



Terms of Reference

for the

Friends of
Chinaman's Island
Nature Reserve

**Endorsed by the CEO
1 September 2020**

Terms of Reference for the Friends of Chinaman's Island Nature Reserve



1. PURPOSE

The **Friends of Chinaman's Island Nature Reserve** aims to provide Council with informed feedback, advice and knowledge to support Council with the management of the area between the Yarrowonga yacht and rowing clubs, commonly referred to as Chinaman's Island.

The purpose of the **Friends of Chinaman's Island Nature Reserve** is to conduct bush regeneration activities to support native wildlife and flora, and community connection to nature in consultation with and with the oversight of the Council Environment Team.

2. DEFINITIONS

Unless contrary intention appears the **Friends of Chinaman's Island Nature Reserve** endorsed by the Chief Executive Officer is primarily implemented under the responsibilities of Moira Shire Council.

CEO is the Moira Shire Council Chief Executive Officer.

3. OBJECTIVES

The objectives of the **Friends of Chinaman's Island Nature Reserve** shall be to support Council with the ongoing operation of the area between the Yarrowonga yacht and rowing clubs, commonly referred to as Chinaman's Island.

4. COMPOSITION AND PROCEEDINGS

- 4.1 The **Friends of Chinaman's Island Nature Reserve** shall comprise 5 or more representatives of the community.
- 4.2 Council reserves the right to consider the viability of the **Friends of Chinaman's Island Nature Reserve** if the composition falls below 5.
- 4.3 Council through the Chief Executive Officer (CEO) will invite member participation in the **Friends of Chinaman's Island Nature Reserve**. This will involve a process of seeking representation from the community.

Community representative nominees will be considered and appointed based on their ability to contribute to the objectives of the **Friends of Chinaman's Island Nature Reserve** outlined in Section 3.

Community representatives will be approved by the CEO.
- 4.4 The CEO will have direct management and supervision of the **Friends of Chinaman's Island Nature Reserve**.
- 4.5 On the resignation of, or in the case of a community representative being incapable of acting as member, the CEO may appoint a replacement person.
- 4.6 The term of office for a member, will be until a resignation is submitted or unless otherwise terminated in writing by the CEO.

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5. OPERATIONAL GUIDELINES

- 5.1 Council through the CEO will engage with the **Friends of Chinaman's Island Nature Reserve** at least annually. Additional engagement will occur as required.
- 5.2 The Environment Team will be the key point of contact at Council for the **Friends of Chinaman's Island Nature Reserve**.
- 5.3 The CEO will support and encourage the **Friends of Chinaman's Island Nature Reserve** to:
 - Support Council with the ongoing operational management of Chinaman's Island
 - Liaise with the Environment Team regarding the management of Chinaman's Island
 - Report all urgent and non-urgent maintenance needs to Council by completing the Facility Inspection Checklist twice per year
 - Complete a Statement of Voluntary Hours on a quarterly basis
 - Encourage community use of Chinaman's Island
 - Provide feedback on matters relating to Chinaman's Island as required
- 5.4 Decisions on the **Friends of Chinaman's Island Nature Reserve** solely rest with the CEO and delegated officers within the bounds of their authority.

6. INDEMNITY

The Council will indemnify members of the **Friends of Chinaman's Island Nature Reserve** against any action, liability, claim or demand when they act in good faith in accordance with these Terms of Reference.

7. CONFLICT OF INTEREST

Members shall be bound by the Local Government Act provisions in relation to conflict of interest. Conflict shall specifically arise where a matter under consideration directly affects a member or their extended family property interests.

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8. TERM OF APPOINTMENT

The term of the **Friends of Chinaman's Island Nature Reserve** members will commence on **1 September 2020** until a resignation is submitted or unless otherwise terminated in writing by the CEO.

9. REVOCATION

9.1 The CEO may at their discretion revoke the membership of any representative.

9.2 The CEO has the power to terminate the services of the **Friends of Chinaman's Island Nature Reserve** at any time.

10. CONFIDENTIALITY

On occasions the **Friends of Chinaman's Island Nature Reserve** may be required to deal with a matter that has been identified as confidential in nature. Members are required to deal with such matters in confidence and with discretion.

11. INTELLECTUAL PROPERTY

All intellectual property remains the property of the Council unless otherwise contracted to a third party.