



Western Murray Land Improvement Group

TERMS OF REFERENCE FOR KOONDROOK PERRICOOTA WORKING GROUP

1. INTRODUCTION

The Koondrook Perricoota Working Group (KPWG) was established to represent the interests and aspirations of stakeholders surrounding the Koondrook-Perricoota (KP) Forest. The KPWG enables stakeholders to provide input into works within the KP Forest.

2. BACKGROUND

The KPWG is formed from existing stakeholder working groups, that were created for the Pollack Swamp and Little Forest projects. Although both working groups focus on different areas of the KP Forest and are at varying stages in their progression, the long-term goals of each group are similar. As such, a platform that brings together both groups (and others in the future) is necessary to facilitate collaboration and education between working groups.

The KPWG intends to be formalised under the Koondrook Perricoota Alliance (KPA) structure, which will enable the group to operate under a formal setting.

3. PURPOSE

The KPWG has been established to coordinate and oversee collaboration between smaller sub-group projects within the KP Forest.

4. OBJECTIVES

The KP Working Group has been formed to:

- Provide a platform for smaller working groups to collaborate
- Establish a process for and commitment to, knowledge sharing between sub-groups
- Create 'working plan' documents for each smaller sub-group
- Oversee the progression of smaller sub-groups to meet key progression milestones

5. GOVERNANCE

The KPWG is a sub-committee of the KPA which sits under the Western Murray Land Improvement Group umbrella. WMLIG is an Incorporated Association and provides the governance systems for the KPA and its sub-committees. As such, WMLIG values have been embedded within this Terms of Reference.

To maintain WMLIG's integrity, WMLIG remains an intermediary between the community, partners and other entities to engage and deliver programs. This is to achieve mutually respectful and beneficial outcomes based on community aspirations and deliverables for partner entities.

6. ROLES AND RESPONSIBILITIES

The KPWG Chair convenes, chairs and facilitates the Working Group. The Vice Chair may act in his/her absence.

The KPWG will strive for consensus decision making. If consensus is not obtained, the Chair has the casting vote.

Dissenting views will be recorded and appropriately represented by the working group.

Chair

- distribute to members requests for information and advice
- convene and facilitate meetings
- achieve consensus decision making to the extent possible

Members

- be available to members to give and receive information related to KPWG business
- provide for the exchange of information between KPWG and other representatives
- provide strategic and timely advice to the Chair based on dealings with members and other representative bodies
- represent the interests and aspirations of members to decision influencers and makers
- establish and maintain KPWG as the authoritative community voice

7. MEETINGS.

The KPWG will meet in person or virtually at a time and date set by the Chair in consultation with members. Meetings should occur as needed, with a minimum of three meetings throughout the calendar year.

In the event of members not being available, advice and information can be provided by alternates or to the Chair before the meeting and tabled by the Chair at the meeting.

Information will be made accessible as soon as practical to members prior to meetings. This may include minutes, project reports, correspondence and other information deemed appropriate by the Chair.

8. CODE OF CONDUCT

All members of the KPWG are required to demonstrate the highest levels of ethical conduct in their working relations with other members, stakeholders, and the wider community.

The WMLIG Code of Conduct sets out what is considered to be an appropriate standard of conduct by Members. Members must refrain from conduct or actions that detract for the reputation of the KPWG, the KPA, WMLIG and associated organisations.

9. ADMINISTRATIVE SUPPORT

WMLIG will provide administrative support to the KPWG and the Chair. This support includes:

- organising meetings
- preparing meeting agendas
- preparing and circulating any background, discussion or options papers
- maintaining files associated with operation of the KPWG
- Assisting in the preparation of Field Days, workshops and information sharing events
- Assisting in the preparation and dissemination of information
- Assisting with governance system documents of the KPWG
- Preparation of a range of communication and information sharing products

10. COMMUNICATION

The KPA and sub-committees may be involved with issues that can generate public and media interest and it is possible that members may be approached by media for comment.

To achieve consistency in the information being presented, all requests for public statements should be directed to the Chairperson of the KPA who will coordinate any media comment. No committee member will be permitted to communicate with the media on behalf of the KPA.

The KPA Chairperson can maintain independent dialogue and communication to the media on the KPA's agreed position.

The KPA Chairperson may seek advice from the WMLIG Executive Officer relating to public statements or publications.