



Caring for the Campaspe River

Terms of Reference 2012-13

Purpose

The purpose of the *Caring for the Campaspe River* Project Reference Group is to provide advice, information and support to the North Central CMA project team. This will help North Central CMA staff manage the project to meet community and stakeholder needs.

The Project Reference Group is not a decision making group nor is it authorised to publish to any media on behalf of the project.

Membership

Membership is a voluntary (unpaid) contribution. Project Reference Group membership will be made up of representatives from the local (project area) community as well as relevant stakeholder organisations.

The following organisations are considered important stakeholders and will be invited to nominate representatives:

- Local Government/s
- The North Central CMA Natural Resource Management Committee (NRMCM)
- Local Landcare groups or networks
- Parks Victoria
- Registered Aboriginal Party's
- Goulburn-Murray Water

External expertise may be co-opted and their attendance at meetings will be coordinated through the Chair, e.g. Department of Sustainability and Environment, Department of Primary Industries, Trust for Nature, etc.

Period of Operation

The project finishes on 30 June 2016. There is no expectation of any input from Project Reference Group members after this date.

Responsibilities and Expectations of Members

Continued participation in the Project Reference Group is on the basis that members:

- Attend meetings (please note if a member is absent from two consecutive meetings their position will be revoked)
- Contribute to meetings
- Allow other members to contribute
- Keep the organisations or communities they represent up to date about the project
- Declare any conflict of interest
- Deal with any conflicts that arise from membership *within* the Project Reference Group
- Respect privacy and maintain confidentiality



Meetings

Angela Gladman, Project Manager will Chair the meetings to:

- Approve meeting agendas, minutes and action lists
- Run timely meetings and ensure all members contribute
- Summarise meeting outcomes

Meetings will be no longer than three hours and will be held up to four times per year or as otherwise agreed by members. A draft agenda will be circulated one week prior to each meeting. The scheduling of meetings will be set at appropriate dates and confirmed at the end of each meeting.

Minutes of meetings will be taken by North Central CMA staff and circulated within two weeks of the meeting. These will be approved by the Chair prior to circulation.

Terms of Reference

On behalf of the organisations or communities they represent, Project Reference Group members will:

- Provide guidance and advice to the North Central CMA to enable delivery and development of the Caring for the Campaspe project, including identifying constraints and opportunities
- Provide specific advice on community engagement approaches and opportunities
- Assist in prioritisation of target areas for on-ground works
- Provide local and technical knowledge on the Campaspe River, the local community and emerging issues
- Provide feedback on proposed future project activities, approaches and investigations
- Review and provide comment on information developed by the North Central CMA
- Facilitate interaction and communication regarding the project to the individual groups represented and the wider community
- Provide information to the Project Reference Group on relevant activities and roles of the organisations or communities they represent

North Central CMA staff will:

- Be accountable for project delivery
- Use the Project Reference Group in an advisory capacity
- Provide the Project Reference Group with advance notice of meetings
- Maintain meeting agendas, minutes and action lists
- Provide project updates at Project Reference Group meetings
- Inform the Project Reference Group of project and funding opportunities
- Be responsible for formal communications and media activity relating to the project