

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

20 October 2015

Agenda Item 10.7	RiverConnect Implementation Advisory Committee Terms of Reference	
Attachment 1	RiverConnect Implementation Advisory Committee Terms of Reference - August 2015	633

**RiverConnect Implementation Advisory Committee****TERMS OF REFERENCE**

Adopted by Resolution of Council on 20 October 2015

For Review by June 2018 (or prior if required)

1. Purpose

The RiverConnect Implementation Advisory Committee has been established to provide advice to Council in relation to the implementation of the RiverConnect Strategic Plan and associated initiatives of the RiverConnect project. This process incorporates high level community involvement and participation and includes overseeing the activities and function of each of the four RiverConnect Working Groups. The RiverConnect Implementation Advisory Committee is representative of all key stakeholders with an interest in the management and development of the Goulburn – Broken floodplain between Shepparton and Mooroopna and the broader community.

Background:

In the past, Shepparton - Mooroopna has largely turned its back on the rivers at its door step. The built environment has not taken full advantage of the aesthetic values of the river system and their environmental, economic and cultural significance have been significantly undervalued.

In response to the groundswell of interest in the rivers and forests, preliminary discussions between the Greater Shepparton City Council, the Goulburn Broken Catchment Management Authority, other natural resource management groups, Aboriginal and educational organisations highlighted the merits of a multi-agency and whole of community approach to future management of the Goulburn and Broken Rivers and the surrounding red gum forests and floodplains between Shepparton and Mooroopna. This led to the establishment of the RiverConnect project.

The mission of RiverConnect is to create a vibrant, more cohesive Greater Shepparton community through developing a strong sense of belonging and connection to our rivers. This will be achieved by understanding and enhancing the environmental, cultural, recreational and economic value of the rivers.

Shepparton and Mooroopna will be widely recognised as river towns where features of living here include:

- A thriving natural environment
- A connection with that environment
- A culture that is enriched by the traditional owners' connection with the area.

People value and respect our rivers and floodplains, whilst using them as part of their daily lives for recreation, relaxation and education. The community, government and land managers, together with the traditional owners, work in partnership to protect and enhance the value of our rivers.

2. Role of the RiverConnect Implementation Advisory Committee

The RiverConnect Implementation Advisory Committee is appointed in an advisory capacity to the Greater Shepparton City Council. It has no executive authority, but it does:

- provide advice on the implementation of the RiverConnect Strategic Plan
- engage and foster participation of the community in the RiverConnect program
- promote and advocate on behalf of the broader community
- facilitate two-way communication between the community and RiverConnect partner agencies.
- monitor the implementation and effectiveness of the endorsed strategic plan and RiverConnect initiatives.
- identify and recommend appropriate sources of funding for RiverConnect initiatives.
- provide expert advice and expertise on RiverConnect related issues

3. Committee Membership

3.1 Representative Organisations and Membership

Organisation	Membership
Greater Shepparton City Council	up to 2 Councillors 1 Senior Staff Member
Goulburn Broken Catchment Management Authority	1 Board Member, or 1 delegate 1 Senior Staff Member
Parks Victoria	1 Representative
Department of Environment Land Water and Planning	1 Representative
Word & Mouth Limited	1 Representative
Goulburn Murray Landcare Network	1 Representative
Education Sector	1 Representative
Yorta Yorta Nation Aboriginal Corporation	1 Representative
Rumbalara Aboriginal Co-Operative Ltd	1 Representative
Goulburn Valley Environment Group	1 Representative
Community – Other	4 Representatives

If a member does not attend a scheduled meeting for more than 3 consecutive meetings, membership may be reviewed by the committee and may prompt a vacancy on the committee.

3.2 Proxies at Meetings

Members of the RiverConnect Implementation Advisory Committee may nominate a proxy from the appropriate member organisation to attend a meeting if the member is unable to attend.

