

Terms of Reference

<p>1. Application of these Terms of Reference</p>	<p>These Model Terms of Reference apply to all Advisory Committees, Community Reference Groups and similar groups formally constituted by resolution of Darebin City Council.</p> <p>For the purpose of this Model Terms of Reference, all such groups and committees are referred to as “the Committee”.</p>
<p>2. Purpose and Scope</p>	<p>The <i>purpose</i> of this Committee is to provide advice and recommendations (where appropriate) to Council in relation to the matters specified in Appendix A</p> <p>In conducting its activities associated with its purpose and scope the Committee will;</p> <ul style="list-style-type: none"> • Conduct itself according to, and within, the Terms of Reference and any relevant Council resolution; • Inform itself of issues, opportunities, constraints and urgent actions relating to maintenance and promotion of the Committee; • Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making; • Provide advice on strategic and other planning work to help set short and longer-term direction and action; • Foster a Committee culture that seeks to understand and explore diverse views of Committee members so that advice to Council reflects such diversity of views, and; • Report to Council periodically on its work, in order to ensure accountability for its conduct. <p>In providing advice, all members will be given every opportunity, encouragement and support to put their views before the Committee and that this will be considered in Darebin’s policy, program and project development.</p> <p>The <i>scope</i> of this Committee is to act in an advisory capacity only and has no delegated authority to make decisions.</p> <p>The Committee does not have an operational role and neither it, nor its members, may direct staff or volunteers in the performance of their duties.</p> <p>The Committee shall have regard to and act in accordance with strategic objectives and priorities of each organisation. Specifically, the Committee will have regard to the strategies, plans, frameworks, policies and plans referenced in Appendix A.</p>

<p>3. Committee Specific Protocols and Operating Practices</p>	<p>It is acknowledged that these model Terms of Reference may not in all instances provide the required or adequate clarity regarding a Committees functioning. To this extent, Committees may develop specific protocols and operating practices to supplement these ToR</p> <p>These protocols and operating practices may deal with any matters that the Committee determines are relevant to the efficient and effective functioning of the Committee and may include matters such as consideration of the social and cultural diversity of the Darebin community, inclusiveness of multicultural, educational, indigenous, religious, disability, youth, aged, sexual and gender communities, Aboriginal and Torres Strait Islander peoples, membership numbers, support for members to facilitate participation and consideration of sitting fees.</p> <p>Any such protocols and operating practices must not conflict with these ToR and must be endorsed by the Committee, the relevant General Manager and be attached to these ToR when formally adopted by Council. Should agreement not be reached by the Committee and the relevant General Manager, this will be escalated to the Chief Executive Officer.</p>
<p>4. Composition, Recruitment, Appointment and Tenure</p>	<p>This Committee comprises Councillor(s) appointed by Council annually and a Council Officer nominated by the Chief Executive Officer (both non-voting) and any other persons, and representatives of organisations as determined by resolution of Council and as specified in Appendix A.</p> <p>All Advisory Committees will sunset on 30 June following each General Council election, unless they have been re-established in the new Council term or the work of an Advisory Committee has been completed prior to this date.</p> <p>Specified members of Committees (excluding Councillors) shall be appointed to a Committee for the term specified in Appendix A. All appointments will be for an initial period of 2 years with the option for a further maximum period through to the 30 June in the year following each General Election upon re application.</p> <p>If the Council Officer (in consultation with existing Committee members) believes that staggered appointment terms are appropriate for the Committee, these may be instituted within the parameters of the 2 years period.</p> <p>Where a member is appointed to the Committee as a representative of a particular organisation a proxy may attend meeting on their behalf if the nominated person cannot attend.</p> <p>Council will appoint one proxy Councillor to each Committee annually. Councillors appointed as a proxy through the annual appointment process may attend Committee meetings.</p> <p>The criteria for the appointment of members will be developed by the Council Officer based on the required skills and knowledge and the existing Council policy and practices that promote diversity and inclusion. The Council Officer will consult with the Committee regarding any skill or experience deficiency or gap in the existing Committee that may need to be specifically considered during a recruitment and appointment process</p>

