



CHAIN OF PONDS

Transforming the Moonee Ponds Creek

GOVERNANCE MODEL & TERMS OF REFERENCE

February 2022

Mission statement (from CoP Prospectus 2022)

The Chain of Ponds is an ambitious collaboration working to transform the Moonee Ponds Creek into an iconic Melbourne waterway providing high social, cultural and environmental benefits.

Core objectives (from CoP MoU 2022)

The core objectives of the collaboration group include:

- Take a whole-of-catchment approach to governance and management to overcome the limitations that stakeholder and land ownership boundaries impose;
- Develop and implement ideas, strategies and projects to protect, enhance and activate the catchment, including access and connectivity, open space, biodiversity, habitat and biolinks along the Creek corridor;
- Strengthen cultural heritage understandings and traditional owner involvement;
- Better capitalise on opportunities for stormwater management including 'naturalisation';
- Ensure approaches to development and waterway improvement are consistent with established strategic and environmental directions across the catchment and based on best practice;
- Demonstrate progress and learning through reporting which also considers options for co-investment in projects; and
- Enable stronger advocacy for waterway management through appropriate strategic and statutory planning mechanisms.

Composition of the CoP Collaboration

As of January 1 2022, the Chain of Ponds Collaboration consists of 14 signed member organisations (signatories to the MoU) and 15 supporting partner organisations, however additional member organisations and/or supporting partners can be included at any time with endorsement from the existing collaboration partners.

Signatory members



Supporting partners:

Monash University	Swinburne University	RMIT
University of Melbourne	Impact Investment Group	Bicycle Network
Port Phillip and Westernport CMA	Northern Golf Course	VicTrack
Loci Environment & Place	DELWP	Transurban
Bio Urban Consultancy	VicRoads	CityLink
Friends of Woodlands Historic Park	North & West Melbourne Association	

GOVERNANCE MODEL

Structure	Representation	Meeting frequency	Focus/Role
CoP Collaboration	Representatives from all signed and supporting partner organisations. Representatives from various disciplines are encouraged to attend and attendance is not limited to one participant from each organisation.	Quarterly	<ul style="list-style-type: none"> Strategic direction and priority setting Support and advocacy for collaboration priorities Reports, working group updates and general communication on activities, projects or proposals of relevance to participants and CoP aims
CoP Lead Role	Lead role appointed by Governance Group to be hosted by partner on a rotating basis	NA	<ul style="list-style-type: none"> Facilitate and coordinate the Collaboration Group Build and sustain relationships with, and seek participation of, a diverse range of stakeholders across the Moonee Ponds Creek catchment Plan and act strategically for an integrated approach to catchment management Advocate for the Moonee Ponds Creek catchment and promote best practice management and the work of the Collaboration within government, business and community sectors Assist coordination of catchment-wide

			projects and enable outcomes
CoP Governance Group	One representative from each of the signed member organisations	Bimonthly	<ul style="list-style-type: none"> day-to-day motivation, direction and good functioning of the collaboration assistance and direction of Collaboration Lead financial management (manage the ongoing membership and funding contributions from the organisations they represent, including researching funding opportunities /business cases) Facilitate decision making in line with the collaboration principles Facilitate assessment, evaluation, monitoring and strategic planning Sustainability of the collaboration lead role, including securing a host organisation and funding for the position Be a two-way communication conduit between organisation and collaboration
CoP Working Groups: <ul style="list-style-type: none"> Strengthening Planning Controls Litter Eco-Arts Trails, Transport & Connectivity Guidelines Other, as needed 	Council officers, CoP Lead, other council/agency staff, members and project partners as relevant to the project	as needed	<ul style="list-style-type: none"> Strategic approach technical discussion and information sharing detailed project development ongoing project management (including financial management of any funding) using a co-delivery model recommendations and reporting to CoP Collaboration and Governance Group
CoP Project Groups: <ul style="list-style-type: none"> Reimagining Moonee Ponds Creek Improving Moonee Ponds creek Upper Moonee Ponds creek Shared Path Bunjil and Bandicoots on the Flight Path Other, as needed 	Council officers, CoP Lead, other council/agency staff, members and project partners as relevant to the project	as needed	<ul style="list-style-type: none"> detailed project development and delivery ongoing project management (including financial management of any funding) technical discussion using a co-delivery model recommendations and reporting to CoP Collaboration
External forums			
Eg. DELWP IWM Forum, Melbourne Water Healthy Waterways Collaboration, Waterways of the West, Moonee Ponds Creek Strategic Opportunities and Implementation Plan	CoP Collaboration Lead, other organisations as relevant.	as required	<ul style="list-style-type: none"> advocate for CoP priorities consistent messaging in a wider format share information and learnings with collaboration

