

CHARTER

Committee of Management: Honeyeater Reserve (formerly Binks Road Quarry)



Junortoun Community Action Group Inc.

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1. Introduction

1.1. Definitions

Honeyeater Reserve (“the Reserve”) is the local name given to the former quarry in Binks Road, Junortoun. Allotment 1F, Section 20, Parish of Strathfieldsaye. The Reserve consists of approximately 17 hectares of native vegetation situated between Binks Road and Somerset Park Road in Junortoun, with access via Honeyeater Lane.

Junortoun Community Action Group Inc. (JCAG) is a not-for-profit, volunteer community group that exists in Junortoun. Its purposes are:

- To improve the community of Junortoun, Victoria by developing activities and initiatives in accordance with the wishes of those who live and work in Junortoun; and
- To achieve a friendly, safe and peaceful, semi-rural environment, with a sense of community and a focus on families.

1.2. Honeyeater Reserve Committee of Management

The primary function of the Committee of Management is to coordinate the management, conservation and appropriate development of Honeyeater Reserve.

The Committee of Management’s primary purpose is to manage the Reserve for the benefit of the Junortoun community. The best interests of the community of Junortoun should be a priority for the decisions and actions of the Committee of Management.

The Committee of Management will function as a sub-committee of the Junortoun Community Action Group Inc. (JCAG) and have as its focus the effective management of the Reserve. The Committee will report and provide advice to the JCAG Executive. The Junortoun Community Action Group Executive will have final decision-making responsibility for proposals submitted by the Committee of Management.

Committee of Management members will be selected to:

- Contribute local knowledge and expertise to develop project concepts and ideas relating to the Reserve.
- Contribute local knowledge and expertise to ensure successful management of the Reserve.
- Provide direct links to the Junortoun community.
- Broaden the resource of community people who can provide guidance to JCAG and to the JCAG Executive.

Critical to the success of the Committee is that everyone recognises that they are part of, and, represent the Junortoun community and JCAG. Working together will achieve the best outcomes for the Junortoun community.

This charter should be read in conjunction with the *Committees of Management Responsibilities and Good Practice Guidelines*¹ published by the Victorian Department of Environment Land Water and Planning (DELWP). In matters relating to the management of the Reserve, the Department's document will take precedence over this charter.

1.3. Scope of Charter

This Charter for the Committee of Management has been developed by the JCAG Executive to provide:

- A framework for the operation and reporting relationship of the Committee of Management.
- An explanation of the relationship between the Committee of Management and the Junortoun Community Action Group Inc.
- Clarity over the roles and responsibilities of Committee members.

The Charter will be reviewed at least every three (3) years and should be read in conjunction with the *Committees of Management Responsibilities and Good Practice Guidelines* (DELWP).

The Charter will be supported by a Strategic Development Plan for the Reserve. The Strategic Development Plan is to be developed by the Committee of Management with the input of the Junortoun Community, and shall be approved by the JCAG Executive.

An Annual Works Plan is to be developed to implement and deliver the objectives of the Strategic Development Plan.

1.4. Role of Committee of Management

The fundamental role of the Committee is to provide a community and local perspective to the management and work undertaken in the reserve. To deliver on this role, the committee will operate in the following manner:

- **Strategy:** Consult with the JCAG Executive and with the community to prepare a Strategic Development Plan for the ongoing and future management of the Reserve on behalf of the Junortoun community.

¹ <https://www2.delwp.vic.gov.au/boards-and-governance/on-board/committees-of-management>

- **Operations:** Work closely with the JCAG Executive to ensure the effective implementation of projects that will enhance the Reserve, and promote use, engagement and participation by the Junortoun Community.
- **Financial:** Identify funding opportunities that will assist in the delivery of the Annual Works Plan and the Strategic Development Plan; work with the JCAG Executive to submit grant applications; and assist in providing reports and documentation necessary for the acquittal of grant funding.
- **Leadership:** Directly, or in conjunction with the JCAG Executive as appropriate, represent the Junortoun community in advocacy, communications and presentations to various agencies and organisations (including local, State and Federal Government agencies) in relation to Honeyeater Reserve.

2. Relationship to the Junortoun Community Action Group Inc.

2.1. Junortoun Community Action Group structure

The structure of Junortoun Community Action Group Inc. ("The Action Group") is comprised of:

- The **JCAG Executive:** has overall responsibility for the development and implementation of the Junortoun Community Plan, the governance and strategic direction of the Action Group, and consulting with and representing Junortoun community members on issues affecting the community. Members of the executive are volunteers which are elected annually.
- The Action Group has **two sub-committees** that report directly to the JCAG Executive. These are:
 - Sense of Community.
 - Infrastructure, Facilities and Services.

These committees are responsible for supporting, developing and implementing JCAG events and project activities.

- The Committee of Management for the Reserve will become a **third sub-committee**, reporting to the JCAG Executive, with responsibility for the delivery of the Annual Works Plan and general management of the Reserve.