	<p>Notwithstanding any of the above, Council may at any time by resolution set a date or a milestone that when reached or completed causes the cessation of the Committee and the expiry of Committee members' terms.</p>
<p>5. Responsibilities, Duties and Conduct of Members</p>	<p>In performing the purpose of the Committee, members must act honestly, treat others with respect, exercise reasonable care and diligence, and not make improper use of their position or make improper use of information acquired because of their position.</p> <p>The expectation of members' behaviour is that they will behave with respect and openness by listening to one another and by allowing all members to have a voice. Respectful behaviour is inclusive of all Committee meetings, emails, correspondence, telephone calls and on-line meetings.</p> <p>Members must work co-operatively with other members, respect the authority of the Chair and meeting procedures and must not seek to dominate the meeting or insist or imply that their own views and ideas carry more weight than those of others.</p> <p>Members must respect the confidential and sensitivity of information as appropriate.</p> <p>Upon appointment, Chairs including Co-Chairs must undertake or demonstrate relevant recent training and proficiency in running effective meetings.</p> <p>Committee members must not speak for Council or any other member agencies and are not authorised to speak to the media in respect of the Committee's activities and deliberations.</p> <p>Committee Member are required to abide by Council's Employee Code of Conduct to the extent applicable to volunteers and the Council's Volunteer Policy. Failure to abide by the conduct principles, (and relevant Council policies, including Council's Occupational Health and Safety Guidelines) will result in the member being deemed to be in breach of their obligations and may result in their removal from the Committee by a Council resolution, or in urgent circumstances by Council's Chief Executive Officer if the Chief Executive Officer considers that such action is necessary.</p>
<p>6. Meetings</p>	<p>Attendance at Committee meetings is expected in normal circumstances and is critical to fulfilment of appointment as a member.</p> <p>The Chairperson shall be appointed as specified in Appendix A</p> <p>Meetings will be held quarterly unless determined by the Committee Chair and Council Officer in order to allow for the timely consideration and provision of advice to Council on particular, time-sensitive matters from time to time. Committees may, with the approval of the relevant General Manager, meet more frequently on a limited and specific basis (if required).</p> <p>Working Groups may be established as required for a specific purpose and on a limited timeframe to enable a focus on a specific task or</p>

	<p>project. These are subject to the approval by the relevant General Manager after consideration of their specific need, the availability of resources to support their operation and their agreed timeframes and tenure.</p> <p>If the Chairperson is not present at a meeting, the Committee members will determine to appoint a Chairperson for the purposes of conducting the meeting.</p> <p>The appointed Council officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.</p> <p>Committee agendas will be forward to Committee members by email no later than five working days before a scheduled meeting.</p> <p>Minutes will be provided to Committee members and all Councillors no later than 10 working days of the meeting and will include a summary of discussions, details of any conflicts of interest disclosed and any decisions made. The Chair, including Co-Chairs, shall ratify the minutes of the meeting prior to their distribution. Formal endorsement of the minutes will occur at the subsequent Committee meeting.</p> <p>Committee agenda items will be identified by Council Officers in consultation with the Chairperson. Members are able to request items to be listed subject to them being raised with the Council Officer and with the Chairpersons consent</p> <p>Notice of any additional Committee meetings will be provided 2 weeks in advance.</p> <p>Committee meetings may be held virtually</p> <p>Committee meetings are closed to the public.</p> <p>Special guests / subject matter experts may be invited to the meeting at the combined discretion of the Chair, including Co-Chairs and Council officer.</p> <p>A quorum will be half of the voting Committee members plus one. In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes. Committees have no delegated authority to make decisions on behalf of Council, therefore any vote is on a position or recommendation to be made to Council if appropriate. Whilst voting on matters is expected to be uncommon a member must be in attendance (either virtually or in person) to vote.</p> <p>Any Conflicts of Interest must be declared and recorded at the commencement of the meeting. A member who has a conflict of interest must leave the meeting when the item is discussed.</p>
7. Transparency	<p>In order to maintain transparency of Committee operations and in alignment with Council's Governance Rules the following information is to be published on Council's website in respect of each Committee:</p> <ul style="list-style-type: none"> a) The Terms of Reference. b) The names of all members c) Reports of Committee activities (as reported biannually to Council) as prepared by Council Officers

