

# Policy PPW-1019

## Living Links Coordination Committee Charter

### 1. Aim

The aim of this Charter is to provide clear guidelines to members of the Living Links Coordination Committee (the Committee); and the Port Phillip and Westernport CMA (PPWCMA) Board.

This Charter applies equally to all Committee members appointed by the Board and to all staff employed by the PPWCMA within all offices and controlled entities.

Variations to the application of the policy may be considered in special circumstances. However, all variations to the application of the policy require the approval of the CEO or, where the CEO is affected by the variation, the Chair.

### 2. Introduction

The PPWCMA can form sub-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 the PPWCMA under these provisions.

The Committee has been established to determine the strategic directions for the Living Links project and to oversee the implementation and management of the project.

### 3. Membership of the committee

3.1 The PPWCMA Board 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 local community and major Living Links stakeholders.

3.3 Membership will include:

- Collective knowledge of and experience in land management, primary production, biodiversity protection, revegetation, community education, health and wellbeing, research and development, business management, marketing and financial management;
- Relevant industry/interest groups;
- Members from major Living Links stakeholder organisations that are actively involved in natural resource and/or open space management, community health and wellbeing initiatives, and/or community engagement;
- Members from the PPWCMA.

3.4 Applications to be a member of the committee will be sought through public advertisement and also 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 The PPWCMA Board 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.
- 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 PPWCMA Board meetings as required.

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

- 5.1 The Committee will act as a Board of Management for the Living Links project. The Committee will have responsibility (including delegations from the PPWCMA Board as appropriate) to undertake roles including:
  - Implement the strategic directions and management principles for Living Links as outlined in the Living Links Strategic/Business Plan;
  - Review and amend the strategic directions and management principles for Living Links as required;

- Oversee, and report to the PPWCMA Board on, all aspects of the development and management of Living Links including financial management and on-ground performance;
- Identify priority projects within Living Links;
- Seek and source funding and resourcing for Living Links in line with relevant PPWCMA sponsorship policy;
- Determine the allocation of funding that has been secured to Living Links (where there is some discretion to do so);
- Guide the work program of the Living Links Coordinator in collaboration with the relevant PPWCMA manager;
- Advise the PPWCMA Board of emerging Living Links 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 Living Links;
- Promote the Living Links project 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 Living Links Coordinator position (or equivalent), employed by the PPWCMA.
- 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 PPWCMA 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 PPWCMA 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 Living Links Business 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 Living Links. These funds will be managed and reported on by the PPWCMA through the PPWCMA accounts by establishing a specific Living Links project within the PPWCMA financial management system. The Committee will oversee the allocation and expenditure of these funds.

- 7.3 The Committee will develop an annual budget for Living Links funds (to be approved by the PPWCMA Board) which will be included in the PPWCMA financial management system.
- 7.4 The Committee will have delegations from the PPWCMA Board to approve expenditures in line with the approved budget (or in line with the approved forecasts which can be approved by the PPWCMA Board at any normal Board meeting).
- 7.5 A Living Links financial report will be generated by the PPWCMA 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 Board and management of the PPWCMA, and the PPWCMA’s internal and external auditors.
- 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 PPWCMA policies and procedures.

## 9. PERFORMANCE

- 9.1 The Committee will review its performance on an annual basis and provide any consequent recommendations to the Board.

## 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 the PPWCMA (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 the PPWCMA Board.

## 12. Commencement date

This policy was last approved by the PPWCMA Board on 22<sup>nd</sup> October 2018.



Signed: \_\_\_\_\_  
(Chief Executive Officer)