2.2. Responsibilities of the JCAG Executive

The Executive of the Junortoun Community Action Group shall:

- Maintain financial records and accounts for activities relating to the management of the Reserve.

- Prepare regular financial reports and statements for internal use, and for reporting to Government and other stakeholders.
- Provide support for grant and other funding applications proposed by the Committee of Management Plan.
- Ensure management agreements and relevant insurance is in place for activities relating to the management of the Reserve.
- Act as the ultimate decision-making authority for grants, contracts and other agreements relating to the management of the Reserve.
- Provide assistance to communicate with members of the Junortoun community through its established e-mail database and social media pages.
- Communicate with the Committee of Management and members about decisions made by the JCAG Executive.

2.3. Communication responsibilities of the Committee of Management

The Committee of Management shall provide to the JCAG Executive Committee:

- A summary of outcomes from strategic workshops (held annually) focused on forward planning for the Reserve.
- The Annual Works Plan.
- A report of implementation of the Annual Works Plan and other activities at or affecting the Reserve.
- Reports of the minutes and actions from the Committee of Management meetings.
- Details of any other issue that requires the attention of the Executive.

3. Operation of the Committee of Management

3.1. Responsibilities of the Committee of Management

The Committee of Management shall:

- Prepare a Strategic Development Plan for Honeyeater Reserve. This plan should be reviewed from time-to-time, at least once every three (3) years.
- Convene and conduct an annual strategic workshop focused on forward planning for the Reserve.
- Prepare an Annual Works Plan for community consideration and consultation. This shall be developed from the Strategic Development Plan for the Reserve
- Oversee the implementation of the Annual Works Plan.

- Identify funding opportunities to deliver activities identified in the Strategic Development Plan or Annual Works Plan.
- Assist in preparing funding or grant requests relevant to the management of the Reserve.
- Provide reports and other documentation necessary to acquit grants received in relation to the Reserve.
- Assist in other reporting requirements, including preparation of an annual report of Committee activities and of activities the Reserve.
- Provide copies of minutes and actions from Committee of Management meetings to the JCAG Executive

3.2. Committee of Management membership, Chair and Deputy Chair

The Committee shall consist of between five (5) and eight (8) volunteer members. Membership of the Committee should, as far as possible, represent a diverse range of ages, experience and other demographic characteristics. Members should be able to demonstrate a direct connection to the Junortoun community or to Honeyeater Reserve and/or provide a desirable skill set.

The **Chair** of the Committee of Management will be selected by the Executive from the committee membership.

The **Deputy Chair** will be elected by the Committee.

3.3. Role of chair

The general role of the Chair is defined in *Committees of Management Responsibilities and Good Practice Guidelines*² (DELWP).

The Chair will also:

- Chair meetings of the Committee of Management
- Assist the Committee of Management to share its project and committee responsibilities equitably and according to skill.
- Ensure minutes and actions arising from Committee of Management meetings are recorded and copies provided to the Executive Committee of JCAG.

² <https://www2.delwp.vic.gov.au/boards-and-governance/on-board/committees-of-management>

- Ensure the responsibilities of the Committee of Management (section 3.1) are carried out including:
 - Preparation of Annual Works Plan
 - Assistance with the reporting requirements.
 - Preparation of an annual report of Committee activities.
- Schedule and oversee the review of the Strategic Development Plan (at least once every three years).
- Report on decisions and actions of the Committee of Management meetings through attendance at JCAG Executive meetings, where possible.

The Deputy Chair will perform the role of the Chair in situations and on occasions when the Chair is unavailable.

3.4. Committee meeting frequency and time commitment

The Committee will meet on an as required and needs basis – typically every month or second-month. Meetings shall be held at a time and location agreed by the Committee (this may include the Junortoun CFA meeting room, a private home, or on-site at Honeyeater Reserve).

Broad community involvement and engagement is important, and Committee members are expected to consult as widely as possible.

At times Committee members may be required to represent the Junortoun Community Action Group and/or the JCAG Executive at meetings or community events outside of ordinary Committee meetings.

A Committee member should plan to commit to approx. 10 meetings per year to attend to Committee / JCAG business. In general, this shall include:

- Committee of Management meetings: 5 meetings (in the evening) and,
- Other activities: 5 evenings / part days for committee based activities.

3.5. Term of appointment

All Committee members are appointed as defined in the *Committees of Management Responsibilities and Good Practice Guidelines* (DELWP) document.

The Executive Committee of JCAG will appoint the most suitable applicants each time the Committee is renewed, based on criteria developed by the JCAG Executive. The JCAG Executive may also appoint a new member to the Committee of Management during a current term to fill a casual vacancy or to introduce a new skill set to the Committee.

The JCAG Executive can, in consultation with the Committee Chair, recommend to DELWP that an individual's membership of the Committee is withdrawn.

3.6. Voting rights

- Committee members – full voting rights.
- Chair – casting vote when/if required.

- END OF CHARTER -

Approved by the Executive Committee, Junortoun Community Action Group Inc.
December 2017.