<p>8. Opportunities for Cross Collaboration and Induction of Committee members</p>	<p>Council may, from time to time, facilitate meetings, forums, workshops and the like to enable the members of the various Committees to come together for knowledge sharing, professional development and the collaborative provision of advice as appropriate.</p> <p>Committees and new Committee members will be provided with an appropriate induction at the commencement of their term that includes an overview of the Council's structure and functions, the relationship of the Committee with Councillors and the community and any other matters to ensure they are well supported.</p>
<p>9. Reporting, Monitoring and Evaluation</p>	<p>The specific advice of a Committee in relation to a particular matter will be communicated to Council by the relevant Council officer in an appropriate format if and when required. The progress and activities of a Committee will be reported bi annually through a combined six-monthly Council meeting report on the progress and activities of all Committees to be prepared by Council Officers. The operation of the Committee will be evaluated annually via a number of methods including self-evaluation of the Committee (arranged by the Council Officer) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.</p>

APPENDIX A

ToR Clause 1	Name of the committee Edgars Creek and Edwardes Lake Task Force
ToR Clause 2	<p>The Task Force is a partnership between local government, Traditional Owners, water agencies and community organisations to coordinate and advance initiatives that significantly improve the environmental health of Edgars Creek and Edwardes Lake with the purpose to:</p> <ul style="list-style-type: none"> • improve water quality, • build flood resilience; and • enhance the natural environment. <p>The Task Force shall have regard to and act in accordance with Council's strategic objectives and priorities. Specifically, the Task Force will have regard to the following strategies, plans, frameworks, policies and plans</p> <ul style="list-style-type: none"> • Community Vision • Council Plan 2021-2025 • Towards Equality: Equity, Inclusion and Human Rights Framework 2019-2029 • Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People <p>Specific Council strategies, frameworks, plans and policies relevant to this Task Force:</p> <ul style="list-style-type: none"> • Edwardes Lake Water Quality Report 2019 • Breathing Space: The Darebin Open Space Strategy 2019 • Watershed: Towards a Water Sensitive Darebin 2015-2025
ToR Clause 3	Committee Specific Protocols and Operating Practices <p>Task Force is a collaboration that inspires the transformation of the Edgars Creek and Edwardes Lake with a whole of catchment approach to achieve the following objectives:</p> <p>Objectives of the Task Force</p> <p>Environment: caring for Country</p> <ul style="list-style-type: none"> • Improve habitat, ecological connectivity and the natural values of the waterway. • Increase indigenous vegetation within riparian margins. • Reduce the impact of flooding and stormwater pollution to enhance waterway health. <p>Communities: connecting people to the waterway</p> <ul style="list-style-type: none"> • Inspire and enable diverse communities to reduce stormwater pollution and actively care for the waterway.

