

Memorandum of Understanding

This document represents an agreement between the following cities:

- City of Ballarat
- City of Greater Bendigo
- City of Greater Geelong
- Rural City of Horsham
- City of Latrobe
- Rural City of Mildura
- City of Greater Shepparton
- Rural City of Wangaratta
- City of Warrnambool
- City of Wodonga

Description of collaborating organisations

Regional Cities Victoria (RCV) is an alliance of 10 regional Victorian cities that represent the collective interest of the regions.

RCV members work co-operatively on issues and projects of mutual interest that affect Regional Cities as well as the whole state of Victoria.

Purpose

RCV's vision is to build a sustainable Victoria through regional growth.

Objectives

- Define and develop long-term policies that support and encourage the growth of regional Victoria as a viable alternative to metropolitan Melbourne
- Encourage, enable and support governments to deliver those policies
- Ensure regional cities continue to enjoy quality services, amenities and transport networks
- Increase workforce capacity and employment opportunities in regional cities
- Continue to build awareness of RCV among government, media, business and RCV communities.

Membership

Membership of RCV is by invitation only.

Municipalities seeking to join must submit an application in writing.

Membership will only be granted after unanimous approval of the RCV group.

RCV members seeking to leave the group will need to advise RCV in writing and will be required to give 12 months' notice.

Scope and operation

RCV will be run on general consensus, however if any issues require a count of votes then the voting rights shall be one vote per member Council.

RCV will be governed by an unincorporated arrangement, as described in this MOU.

The member Councils will be represented by the Mayor and the Chief Executive Officer. Member Council's may nominate alternative delegates only when the Mayor or Chief Executive Officer are absent on approved leave e.g. when an Acting Chief Executive Officer has been appointed by Council.

Terms of the agreement

This agreement will take effect for a period of five years commencing July 1, 2013.

Governance arrangements

The meeting schedule for RCV shall be established in December of the year preceding. Dates will be recommended by the Secretariat and circulated to members for approval.

The position of Chair and Deputy Chair will be subject to election in December of each year.

RCV's daily operations will be managed by an Executive Management Group (EMG) consisting of:

- RCV Chair
- RCV Deputy Chair
- CEO of Chair's Council
- CEO of Deputy Chair's Council

The EMG has delegated authority to:

- Approve expenditure of up to \$10,000 on individual items/projects in accordance with the approved RCV Strategic Plan.
- Approve written correspondence on behalf of RCV
- Approve media statements on behalf of the group
- Nominate RCV members to attend delegations and political briefings
- Instruct the RCV secretariat to perform tasks in accordance with the approved RCV Strategic Plan.

The EMG will hold fortnightly or as necessary work-in-progress meetings with the secretariat.

The secretariat will work to an approved RCV Strategic Plan.

Roles and responsibilities

RCV will be run by a third party secretariat as set out in Schedule 1 to this MOU.

Should external consultants be required to undertake work on behalf of or for RCV, the secretariat will be responsible for the engagement of the consultant. The secretariat will ensure that all procurement/engagement processes are carried out in accordance with statutory requirements e.g. Local Government Act.

RCV will be responsible for the appointment of consultants.

Financial arrangements

The amount to be contributed by RCV members will be determined annually following the development and approval by the members of an annual budget. Contributions will be paid monthly.

Approval of major items of expenditure will be subject to agreement of the members.

Should additional expenditure above the approved annual budget be required, approval will be required from a majority of RCV members in accordance with the "Scope and operation" clause above.

Administrative arrangements

In accordance with the "Roles and responsibilities" clause above RCV will appoint a secretariat to undertake operational functions of the group. Specific details are included in Schedule 1.

It will be the responsibility of the secretariat to ensure that appropriate financial reports are presented to all RCV meetings.

Communication and information management

The secretariat is responsible for preparation of communications and advocacy documents required by RCV.

All external documents will need approval from either the RCV Chair or the EMG before public release.

Ownership of communications and research materials resides with RCV.

Review and evaluation

RCV's strategic plan will be reviewed annually in February.

RCV's achievements will be measured by:

- The consistency of Policy announcements from Government and Opposition with the RCV Strategic Plan.
- The inclusion of RCV representatives on relevant working parties, committees or reference groups established by governments, peak bodies or other industry/sector organisations.
- Achievement of population growth, employment growth and liveability targets consistent with the Regional Cities Growth Strategy
- Level of Media coverage achieved for issues identified in the approved RCV Strategic Plan.

The role of the secretariat will be reviewed by the members annually.

The function of the EMG will be reviewed by the members annually.

Schedules and appendices

Schedule 1: RCV Secretariat service expectations

Appendix 1: RCV Strategic Plan 2013-2014

Mayor
City of Ballarat

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City of Greater Bendigo

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City of Greater Geelong

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