

Annex 2: DMaP Terms of Reference

1. Annual review meeting

- 1.1. daa will engage technical advisors to review available monitoring data and prepare a summary data review document and associated briefing presentation for the annual review meeting.
- 1.2. daa will provide secretariat services for the TWG and minute taking at the annual review meeting.
- 1.3. The summary data review document and an agenda will be issued to the TWG at least 2 weeks in advance of the annual review meeting. A typical agenda is included below.
 - Introductions/Procedures
 - Appointment of TWG Chair
 - Key Findings from Data Review
 - Review of Incidences and Events
 - Review of Catchment Specific Targets & Measures proposed in Annex 1
 - AOB
 - Recap and Agree Future Meeting Date
- 1.4. A Chair will be nominated from the TWG at each annual review meeting. The Chair will conduct the annual review meeting according to the agenda.
- 1.5. The Chair will follow up actions agreed at the annual review meeting and check progress prior to each subsequent annual review meeting.
- 1.6. Action minutes and, as required, an updated Drainage Management Plan Document, will be issued 1 month after the annual review meeting.

2. 5-yearly review meeting

- 2.1. To coincide with the 6-yearly review of the River Basin Management Plan (RBMP), at the conclusion of each 6 year cycle a Targets and Measures review exercise will be undertaken as follows:
 - 2.1.1. daa will engage technical advisors to review data from the preceding 4 years and assess performance against the Targets and Measures in Annex 1 of the DMaP and associated briefing presentation. A proposed revised Annex 1 document, specifying Targets and Measures for the forthcoming cycle will also be prepared.
 - 2.1.2. The Targets and Measures review document, and the proposed Annex 1 document will be issued 2 weeks in advance of the 5-yearly review meeting.
 - 2.1.3. The Chair of the TWG will collate feedback on Targets and Measures document and revised Annex 1 document and present same at the 6-yearly review meeting.
 - 2.1.4. The Annex 1 document will be revised and finalised on foot of feedback provided at the 6-yearly review meeting.
- 2.2. The revised DMaP will be issued 1 month after the 6-yearly review meeting.
- 2.3. The 6-yearly review and revised DMaP will form the basis of daa's engagement and submissions to the Department of the Housing, Local Government and Heritage in its reviews of the RBMP.