Proxies must be forwarded to the RiverConnect Project Officer within 2 days of the meeting. Members will be informed of the substitution by the chair at the beginning of the meeting.

A member of the RiverConnect Implementation Advisory Committee may not nominate a proxy to attend more than 3 meeting within a 12 month time frame.

3.3 Organisation Representatives

The representatives of organisational bodies are appointed by that representative organisation, after a letter seeking membership from that organisation has been received from the RiverConnect Implementation Advisory Committee. Appointments on the RiverConnect Implementation Advisory Committee for organisational representatives are for a three year term.

3.4 Community Representatives

The community representatives will be sourced by an advertised Expression of Interest, of which the RiverConnect Implementation Advisory Committee will review and elect. The RiverConnect Implementation Advisory Committee will then make recommendations to Council that these selected community representatives be appointed.

The community representatives will have a memorandum of understanding that they remain for three years beginning the month of November.

Community members who wish to remain on the committee after their term can reapply through the Expression of Interest application process.

4. Committee Meeting Procedure

4.1 Meeting Coordination

RiverConnect Implementation Advisory Committee meetings will be coordinated by the RiverConnect Project Officer.

- A schedule of meeting will be established at the beginning of each year and circulated to all committee members.
- The Implementation Advisory Committee anticipates meeting every 8 weeks or as required.
- Agenda items and associated papers will be circulated during the week prior to the next scheduled meeting.
- Minutes will be recorded and meeting papers circulated within two weeks of the last meeting.

4.2 Convenor/Chair

Meeting Chair:

The Chair is an appointed Greater Shepparton City Council Councillor, usually the Mayor. The Deputy Chair is an appointed Goulburn Broken Catchment Management Authority Board member representative.

Acting Chair:

In the case of the Chair's or Deputy Chair's absence or inability to attend or perform their duties, an approved proxy may be used. The Acting Chair is nominated by the Chair. The Acting Chair will be responsible for informing the Chair as to the salient points/decisions raised or agreed to at any meeting where the Chair was not in attendance.

4.3 Quorum Requirements

A minimum of half the membership plus one (8 members) of the RiverConnect Implementation Advisory Committee members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

In addition, representation must include a member from both of the funding bodies, Greater Shepparton City Council and the Goulburn Broken Catchment Management Authority.

5. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.

6. Assemblies of Councillors

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- Whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The terms of reference for the RiverConnect Implementation Advisory Committee will be reviewed three yearly, or earlier if required, prior to recruitment of community members.

Appendix 1:

RiverConnect Implementation Advisory Committee Membership at June 2015.

Member	Position	Organisation	Role
1 Dennis Patterson	Mayor	Greater Shepparton City Council	Chair person
2		Goulburn Broken Catchment Management Authority	Deputy Chair person
3 Carl Walters	Shepparton Irrigation Region Executive Officer	Goulburn Broken Catchment Management Authority	
4 Greg McKenzie	Manager Sustainability and Environment	Greater Shepparton City Council	
5 Andrea Montgomery	Member	Goulburn Murray Landcare Network	
6 Andrew McDougall	Area Chief Ranger	Parks Victoria	
7		Yorta Yota Nation Aboriginal Corporation	
8 Jim Gow	Project Officer	Word and Mouth	
9 Leon Saunders/Ruben Baksh	Sports and Tours/Board Member	Rumbalara Aboriginal Cooperative	
10 Rod McLennan		Community Representative	
11 Bruce Cumming		Community Representative	
12 Geoffrey Maynard		Community Representative	
13		Community Representative	
14	Regional Network Leader Central Sub Region	Education Sector	
15		Department of Environment, Land, Water and Planning	
16 Terry Court	Member	Goulburn Valley Environment Group	
17 Bonny Schnorrenberg	RiverConnect Education Project Officer	Greater Shepparton City Council	Administration Assistance
18 Renee Ashmore	RiverConnect Project Officer	Greater Shepparton City Council	Administration Assistance