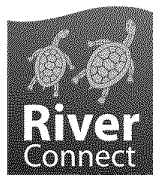


ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

15 October 2013

Agenda Item 10.1	RiverConnect Implementation Advisory Committee Terms of Reference	
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**RiverConnect Implementation Advisory Committee
Special Meeting
MINUTES**

Meeting: 8.30am Wednesday 24 July 2013

Location: Council Board Room

Attendees: Jenny Houlihan, Rod McLennan, Bruce Wehner, Dennis Patterson, Greg McKenzie, John Gray, Ian Coldwell, Carl Walters, Wendy D'Amore, Leon Saunders, Bonny Schnorrenberg, Renee Ashmore

Apologies: Bruce Wehner

Not in Attendance: Janet Gill Kirkman, Neil Morris

Item No	Description	Listed By	Actions
1	<p>Welcome and Open: 8.30am</p> <p>Declaration of Conflicts of Interest:</p> <p>Bruce Cumming – Item 3 Rod McLennan – Item 3</p>	Chair	
2	<p>RiverConnect Implementation Advisory Committee Terms of Reference</p> <p>Recommendation: That the RiverConnect Implementation Advisory Committee endorses the change of two community representatives to three community representatives as outlined in Section 3.1 of the RiverConnect Implementation Advisory Committee Terms of Reference.</p> <p>Moved: John Gray Seconded: Ian Coldwell Carried</p> <p>Recommendation: That the RiverConnect Implementation Advisory Committee endorses the change from 'Department of Education and Early Childhood Development Central Sub region' to 'Education Sector' in Section 3.1 of the RiverConnect Implementation Advisory Committee Terms of Reference.</p> <p>Moved: Carl Walters Seconded: Greg McKenzie Carried</p>	Renee Ashmore	<p>Action: RiverConnect Education Project Officer to contact Janet Gill Kirkman to progress appropriate Education Sector representative.</p> <p>Action: RiverConnect Project Officer to progress RiverConnect Implementation Advisory Committee Terms of Reference to Councillors.</p>

Circulation: RCIAAC Members: Jenny Houlihan (Chair, GSOC), Rod McLennan, Bruce Cumming, Dennis Patterson (community), Carl Walters, John Gray (GBCMA), Bruce Wehner (Parks Vic), Wendy D'Amore, Leon Saunders (Rumbalara), Ian Coldwell (WOM), Neil Morris (YYNAC), Janet Gill Kirkman (DEECD), Greg McKenzie, Bonny Schnorrenberg, Renee Ashmore (GSOC). Corresponding Members: Marianne Conti (GSOC), Wayne Tennant, Rachel Spokes (GB CMA) Luke Brock (Rumbalara), Jim Gow (W&M), Carrie Donaldson, Sharon Terry (GSOC)

	<p>Recommendation: That the RiverConnect Implementation Advisory Committee endorsed the amended RiverConnect Implementation Advisory Committee Terms of Reference as discussed at the RiverConnect Implementation Advisory Committee Special Meeting on 24 July 2013.</p> <p>Moved: John Gray Seconded: Dennis Patterson Carried</p>	
3	<p>RiverConnect Implementation Advisory Committee Community Representative appointments</p> <p>Rod McLennan and Bruce Cumming declared a conflict of interest and left the meeting.</p> <p>Recommendation: That the RiverConnect Implementation Advisory Committee endorse the appointment of Bruce Cumming, Rod McLennan and Geoffrey Maynard as RiverConnect Implementation Advisory Committee Community Representatives.</p> <p>Moved: John Gray Seconded: Ian Coldwell Carried</p>	<p>Renee Ashmore</p> <p>Action: RiverConnect Project Officer to write to community representatives informing of Council process.</p> <p>Action: RiverConnect Project Officer to progress RiverConnect Implementation Advisory Committee Community Representative appointments to Councillors.</p> <p>Action: Once formally endorsed at Council meeting, RiverConnect Project Officer to write to community representatives advising of outcome.</p>
	<p>Meeting Closed: 8.43am</p>	

Circulation: RCIAAC Members: Jenny Houlihan (Chair, GSCC), Rod McLennan, Bruce Cumming, Dennis Patterson (community), Carl Walters, John Gray (GBCMA), Bruce Wehner (Parks Vic), Wendy D'Amore, Leon Saunders (Rumbalara), Ian Caldwell (WOM), Neil Morris (YYNAC), Janet Gill Kirkman (DEECD), Greg McKenzie, Bonny Schnorenberg, Renee Ashmore (GSCC). Corresponding Members: Marianne Conti (GSCC), Wayne Tennant, Rachel Spokes (GB CMA) Luke Brock (Rumbalara), Jim Gow (W&M), Carrie Donaldson, Sharon Terry (GSCC)

**RiverConnect Implementation Advisory Committee****TERMS OF REFERENCE – Section 86 Committee**

Adopted by Resolution of Council on [insert date]

For Review June 2015

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, including promotion of the endorsed strategic plan.
- 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.

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 and Primary Industries	1 Representative
Word & Mouth Limited	1 Representative
Goulburn Murray Landcare Network	1 Representative
Education Sector	1 Representative
Community - Yorta Yorta Joint Body	1 Representative
Community –Yorta Yorta Nations Aboriginal Corporation	1 Representative
Rumbalara Aboriginal Co-Operative Ltd	1 Representative
Goulburn Valley Environment Group	1 Representative
Community – Other	3 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 two 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 two 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 on a biennial basis prior to recruitment of community members.

Appendix 1:**RiverConnect Implementation Advisory Committee Membership at July 2013.**

Member	Position	Organisation	Role
1 Jenny Houlihan	Mayor	Greater Shepparton City Council	Chair person
2 John Gray	Member	Goulburn Broken Catchment Management Authority	Deputy Chair person
3 Dennis Patterson	Councillor	Greater Shepparton City Council	
4 Carl Walters	Shepparton Irrigation Region Executive Officer	Goulburn Broken Catchment Management Authority	
5 Greg McKenzie	Manager Sustainability and Environment	Greater Shepparton City Council	
6 Wendy D'Amore	Member	Goulburn Murray Landcare Network	
7 Bruce Wehner	Ranger	Parks Victoria	
8 Neil Morris	Project Officer	Yorta Yorta Nation Aboriginal Corporation	
9 Ian Caldwell	Executive Officer	Word and Mouth	
10 Leon Saunders	Sports and Tours	Rumbalara Aboriginal Cooperative	
11 Rod McLennan		Community Representative	
12 Bruce Cumming		Community Representative	
13 Geoffrey Maynard		Community Representative	
14 Janet Gill Kirkman	Regional Network Leader Central Sub Region	Education Sector	
15		Department of Environment and Primary Industries	
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