	<ul style="list-style-type: none"> Recognise and raise awareness of Indigenous cultural heritage and Traditional Owner values of water. <p>Catchment: aligning our effort and impact</p> <ul style="list-style-type: none"> Improve collective understanding and management of water across the catchment. Identify and advocate for new initiatives across the catchment for a cleaner, healthier and cooler catchment. Create a shared story and vision which inspires collective impact and resourcing.
ToR Clause 4	<p>Membership</p> <p>The Task Force is a partnership between government and community organisations who are actively engaged in water improvement initiatives within the Edgars Creek and Edwardes Lake Catchment. The partners that make up the membership of the collaboration include (each voting):</p> <ul style="list-style-type: none"> Friends of Edwardes Lake Friends of Merri Creek Friends of Edgars Creek Merri Creek Management Committee Reservoir Frogs Water Watch Group Yarra Valley Water Wurundjeri Woi Wurrung Melbourne Water Environment Protection Authority Moreland City Council Darebin City Council <p>Each member shall be represented by one person from each partnering organisation.</p> <p>This Task Force comprises of Councillor(s) appointed by Council annually and a Council Officer nominated by the Chief Executive Officer (all non-voting).</p>
ToR Clause 5	<p>Chairperson</p> <p>The chairperson's primary role is to facilitate the Task Force meetings and discussions. This entails ensuring that all parties are heard and that all participants demonstrate a shared value mind-set and constructive collaborative behaviours. The chairperson facilitates the identification and prioritisation of opportunities to be explored and ensures partners undertake prioritised actions.</p> <p>A rotating chair will be determined by the Task Force. To begin with Cr Gaetano Greco will be the designated Chair.</p>
ToR Clause 6	<p>Governance Structure</p> <p>The Task Force is led and hosted by Darebin City Council. The progress and activities of the Task Force will be reported to Council by the Task Force Lead Officer on a bi-annual basis.</p> <p>Membership of the Task Force consists of a representative from each partner organisation. The representatives will strive to:</p> <ul style="list-style-type: none"> Bring a 'whole of organisation' perspective.

	<ul style="list-style-type: none"> • Communicate within their own organisations to brief, gather and consider information to contribute to decision making processes. • Report back on funding contributions from the organisations that they represent. • Seek out opportunities to co-design, co-fund and co-deliver initiatives through either budget bids, business cases or grant applications. • Advise on strategic direction and priority setting. • Support financial management processes (including researching funding opportunities and business cases). • Contribute to decision making and direct action within their own organisation where necessary. • Be considerate of each organisation's resources, circumstances, policies and strategic direction.
ToR Clause 7	<p>Contributions of Members</p> <p>Water agencies:</p> <ul style="list-style-type: none"> • Liaison with business customers • Stormwater harvesting • Fund citizen science programs • Technical advice and support • Flood mitigation opportunities <p>Government agencies:</p> <ul style="list-style-type: none"> • Resources & coordination • Access to field officers • Stormwater network – flood monitoring and mapping • Technical advice • Enforcement • Monitoring • Promotion, communication and education • Support and capacity building for volunteer groups • Conduit between levels of government and other LGA's <p>Community and not-for-profit groups:</p> <ul style="list-style-type: none"> • Access to community members and events • Citizen science initiatives • Grant writing skills • Action on the ground • Advocacy • Local scale knowledge including community and environmental contexts. • On ground experience and observations <p>Traditional Owners:</p> <ul style="list-style-type: none"> • Information and knowledge • Cultural heritage management skills • Land management skills. • Cultural capacity building – 'right design for Country' • Project delivery opportunities
ToR Clause 8	<p>Role of the Task Force</p> <p>Better coordination Across the catchment there are many different land managers and agencies managing different parts of the water cycle. The task force brings together agencies to coordinate new initiatives that deliver multiple benefits to the community and the environment.</p> <p>Information & knowledge sharing</p>

