

Mount Alexander Region Landcare Steering Group

– TERMS OF REFERENCE –

(last reviewed November 2020)

Purpose	Provide guidance to the Mount Alexander Region Landcare Facilitator. Make the Facilitator and Connecting Country aware of issues affecting Landcare groups in the region.
Chair/Convenor	.Connecting Country Local Landcare Facilitator
Membership	Members of the Steering Group will come from the Landcare community in the Mount Alexander Shire and immediate surrounds. The membership should aim to represent a broad geographical area within the Shire. Representatives from the Mount Alexander Shire Council and from the Connecting Country Committee of Management will also be invited to attend. Connecting Country's Director will attend as an observer but will not be formally providing advice or guidance. Other relevant Connecting Country staff may also attend with the approval of the Landcare Facilitator or Director.
Responsibilities / Scope	Attend regular Steering Group meetings in Castlemaine. Advise the Landcare Facilitator on how they can best support Landcare and Friends of groups in the Mount Alexander region. Provide feedback to the Landcare Facilitator on their activities. Ensure that Connecting Country is operating in a way that is supportive of Landcare. Provide a communication link between the Connecting Country Committee of Management and Landcare groups in the region.
Decision Making	Recommendations and Guidance. Items can be raised for further consideration by the Connecting Country Committee of Management.
Reporting	Connecting Country Committee of Management are provided with a copy of the Landcare Facilitator's monthly report, and a copy of the minutes from the Steering Group meetings.
Term of Appointment	On-going. At the discretion of each Steering Group participant. On an annual basis (and at other times as needed), the local Landcare Facilitator publicise the Steering Group amongst local Landcare volunteers to seek further/new participants.
Meeting Conduct & Procedures	An agenda for the regular meetings will be circulated during the week prior to the meeting. Minutes of meetings will be distributed to all members as soon as possible after the meeting. All members who wish to speak at a meeting are to be given reasonable opportunity to do so and are all treated as equally important. All members will be given full information on the issues under consideration. The use of jargon and initials etc. will be avoided wherever possible.
Document Review	On an annual frequency, these Terms of Reference will be reviewed and updated as required.