

# Stakeholder Reference Group to the Chief Conservation Regulator

## DRAFT Terms of Reference for stakeholder feedback

### Purpose

The Stakeholder Reference Group will provide advice to support the Chief Conservation Regulator in being an effective, trusted best practice regulator of the Victorian community and environment.

### Preamble

The Office of the Conservation Regulator (OCR) has been established in the Department of Environment, Land, Water and Planning (DELWP) to consolidate regulatory functions and support regulatory focus. DELWP is committed to the OCR becoming an effective, best practice regulator that the community can have confidence in. The initial focus of the OCR is to improve transparency and clarity on how DELWP regulates to protect our natural environment.

The Chief Conservation Regulator will lead the OCR and be accountable for regulatory decision-making for environmental regulation activities. The Stakeholder Reference Group is being developed to support the Chief Conservation Regulator and enable regular discussion and feedback on the OCR's regulatory activities with an early focus of establishment of the office.

### Roles

The Stakeholder Reference Group will provide advice to the Chief Conservation Regulator on:

- supporting the development of robust understanding of the drivers (reasons) that lead to breaches of regulations and how the regulator can address them,
- supporting the design and delivery of an effective mix of regulatory activities in accordance with current legislation,
- providing feedback on our communications and engagement approach,
- prioritising effort across a diverse range of regulatory obligations, and
- providing feedback on the effectiveness of the regulatory and opportunities for improvement.

### Scope

The responsibilities of the Chief Conservation Regulator include:

- Biodiversity – flora and fauna
- Fire prevention
- Public land management
- Timber harvesting

Across these diverse areas, regulatory requirements and the regulatory powers available to the Chief Conservation Regulator differ significantly.

Given the diverse scope of regulatory issues, the Stakeholder Reference Group may choose to focus on selected issues and may plan a forward agenda to allow it to consider different issues over time.



# Stakeholder Reference Group to the Chief Conservation Regulator

## Membership

The Stakeholder Reference Group's membership will be up to 12 members. It is intended (subject to being able to identify suitable candidates) that the committee will represent a range of perspectives and therefore, membership will include a mix of representatives from:

- Community.
- Traditional owners.
- Conservation and environment.
- Recreational and commercial land users.
- Business representatives.
- The Chief Conservation Regulator.

Observers and secretariat staff may also attend with the agreement of the Chair.

## Meeting arrangements

Stakeholder Reference Group meetings logistics include:

- Chaired by the Chief Conservation Regulator.
- Protocols for the conduct of the meeting will be determined by the Chair.
- Meetings held quarterly, or more regularly by agreement.
- Members of the Committee may have a delegate represent them at a meeting with the prior agreement of the Chair.
- Meetings will be based in a meeting room, with facilities made available for participation by skype or by telephone.
- A draft agenda and call for additional agenda items will be circulated to the Committee members three weeks before a meeting.
- Agenda papers will be circulated to Committee members one week before a meeting.

## Secretariat

Staff from the Office of the Conservation Regulator will provide a secretariat service to the Committee. This includes arranging meetings, taking minutes and maintaining a record of actions.

## Review of the Stakeholder Reference Group

Recognising the establishment phase of the OCR, a review of the effectiveness and scope of the Stakeholder Reference Group will occur 12 months into the committee's operation to ensure the committee is appropriately scoped and designed for long term effectiveness.