	<p>The Task Force enables knowledge and expertise to be shared between organisations to generate new ideas and solutions. Consolidation and better access to data and information across the catchment will enable each organisation to be better informed and make decisions that consider different elements of the catchment.</p> <p>Advocacy A key role of the task force is to develop a shared vision and story of the Edgars Creek and Edwardes Lake to advocate and inspire aligned initiatives across different layers of government with our diverse communities.</p> <p>Seeking and allocating resources The Task Force will be a mechanism for co-design, co-investment and co-delivery of new water initiatives. Funds will be sort on projects as they are prioritised through organisational budget bids and grant programs on a case by case basis. Projects may require own governance structure specific to the funding agreement.</p> <p>Reflection and learning together With a process of reflection and learning, the Task Force can improve and persist to achieve measurable benefits in water management.</p> <p>Innovation and Prioritisation Take an evidence-based approach to priorities and identify innovative projects within the catchment.</p> <p>Strengthening partnerships and embedding Traditional Owner knowledge With active learning of Indigenous cultural knowledge; and by listening to and responding to Traditional Custodian leadership, the Task Force will seek meaningful partnerships to improve water management.</p>
ToR Clause 9	<p>Resourcing</p> <p>Darebin City Council has appointed a Council officer who will take responsibility for providing executive support to the Task Force including provision of meeting agendas and minutes.</p> <p>Funds for new initiatives will be sought on individual projects as prioritised through organisational budget bids and grant programs on a case by case basis.</p> <p>Opportunities for co-funding will be sort based on a project's alignment with funding agencies priorities and grant opportunities.</p>
ToR Clause 10	<p>Meetings</p> <ul style="list-style-type: none"> • Meetings will be held quarterly at alternating where possible between virtual and in person meetings. • Meetings will have a rotating chair. • A quorum will be half of the voting Committee members plus one. In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes. Committees have no delegated authority to make decisions on behalf of Council, therefore any vote is on a position of recommendation. • Whilst voting on matters is expected to be uncommon a member must be in attendance (either virtually or in person) to vote.

APPENDIX B: Collaboration Agreement

Edgars Creek and Edwardes Lake Task Force Collaboration Agreement

The Task Force is a partnership between water authorities, Traditional Owners, community groups and local government to coordinate and advance initiatives with the purpose to:

Enable and inspire the transformation of the Edgars Creek and Edwardes Lake with a whole of catchment approach to:

- improve water quality,
- build flood resilience; and
- enhance the natural environment.

Members

The Task Force members are agencies that are actively engaged in water improvement initiatives across the Edgars Creek and Edwardes Lake Catchment that includes:

- Friends of Edwardes Lake
- Friends of Merri Creek
- Friends of Edgars Creek
- Merri Creek Management Committee
- Reservoir Frogs Water Watch Group
- Yarra Valley Water
- Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation
- Melbourne Water
- Environment Protection Authority
- Moreland City Council
- Darebin City Council

Objective 1

Environment: caring for Country

- Improve habitat, ecological connectivity and the natural values of the waterway.
- Increase indigenous vegetation along waterway corridors.
- Reduce the impact of flooding and stormwater pollution within the catchment.

Potential measures of success

- Area of riparian margin revegetated
- Number of indigenous plants planted
- Reduction in litter
- Reduced pollutant load
- Reduced algal blooms in the Lake
- More naturalised flow regime
- Ongoing monitoring program that identifies pollution hot spots for a targeted education and enforcement program.

Priority for first 12 months

Collect and collate a co-ordinated database to determine current water quality status, so that action orientated goals can be informed for 2023.

Measure for success: *Ongoing monitoring program that identifies pollution hot spots for a targeted education and enforcement program*

Objective 2

Communities: connecting people to the waterway

- Work with our diverse communities to reduce stormwater pollution within business precincts, industrial zones and residential areas.
- Inspire and provide opportunities for people to actively care for the waterway throughout the catchment.
- Recognise and raise awareness of Indigenous cultural heritage and Traditional Owner values of water.

Potential Measures of success:

- Increased participation in community activities such as planting days, clean-up events, citizen science and environmental educational programs.
- Traditional Owner cultural and heritage values evident in design of new initiatives and land management projects.
- Active partnership and collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation in project design and delivery.
- Increased community access and use of the Edgars Creek Corridor.
- Decrease in stormwater pollution events.

Priority for first 12 months

Host a community event to launch the work of the Taskforce and generate community interest and involvement.

Objective 3

Catchment: aligning our effort and impact

- Improve collective understanding and management of water across the catchment.
- Identify and advocate for new initiatives across the catchment for a cleaner, healthier and cooler catchment.
- Create a shared story and vision which inspires collective impact and resourcing.

