

MERRI CREEK MANAGEMENT COMMITTEE
Terms of Reference for Standing Committees
Adopted 10/12/98, and amended 18/5/2000

1. PLANNING AND ISSUES SUBCOMMITTEE (RENAMED FROM POLICY AND ISSUES SUBCOMMITTEE)

1.1 Convenor

One of the two Vice Presidents as appointed at the Annual General Meeting

1.2 Membership

Office-bearers (ex-officio)

Other members of the Committee as appointed at the Annual General Meeting, although all members of the Committee of Management are entitled to attend and to have speaking rights.

1.3 Quorum

Four members, with at least 2 organisations represented.

1.4 Other attendance

Manager, Conservation Program Manager, Administration Officer

Other Agency staff

Guests

1.5 Meeting schedule

One month after the Committee of Management meeting, on the third Thursday of the month at 6:15 pm, or as required.

1.6 Role

To provide advice to MCMC on detailed matters of policy relating to strategic and statutory planning, and other catchment management issues.

1.7 Key responsibility areas

- To consider matters referred to the Subcommittee by the Committee of Management and report back to the Committee of Management.
- To develop, monitor and review long term policy relating to strategic and statutory planning and management of the catchment, including being a forum for member groups to develop joint policies.
- Formulate responses to inquiries, strategies etc.
- Provide advice to MCMC staff..
- MCMC program planning.
- Input and direction on the development of new MCMC initiatives.

1.8 Authority

To make recommendations to the MCMC Committee of Management

1.9 Reports to

MCMC Committee of Management

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**2. MERRI CREEK AND ENVIRONS STRATEGY IMPLEMENTATION SUBCOMMITTEE
(RENAMED FROM PROGRAM AND ACTIVITIES SUBCOMMITTEE)**

2.1 Convenor

One of the two Vice Presidents as appointed at the Annual General Meeting

2.2 Membership

Office-bearers (ex-officio)

Other members of the Committee as appointed at the Annual General Meeting, although all members of the Committee of Management are entitled to attend and to have speaking rights.

2.3 Quorum

Four members with at least two organisations represented.

2.4 Other attendance

MCMC Manager, Conservation Program Manager, Administration Officer

Other Agency staff

Guests

2.5 Meeting schedule

Two months after the Committee of Management meeting, on the third Thursday of the month at 6:15pm, or as required.

2.6 Role

To ensure the fulfillment of MCMC's responsibilities in the Merri Creek and Environs Strategy, to facilitate the implementation of the strategy, and to have input into the Biennial review of the strategy.

2.7 Key responsibility areas

To document and monitor the implementation of MCMC's responsibilities in the MCES.

To coordinate, where MCMC coordination required, the implementation of actions from the MCES.

To arrange implementation of MCMC's other responsibilities with respect to the Plan

To work with the Vegetation Restoration Advisory Committee

To involve other agency officers, members of Friends of Merri Creek interested in or involved in the implementation of the MCES

2.8 Authority

To Make recommendations to the MCMC Committee of Management.

To give advice to MCMC staff.

2.9 Reports to

MCMC Committee of Management.

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3. EXECUTIVE SUBCOMMITTEE

3.1 Convenor

MCMC President

3.2 Membership

MCMC President, Vice Presidents, Treasurer and Secretary (as per rules). Note representation should generally reflect the representation to the Committee of Management - i.e. a balance of Council, State and Community representatives.

3.3 Quorum

Half of the current members or the Executive Subcommittee present in person or by electronic conferencing

3.4 Staff attendance

Manager

Other staff if requested

3.5 Meeting schedule

Monthly as determined by the members (currently 2nd Tuesday of the Month)

3.6 Role

Supervise the day to day operations of the MCMC.

3.7 Key responsibility areas

Business planning for the MCMC.

Management of business delegated by MCMC.

Management of resources and approval of expenditure up to delegated limits

Recruitment and management of senior staff,

Policy development for recommendation to MCMC.

Development and approval of procedures for MCMC operations in line with rules and policy.

Urgent business.

3.8 Authority

To approve expenditure of sums up to the value of \$50,000

To approve appointment of consultants and subcontractors to amounts up to \$50,000 (as per policy)

To approve contracts up to the value of \$50,000 (as per policy)

To hire and fire staff, with the exception of the Manager

To make recommendations to the MCMC Committee of Management

To advise MCMC staff.

3.9 Reports to

MCMC Committee of Management.

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4. FINANCE SUBCOMMITTEE

4.1 Convenor

MCMC President

4.2 Membership

President, Treasurer, Secretary, Manager, Finance Officer, MCMC's Accountant, Other Committee members as coopted by the Committee of Management.

4.3 Quorum

Quorum to comprise one Committee of Management member, the Manager, and either the Finance Officer or the Accountant.

4.4 Other attendance

Other staff if requested

4.5 Meeting schedule

Quarterly after quarterly accounts are prepared.

4.6 Role

4.7 Key responsibility areas

- To monitor MCMC's financial operations excluding Executive Subcommittee's authority as outlined in its terms of reference.
- To provide advice to the Committee of Management and Executive Committee on financial matters
- To provide strategic financial planning
- To review budgets and quarterly financial statements and make recommendations to MCMC
- To monitor MCMC's financial obligations, financial policies and recommend changes where appropriate.
- To provide advice to the Manager on financial matters.

4.8 Authority

- to make recommendations to the MCMC Committee of Management, and
- to provide advice to the Manager.

4.9 Reports to

MCMC Committee of Management

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5. VEGETATION RESTORATION SUBCOMMITTEE

5.1 Convenor

MCMC's Conservation Program Manager

5.2 Membership

Landscape planners/open space coordinators/works managers, coordinators or supervisors from Darebin, Hume, Moreland, Whittlesea and Yarra City Councils, Melbourne Water, and MCMC.

5.3 Quorum

3 organisations represented

5.4 Staff attendance

Conservation Program Manager, Parkland Management Team Coordinator and other staff as appropriate

5.5 Meeting schedule

Once every two months during the day

5.6 Role

To coordinate vegetation restoration works along the Merri Creek and tributaries.

5.7 Key responsibility areas

- Be a forum for exchange of technical information regarding un/successful techniques and practices.
- Develop a 5 year works/habitat enhancement plan to guide new vegetation management works in the Merri Creek Parklands, with reference to the Merri Creek and Environs Strategy.
- Have input to prioritizing proposed works , grant applications, etc
- Facilitate communication between the various land management agencies working within the Merri Creek Parklands.
- Discuss management issues including weed invasion etc

5.8 Authority

To make recommendations to the MCMC Committee of Management

5.9 Reports to

MCMC Committee of Management