

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**19 February 2019**

**Agenda Item 11.3      RiverConnect Implementation Advisory Committee  
Terms of Reference**

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## RiverConnect Implementation Advisory Committee

### TERMS OF REFERENCE

*Updated to align with 2017 – 2022 Strategic Plan  
Adopted by Resolution of Council on 16 October 2018  
For Review by August 2021 (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 within the broader community.

#### 1.1 Background:

Our rivers bring life to the region and hold a wealth of untapped secrets and opportunities. In the past, the Shepparton - Mooroopna communities' appreciation of, and engagement with, the Goulburn and Broken Rivers have varied, famously "turning our back to the river". The river systems were largely managed by agencies in isolation, with little connection between these managers or with the community.

The creation of RiverConnect was driven by the desire to develop a strong sense of belonging and connection to our rivers and a more cohesive approach to river management. RiverConnect aspires to see the Goulburn and Broken River environment duly recognised as the life and soul of river communities, and increase appreciation and custodianship of the river as a social, economic, environmental, educational and cultural asset.

The RiverConnect vision is for connected people, rivers and wetlands. Our purpose is to nurture the community's respect for, use and love of the rivers and wetlands. The vision and purpose of RiverConnect will be achieved by realising long-term goals that increase: access to, awareness of, participation in, and care of the river environment and its cultural heritage.

RiverConnect provides the opportunity for 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;
- Identify and recommend appropriate sources of funding for RiverConnect initiatives;
- Monitor the implementation and effectiveness of the endorsed strategic plan and RiverConnect initiatives; and
- 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	5 Representatives
Goulburn Valley Water	1 representative
TOTAL	18

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 partner organisation to attend a meeting if the regular representative 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; and
- 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 (10 members) of the RiverConnect Implementation Advisory Committee members is required for the meeting to be recognised as an authorised meeting and 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:

- Actively participate in Committee discussions and offer their opinions and views;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Act with integrity;
- Attend each meeting where practical; and
- 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 August 2018.**

<b>Position</b>	<b>Organisation</b>	<b>Role</b>
Councillor	Greater Shepparton City Council	Chair person
Advisory Representative	Goulburn Broken Catchment Management Authority	Deputy Chair person
Shepparton Irrigation Region Executive Officer	Goulburn Broken Catchment Management Authority	
Manager Sustainability and Environment	Greater Shepparton City Council	
Officer	Goulburn Murray Landcare Network	
Area Chief Ranger	Parks Victoria	
Elders Council Representative	Yorta Yorta Nation Aboriginal Corporation	
Project Officer	Word and Mouth	
Elders Council Representative	Rumbalara Aboriginal Cooperative	
Communications & Education Coordinator	Goulburn Valley Water	
Senior Adviser, Regional Performance and Planning	Department of Education and Training Victoria	
Program Manager Biodiversity, Hume Region	Department of Environment, Land, Water and Planning	
Member	Goulburn Valley Environment Group	