Potential Measures

- Number of projects co-funded or co-delivered.
- On-going participation of partners in the Task Force.
- Reduced impacts of flooding.
- Decrease in annual pollution events at the Lake.
- Number of new Water Sensitive Urban Design assets across the catchment such as:
 - Stormwater treatment infrastructure
 - Water harvesting assets
 - Urban greening and cooling

Priority for first 12 months

Collect and collate an evidence base for the source of stormwater runoff and contaminants to inform priorities and strategies for impact in 2023.

Governance Structure

The Task Force is led and hosted by Darebin City Council. The progress and activities of the Task Force will be reported to Council by the Task Force Lead Officer on a bi-annual basis.

Membership of the Task Force consists of a representative from each partner organisation. The representatives will strive to:

- Bring a 'whole of organisation' perspective.
- Communicate within their own organisations to brief, gather and consider information to contribute to decision making processes.
- Report back on funding contributions from the organisations that they represent.
- Seek out opportunities to co-design, co-fund and co-deliver initiatives through either budget bids, business cases or grant applications.
- Advise on strategic direction and priority setting.
- Support financial management processes (including researching funding opportunities and business cases).
- Contribute to decision making and direct action within their own organisation where necessary.
- Be considerate of each organisation's resources, circumstances, policies and strategic direction.

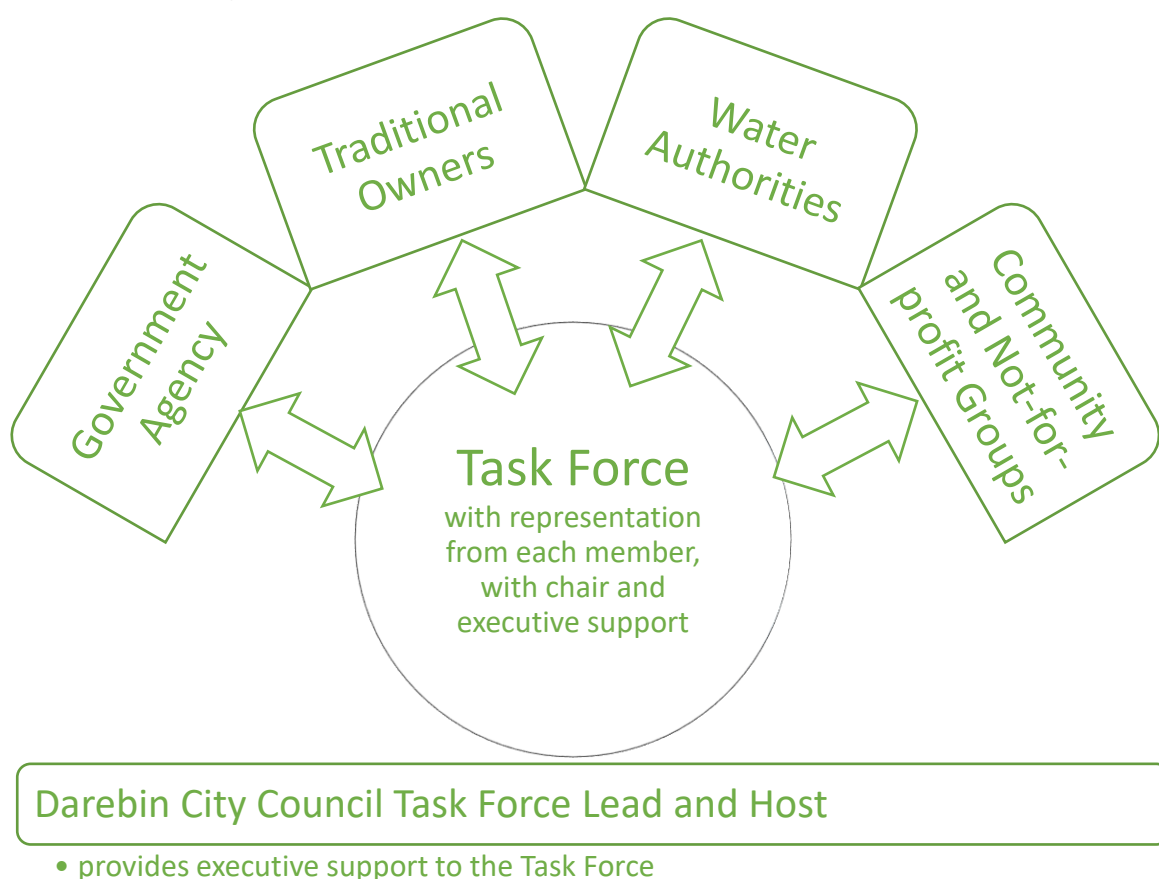


Figure 1: Diagram shows two-way communication, the structure and support of the Task Force.

