



## TERMS OF REFERENCE

**May 2023**

[Aire Valley Stakeholder Advisory Committee \(AVSAC\)](#)  
*Advisory Group for projects within the Aire Valley: Currently the Aire Valley Estuary Floodplain Project – Part 2*

### **Purpose:**

The AVSAC has been established by the Corangamite Catchment Management Authority (CCMA) to oversee projects occurring within the Aire Valley, of which at this time is the Aire Valley Estuary Floodplain Project Part 2 (AVEFP Part 2). The vision statement of the AVEFP Part 2 is to be developed by the AVSAC at an upcoming meeting (TBA). The vision statement for the Aire developed by the AVSAC is currently:

*The environmental condition of the Aire River estuary is maintained or improved, promoting a health, rich and diverse wetland and estuarine ecosystem that supports connectivity and can adapt to a changing climate.*

The formation of a Committee was a result of as Action 17 of the Aire EMP. The Committee comprises representation from local, regional and state government, Traditional Owners, community groups, local landholders and conservation organisations.

### **The Aire Valley Estuary Floodplain Project - Part 2 (AVEFP Part 2)**

The AVSAC will be engaged and consulted throughout this project, which is being undertaken by RMCG. The Project Steering Committee consists of representatives from CCMA, Colac Otway Shire (COS), Eastern Maar Aboriginal Corporation (EMAC) and the Department of Energy, Environment & Climate Action (DEECA). This project will identify options for landholders to adapt to floodplain inundation in the Aire Valley, and undertake a multi criteria analysis (similar to a cost benefit analysis) of alternative land management approaches which may be required in a climate change future. This analysis will consider the impact to Traditional Owners, landholders, agencies, and the community in the face of current inundation risk as well as potentially intensifying coastal hazard exposure due to climate change.

### **The primary responsibilities of the group are to:**

Provide input and feedback to the CCMA and other agencies about projects and activities occurring in the Aire Valley, including:

- Actively participate in and contribute to discussions about the valley/estuary and its management taking into account environmental, economic, social and cultural values.
- Provide advice related research and innovation.

- Be a conduit for community feedback and consultation.
- Informing the committee of other projects that may influence projects being undertaken in the Aire Valley.

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

### The role of the CCMA

- To act as facilitators and provide the group with administrative support.
- To provide members with appropriate and relevant information, including the AVEFP Part 2.
- 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 management.

### Membership

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

### Selection Criteria

Membership was initially based on groups/individuals who joined the AVSAC during the development of the Aire Estuary Management Plan.

Into the future, group members must have:

- An active interest in the health and management of the Aire Valley and estuary and/or represent a major user or user group, e.g. landholder in the Valley, agency/organisation representative.
- The ability to represent a user group e.g., campers, fishers, walkers
- Commitment to work within the Terms of Reference.

The CCMA are seeking to have a broad range of members with varied age, gender, background and interests. Non acceptance to the AVSAC may be based on already having adequate representation for certain groups or attributes.

### Application

Please visit the CCMA's website for more information and to fill in our online application form. If you are unable to submit an online application form a hard copy form can be requested from the CCMA.

### Termination Criteria

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

Selection of members will be based on:

- 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.

If an individual representing a group wishes to resign, a new individual may be nominated by the group to take their place by completing an application form to CCMA.

### **Time Commitment**

This group will meet 3 times during the AVEFP Part 2. Meetings can be requested by members, although will be determined by the CCMA. Members will be expected to use time outside of meetings for reviewing agendas, scientific reports and other material to be discussed at meetings. 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.

### **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.

### **Communication Protocols**

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

### **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.

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cared for by thriving communities*

