reference Group is by GMW via expression of interest.

## 5 Term

The term of the Reference Group is to be five (5) years.

GMW may remove a Reference Group member prior to completion of the term if the member has not complied with these Terms of Reference.

A Reference Group member may resign from the Reference Group prior to completion of the term by notifying GMW in writing.

## 6 Code of conduct

Each member of the Reference Group is required to comply with these Terms of Reference.

Each member of the Reference Group must act in accordance with section 7 of the *Public*

*Administration Act 2004*. In particular, each member in performing their role should demonstrate:

- a. **Responsiveness** by providing frank, impartial and timely advice to GMW
- b. **Integrity** by being honest, open and transparent, reporting improper conduct to GMW and behaving in a manner that does not bring themselves, the reference group of GMW into disrepute
- c. **Impartiality** by providing advice based on merit, without bias, favouritism or self-interest and acting fairly by objectively considering all relevant facts and fair criteria.
- d. **Accountability** by acting within these terms of reference
- e. **Respect** by acting respectfully towards GMW staff, Reference Group members, GMW directors, GMW contractors, customers and community. This includes:
  - Treating them fairly and objectively
  - Working co-operatively with them
  - Ensuring freedom from discrimination, harassment and bullying

## 7 Meeting procedure

GMW will send out the meeting agenda one week prior to each meeting. GMW will make and keep appropriate record of proceedings of every meeting. Draft minutes will be provided to Reference Group members by GMW within two (2) weeks following each meeting.

## 8 Allowances

GMW will pay each member a session fee and travelling allowance for attending Reference Group meetings.

Payment of session fees and travelling allowances shall be paid in accordance with relevant State Government guidelines.

**Prepared by:** Karina Joy

**Position:** SENIOR HYDROGEOLOGIST

**Signed:**



**Date:** 5/2/2018

**Approved by:** Matthew Pethybridge

**Position:** MANAGER GROUNDWATER AND STREAMS

**Signed:**



**Date:** 5/2/2018