Contributions of Members

Water agencies:

- Liaison with business customers
- Stormwater harvesting
- Fund citizen science programs
- Technical advice and support
- Flood mitigation opportunities

Government agencies:

- Resources & coordination
- Access to field officers
- Stormwater network – flood monitoring and mapping
- Technical advice
- Enforcement
- Monitoring
- Promotion, communication and education
- Support and capacity building for volunteer groups
- Conduit between levels of government and other LGA's

Community and not-for-profit groups:

- Access to community members and events
- Citizen science initiatives
- Grant writing skills
- Action on the ground
- Advocacy
- Local scale knowledge including community and environmental contexts.
- On ground experience and observations

Traditional Owners:

- Information and knowledge
- Cultural heritage management skills
- Land management skills.
- Cultural capacity building – 'right design for Country'
- Project delivery opportunities

Role of the Task Force

Better coordination

Across the catchment there are many different land managers and agencies managing different parts of the water cycle. The task force brings together agencies to coordinate new initiatives that deliver multiple benefits to the community and the environment.

Information & knowledge sharing

The Task Force enables knowledge and expertise to be shared between organisations to generate new ideas and solutions. Consolidation and better access to data and information across the catchment will enable each organisation to be better informed and make decisions that consider different elements of the catchment.

Advocacy

A key role of the task force is to develop a shared vision and story of the Edgars Creek and Edwardes Lake to advocate and inspire aligned initiatives across different layers of government with our diverse communities.

Seeking and allocating resources

The Task Force will be a mechanism for co-design, co-investment and co-delivery of new water initiatives. Funds will be sort on projects as they are prioritised through organisational budget bids and grant programs on a case by case basis. Projects may require own governance structure specific to the funding agreement.

Reflection and learning together

With a process of reflection and learning, the Task Force can improve and persist to achieve measurable benefits in water management.

Innovation and Prioritisation

Take an evidence-based approach to priorities and identify innovative projects within the catchment.

Strengthening partnerships and embedding Traditional Owner knowledge

With active learning of Indigenous cultural knowledge; and by listening to and responding to Traditional Custodian leadership, the Task Force will seek meaningful partnerships to improve water management.

Resourcing

Darebin City Council has appointed a Council officer who will take responsibility for providing executive support to the Task Force including provision of meeting agendas and minutes.

Funds for new initiatives will be sought on individual projects as prioritised through organisational budget bids and grant programs on a case by case basis.

Opportunities for co-funding will be sort based on a project's alignment with funding agencies priorities and grant opportunities.

Meetings

- Meetings will be held quarterly at alternating where possible between virtual and in person meetings.
- Meetings will have a rotating chair.
- A quorum will be half of the voting Committee members plus one. In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes. Committees have no delegated authority to make decisions on behalf of Council, therefore any vote is on a position of recommendation to be made to Council if appropriate.
- Whilst voting on matters is expected to be uncommon a member must be in attendance (either virtually or in person) to vote.

Chairperson

The chairperson's primary role is to facilitate the Task Force meetings and discussions. This entails ensuring that all parties are heard and that all participants demonstrate a shared value mind-set and constructive collaborative behaviours. The chairperson facilitates the identification and prioritisation of opportunities to be explored and ensures partners undertake prioritised actions.

A rotating chair will be determined by the Task Force. To begin with Cr Gaetano Greco will be the designated Chair.

Review Period

This agreement should be reviewed after 2 years.