

Carisbrook Flood and Drainage Management Plan

Carisbrook Community Reference Group

Draft Terms of Reference

Introduction

The Carisbrook Township has experienced 2 recent separate flooding events in September 2010 and January 2011. The floods have caused the Carisbrook community significant stress and hardship as well as financial loss.

After the floods, the North Central Catchment Management Authority (CMA) received funding from the local, state and commonwealth governments to prepare the Carisbrook Flood and Drainage Management Plan (the Plan).

The purpose of the Plan is to reduce the impact of future flood events on the township of Carisbrook. The Plan identified key flooding issues in the town, determined flood levels for a range of flood events and recommend works to reduce the risk of future flooding.

North Central CMA led development of the Plan in partnership with the Central Goldfields Shire Council. A community-based Steering Committee oversaw the development of the Plan with support from a Technical Working Group consisting of representatives from the North Central CMA, Central Goldfields Shire, VicSES, Goulburn-Murray Water, VicRoads, Department of Sustainability and Environment, Bureau of Meteorology and VicTrack.

The community-based Steering Committee completed its work with the delivery of the Plan.

Council received funding to implement the actions identified in the plan.

Works completed to date include a section of creek clearing, levy design and 2 sections of levy construction.

A community reference group has been established to work with council and the community to effectively and efficiently deliver the remaining adopted flood management plan and establish good community practices around flood management.

Purpose

The Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group (reference group) will provide advice, information, feedback and support to deliver the remaining actions identified in the Carisbrook Flood and Drainage Management Plan.

The reference group will also advise on how the community itself can be resilient and continue to interact around future flood management, such as community warning systems.

Terms of Reference

On behalf of their organisation or community members of the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group will:

- Attend reference Group meetings as required and available;
- Advise the reference group on community understanding of the implementation project and ways in which to ensure a high level of understanding of the project;
- Provide community feedback on the remaining future project activities;
- Facilitate interaction and communication regarding the project and progress of the project to the wider community;
- Advise and produce a plan on how the community can continue to interact around future flood management, such as community warning systems.

Responsibility of Members

Community Reference Group members need to ensure that they can attend and participate in meetings. Members will need to ensure they keep their community up to date about progress of the project and report back to the committee any concerns, issues and opportunities identified through their interaction with the broader Carisbrook community.

Members representing a community organisation or group need to identify as such and undertake to keep their group up to date about this project.

Council members are expected to participate in the group, implementing council's values that are: be innovative; work together; be respectful, inclusive and caring; value knowledge, and; be accountable.

Reference Group Chair role

The Chair of the Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group will:

- Approve meeting agenda, minutes and action lists;
- Run timely meetings and provide opportunity for all members to participate;
- Overview meeting outcomes.

Governance

The Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group will be supported by Central Goldfields Shire Council.

Meetings

It is anticipated that bi-monthly meetings will be held until an implementation program has been produced and a community resilience and interaction plan is developed.

Guests and expert advice

External expertise may be needed from time to time and their attendance at meetings or reports will be made available to meetings, coordinated through the Chair.

Membership

The Carisbrook Flood and Drainage Management Plan Implementation Community Reference Group will include membership from the following:

- Central Goldfields Shire Council (Administrator (chair), General Manager, 2 staff (including minutes))
- Community members (maximum 5 members)