

# Memorandum of Understanding

This document represents an agreement between

---

## Merri Creek Management Committee and Darebin City Council

---

### Scope

This document outlines the key principles and agreements between Darebin City Council and Merri Creek Management Committee for management of various creek side remnant/revegetation sites, water quality analysis and strategic /statutory Planning input for the Merri Creek Catchment.

### Objectives

The partner agencies will ensure the key performance indicators (KPIs) outlined in this document are met. Darebin City Council and Merri Creek Management Committee are jointly committed to managing, protecting, promoting and ensuring the long term viability of the Merri Creek and its environs. This initiative seeks to provide a formalised framework to achieve these aims.

### Terms of agreement

This agreement will apply for a term of 3 years at which time the scope, objectives, terms of agreement and level of compensation will be reviewed.

### Resource contribution

The organisations involved will work actively to support the partnership and share resources and/or facilities to ensure the long term viability of the Merri Creek as an educational natural area providing space for recreation, habitat for native flora and fauna, management of environmental waste and protection for the Merri Creek. Roles and responsibilities for each organisation are outlined below.

Merri Creek Management Committee will:

- Manage and maintain specified revegetation sites within the Merri Creek Catchment
- Advocate for capital works funding as required to manage and maintain the public amenities and key ecological sites within the Merri Creek Catchment
- Conduct water quality monitoring within the Merri Creek Catchment
- Participate in the strategic and statutory planning process
- Provide accurate, regular reports on KPIs as part of the Merri Creek Management Committee meeting cycle
- Provide a clear and detailed report showing how Council and grant funds are spent.

Darebin City Council will:

- Provide a representative to advocate for Merri Creek Management Committee and Merri Creek Catchment.
- Hold seat on Merri Creek Management Committee and attend all meetings

## APPENDIX B

- Provide opportunities for Merri Creek Management to quote on conservation and revegetation works along the Merri Creek Corridor.
- Provide a staff member, the Bushland Coordinator, as responsible authority to oversee and manage maintenance and enhancement works in creek land conservation areas.
- Actively seek ongoing grant funding to further support Merri Creek Management Committee and the Merri Creek Catchment.

### Schedule of Funding

- Once Memorandum of Understanding is signed by both parties, and at the commencement of the financial year for the remainder of the agreement, Merri Creek Management Committee will invoice Darebin City Council for the amounts specified below.
- In Financial Year 2013-2014, \$160,105 in operational funding to support the day-to-day operations of the Merri Creek Management Committee. This funding will increase each year by 2.5% until the termination of this MOU.
- In financial year 2013-2014, \$13,600 for Waterwatch activities. This funding will increase each year by 2.5% until the termination of this MOU.

### Key Performance Indicators

Key performance indicators for the Merri Creek Management Committee fall into two main categories: Operational Works and Strategic Management. These areas need to be reported on as part of the MOU.

### Operational Works

#### Physical Works

- Carry out conservation and restoration programs works along the Merri Creek and its tributaries including but not limited to weed control, litter removal, revegetation, planting and monitoring.
- Develop and maintain skills and expertise in ecological restoration of waterway corridors, and share these with member organisations, community groups and other stakeholders within the Merri Catchment.
- Provide community education and support in the areas of conservation, revegetation and preservation of the Merri Creek Catchment.

### Strategic Management

#### Communication and Advocacy Planning

- Seek and advocate for the consolidation and expansion of public open space along the Creek corridor.
- Provide written comment on vegetation impacts and visual character of associated statutory planning referrals within the Merri Creek Catchment.
- Provide feedback on the development of master plans and strategic documents as they relate to the Merri Creek Catchment.
- Consult, coordinate, inform, advise and provide a forum for member organisations and other stakeholders to discuss and learn about conservation, protection and preservation of the Merri Creek Catchment.
- Inform, educate and involve the community in projects involving the Merri Creek Catchment.

### Reporting

## APPENDIX B

Reporting is an important piece of this MOU as it allows Council to understand how funding dollars are being spent. Reporting will take place at regular meetings of the Merri Creek Management Committee or more frequently as the need arises.

DRAFT

## APPENDIX B

### Daily & Weekly Reporting

- When physical works are to take place on Council land, a representative from Merri Creek Management Committee will phone or email Darebin's Bushland Coordinator providing details about the nature of tasks to be undertaken, number of staff involved and anticipated number of hours to be worked.
- When physical works involve chemical weeding, the location and extent of spraying shall be reported at the end of the day in the form of a spray record including what chemical was used, how much of each chemical was used, the chemical mix rate, method of application, weather conditions, target species, and what (if any) follow-up is required.
- At the end of each week where physical works have occurred, Merri Creek Management Committee will provide Darebin's Bushland Coordinator with a detailed list of the locations where work occurred, dates when works have occurred, tasks undertaken and staff hours worked at each site. This report shall be provided to Darebin's Bushland Coordinator by the Wednesday of the week following works.
- All site meetings between Darebin's Bushland Coordinator/Representative and Merri Creek Management Committee shall be minuted. These minutes shall be forwarded on to all meeting attendees within 48 hours of the meeting.

### Quarterly Reporting

- At the close of each quarter, the Merri Creek Management Committee will provide a list of all applications for grants and external funding sources undertaken in the quarter. This list will include information on the source of the funding, criteria of the grant, amount requested and whether the application was successful.
- At the close of each quarter, the Merri Creek Management Committee shall provide a detailed list of any planning referrals for which they were asked to provide comment. The details should include location of referral and nature of the comment provided.
- A copy of all Site Meeting Minutes of meetings with Darebin's Bushland Coordinator shall be included in the quarterly report.
- A copy of all weekly work reports shall be included in the quarterly report.

### Please note

- All Safe Work Method Statements/ Work Instructions shall be submitted at the start of the MOU. These documents shall be updated by MCMC as required.

### Commitment

Darebin City Council and Merri Creek Management Committee agree to work collaboratively to jointly manage, protect, promote and ensure the long term viability of the Merri Creek. This Memorandum of Understanding will be in effect and operate according to the principles outlined in this agreement for 3 years' time.

\_\_\_\_\_  
**Merri Creek Management Committee**

\_\_\_\_\_  
**Darebin City Council**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_