Terms of Reference – Collaboration

Introduction

The Chain of Ponds Collaboration Terms of Reference has been developed in alignment with the CoP Memorandum of Understanding. A sub-set Terms of Reference has also been developed to guide the Governance Group (see below).

Terms of Reference

1. To work collectively towards the vision
2. To establish the strategic directions for CoP Collaboration priorities, actions and operations
3. To facilitate discussion and ensure collaboration and agreement across the wider creek catchment
4. To receive, discuss and provide feedback on project working group progress and recommendations
5. To provide consistent messaging and advocacy for CoP issues and priorities, internally within organisations and externally through relevant forums eg IWM and HWS.
6. To identify advocacy issues and formalise agreement on advocacy submissions
7. To provide timely reports on the CoP Collaboration activities and actions.
8. To share information and learn together

Meetings

Quarterly, with at least three meetings held each year. Meetings will be chaired by the Chain of Ponds Collaboration Lead. Minute taker to be delegated at each meeting.

Membership

Membership is not fixed to individuals within organisations and greater and diverse participation at meetings enables enhanced understanding and appreciation of the project. Organisations and supporting partners should ensure at least one member of their organisation/agency/group attends each meeting and is responsible for disseminating information or formulating a decision by that organisation where required.

Review

Every 3 years along with the review of the Chain of Ponds Memorandum of Understanding.

Terms of Reference – Governance Group

Introduction

The CoP Governance Group is a sub-set of the CoP Collaboration. This group is the driver for the continued momentum of the wider Collaboration group to ensure sound strategic direction, sustainability of the collaboration, deliver on the agreed priorities and to provide guidance to assist and direct the works of CoP Collaboration Lead. The Governance Group works within the parameters of the CoP Collaboration Terms of Reference and refers to the CoP Collaboration for key decisions or changes.

Terms of Reference

1. To establish a calendar of Collaboration group meetings and agendas
2. To investigate opportunities for longer-term funding to support the Collaboration
3. To provide oversight of working groups and projects to ensure they are progressing and meeting relevant timelines
4. To finalise any necessary decisions after first consulting with both with the wider collaboration and within each individual member organisation; and to determine and direct any actions resulting from these decisions.
5. To provide support and direction to the CoP Collaboration Lead, including formalising and reviewing works plans.
6. To oversee the employment conditions and requirements of the CoP Collaboration Lead, facilitating a rotation of these responsibilities between partner organisations over time.
7. To develop advocacy and funding submissions consistent with the issues and priorities identified by the CoP Collaboration, for approval by the wider CoP Collaboration.
8. To undertake ongoing assessments and evaluation on the role and performance of the CoP Collaboration in alignment with the CoP mission and provide feedback and recommendations to the wider Collaboration.
9. To be a conduit between their organisation and the collaboration

Membership

One officer or member from each of the CoP signatory groups.

Meetings

Bimonthly, with at least five meetings held each year. Meeting location will be rotated between the CoP members. The host of the last meeting chairs the next meeting, and the next host takes the minutes.

Review

These Terms of Reference should be reviewed after 2 years in alignment with the review of the Chain of Ponds Memorandum of Understanding