

# Yarra4Life Coordination Committee Charter

## 1. Aim

The aim of this Charter is to provide clear guidelines to members of the Yarra4Life Coordination Committee (the Committee), and Melbourne Water.

This Charter applies equally to all Committee members appointed by Melbourne Water and to all staff employed by Melbourne Water.

## 2. Introduction

Melbourne Water can form committees and define their functions and membership under the provisions of the *Catchment and Land Protection Act 1994*. The Committee is established and appointed by Melbourne Water under these provisions.

The Committee has been established to determine the strategic directions for the Yarra4Life program and to oversee the implementation and management of the program

## 3. Membership of the committee

3.1 Melbourne Water General Manager of Waterways and Catchment Operations will appoint the Chair and all other members of the Committee.

3.2 The Committee will have membership that provides a mix of relevant skills from the major Yarra4Life stakeholders.

3.3 Membership may include:

- Collective knowledge of and experience in land management, biodiversity protection, revegetation, community engagement/education, outdoor recreation, health and wellbeing, research and development, primary production business management, marketing, and financial management.
- Relevant industry/interest/community groups
- Members from major Yarra4Life stakeholder organisations that are actively involved in natural resource management
- Members from Melbourne Water.

- 3.4 Applications to be a member of the committee will be sought through invitations to stakeholder organisations to nominate applicants.
- 3.5 Appointments will be for up to a three-year term. Members may be re-appointed at the end of their term.
- 3.6 If a member ceases to represent a particular organisation within the three-year term, the organisation may nominate a replacement representative of the same or equivalent position by notifying the Committee Chair and Committee Coordinator.
- 3.7 Melbourne Water's General Manager of Waterways and Catchment Operations can terminate membership of individual members and/or the whole Committee at any time.

## **4. Meeting protocol**

- 4.1 A quorum for any meeting of the Committee will be a minimum of half of the appointed members.
- 4.2 The Committee will meet at least four times per year virtually and or in person.
- 4.3 The Chair of the Committee is to preside at all meetings of the Committee at which the Chair is present.
- 4.4 If the Chair is absent from a meeting of the Committee, the Deputy Chair, appointed by the Committee will chair for the meeting.
- 4.5 If a member is to be absent from a meeting of the Committee, the member may submit any comments on agenda items prior to the meeting for reporting to the meeting. At the discretion of the Chair, a representative of an absent member may attend the meeting and vote in their place
- 4.6 The proceedings of all meetings will be minuted to reflect the work done and resolutions carried by the Committee. The minutes will record any relevant conflicts of interest declared by Committee members.
- 4.7 The Committee may invite other persons to its meetings as it deems necessary.
- 4.8 The Committee may establish working groups to explore issues and/or undertake defined tasks on its behalf.
- 4.9 Reports from the Committee will be provided to Melbourne Water's Customer and Service Delivery Board Sub-Committee on activities and outcomes as required.

## **5. Roles of the committee**

- 5.1 The Committee will act as a Board of Management for the Yarra4Life program. The Committee will have responsibility (including delegations from Melbourne Water

General Manager Waterways & Catchment Operations as appropriate) to undertake roles including:

- Implement the strategic directions and management principles for Yarra4Life as outlined in the Yarra4Life Strategic Plan.
- Review and amend the strategic directions and management principles for Yarra4Life as required.
- Oversee, and report to Melbourne Water General Manager Waterways and Catchment Operations on, all aspects of the development and management of Yarra4Life including financial management and on-ground performance.
- Identify priority projects within Yarra4Life.
- Seek and source funding and resourcing for Yarra4Life in line with relevant Melbourne Water sponsorship policy.
- Determine the allocation of funding that has been secured to Yarra4Life (where there is some discretion to do so).
- Guide the work program of the Yarra4Life Coordinator in collaboration with the relevant Melbourne Water manager.
- Advise Melbourne Water General Manager Waterways and Catchment Operations of emerging Yarra4Life issues and recommend strategies by which these might be addressed.
- Identify and foster opportunities for integration and cooperation between programs, agencies and the community relevant to Yarra4Life.
- Promote the Yarra4Life program to potential sponsors, government, stakeholders and local communities.
- Members are to argue the issue, not the person.
- All members should help to maintain the focus of discussion on the issues at hand.
- Members must agree that consensus is the preferred approach in decision making.
- Members acknowledge that, where consensus cannot be reached in a timely manner or where there are differences of view, voting on issues may be used by the Chair to enable decisions to be reached by majority.

## **6. Executive support**

- 6.1 The overall strategic and executive support of the Committee will be undertaken by a Yarra4Life Coordinator position (or equivalent), employed by Melbourne Water.
- 6.2 This position will support the Committee, be guided by the Committee and work in line with the direction of the Committee.
- 6.3 The position will be accountable to an appropriate Melbourne Water Manager to ensure satisfactory work performance and that day-to-day line management, mentorship and leadership is provided for the position.

- 6.4 The employee and the appropriate Melbourne Water Manager, in consultation with the Chair of the Committee, will develop and review the position's Work Performance Plan and the performance of the employee.

## 7. Financial management

- 7.1 Implementation of the Yarra4Life Strategic Plan will involve funding from various sources and organisations and is likely to involve various partnership arrangements.
- 7.2 Some of the funds are likely to be provided directly to Yarra4Life. These funds will be managed and reported on by Melbourne Water through the Melbourne Water accounts by establishing a specific Yarra4Life program within the Melbourne Water financial management system. The Committee will oversee the allocation and expenditure of these funds.
- 7.3 The Committee will develop an annual budget forecast for Yarra4Life funds (to be approved by Melbourne Water General Manager Waterways and Catchment Operations) which will be included in the Melbourne Water financial management system.
- 7.4 A Yarra4Life financial report will be generated by Melbourne Water from the accounts and provided to the Committee for consideration at its regular meetings.

## 8. Relationships

- 8.1 In performing its duties, the Committee is required to maintain effective working relationships with the management of Melbourne Water,
- 8.2 To perform their role effectively, each Committee member is expected to have an understanding of the responsibilities of Committee membership, including any relevant Melbourne Water policies and procedures.

## 9. Performance

- 9.1 The Committee will review its performance on an annual basis and provide any consequent recommendations to the Melbourne Water General Manager of Waterways & Catchment Operations.

## 10. Voting rights

<b>Member</b>	Full voting rights
<b>Chair (or Acting Chair)</b>	Full voting right plus casting vote
<b>All others</b>	Non voting

If a member is not able to attend a particular meeting where a vote is being held, they may nominate a proxy from the same organisation to vote on their behalf.

In the case where an organisation has more than one representative member, the organisation shall be entitled to one vote only.

## **11. Sitting fees and expenses**

- 11.1 Reasonable expenses incurred in attending the meetings, such as travelling, parking, stationery, will be reimbursed by Melbourne Water (upon supply of appropriate records and/or receipts).
- 11.2 Sitting fees will not be payable to Committee members. However, the Committee may review the appropriateness of paying sitting fees and a subsequent recommendation may be made to Melbourne Water General Manager Waterways and Catchment Operations.

## **12. Commencement date**

This charter was last approved by.

Signed: \_\_\_\_\_