



WHITEHORSE CITY COUNCIL

TERMS OF REFERENCE

Blackburn Creeklands Advisory Committee

Whitehorse City Council values the contribution made by the Parkland Advisory Committees. These Committees provide opportunities for residents to become actively involved in the planning, promotion and maintenance of parkland which is such a special feature of our Municipality. It is Council's objective to:

- ❖ *"Increase pride in the City by recognising, protecting and promoting its heritage, achievements and valued character." p - 18*
- ❖ *"Support Advisory Committees and other groups in recognition of community expertise and involvement." p - 19*

Whitehorse City Council, Corporate Plan 1999 - 2001

1. Introduction

- 1.1. The Committee is the Blackburn Creeklands Advisory Committee (**the Advisory Committee**) for the reserve in Blackburn known as Blackburn Creeklands (**the Creeklands**). The Creeklands includes all the land owned and managed by Whitehorse City Council (**Council**) as shown and described in Attachment 1. The Advisory Committee's area of responsibility does not include those parts of the Creeklands which are controlled by another body or those facilities which are under the control of Council.
- 1.2. These Terms of Reference set down the roles and responsibilities of the Advisory Committee and Council and include information to assist the administration of the Advisory Committee's operations. The aim of this document is not to define the maintenance practices or management strategies for Creeklands. The Advisory Committee will, however, be consulted should a significant change in maintenance practices be proposed and during the course of any management or master planning process.
- 1.3. The purpose of the Blackburn Creeklands Advisory Committee is to provide community input and to jointly assist Council in providing quality parkland and recreation environments for the enjoyment of residents and visitors. Council and the Advisory Committee together recognise that these parklands have environmental, recreational, social, educational, aesthetic, spiritual and cultural values which are of benefit to the community.

2. Membership

- 2.1. Unless otherwise determined by Council, the Advisory Committee will have at least six, but no more than 12 members.
- 2.2. The membership of the Advisory Committee is subject to Council approval and will comprise individuals with an interest in the Creeklands, the stated role of the Advisory Committee and who have expressed to Council a desire to serve on the Advisory Committee.
- 2.3. Unless otherwise determined by Council, Advisory Committee members are appointed for a three year term, expiring on 30 June. The initial term will expire in the year 2000.
- 2.4. Council will advertise in the local newspaper every three years to call for nominations for membership for all Advisory Committee positions.
- 2.5. Council has the authority to revoke the appointment of any member of the Advisory Committee.
- 2.6. If any position becomes vacant through resignation or revocation of a member before their term of office expires, the Advisory Committee may recommend a replacement member to the General Manager City Development to fill the vacancy.

3. Role of the Advisory Committee

- 3.1. To provide advice and practical assistance to Council on the use, care, maintenance, forward planning and improvement of the Creeklands.
- 3.2. To conduct working bees at the Creeklands.
- 3.3. To develop and foster volunteer support in the local community:
 - to encourage involvement in the Advisory Committee's activities
 - to build a sense of community identification with and stewardship of the Creeklands
 - to raise the awareness of the community in general of the opportunities offered by the Creeklands.
- 3.4. To pursue volunteer training initiatives which are relevant to the Advisory Committee to advance the knowledge and skill base of its members.
- 3.5. To promote and encourage appropriate use of the Creeklands and its facilities to the wider community.
- 3.6. To provide a conduit for communication between residents living near the Creeklands, users of the Creeklands and Council.
- 3.7. To have input to management plans for the Creeklands when they are prepared or reviewed by Council.

3.8. To network with other groups or individuals which are relevant to the Advisory Committee's role and activities.

4. Responsibilities of the Advisory Committee

4.1. The Advisory Committee shall keep a record of information that is relevant to the Creeklands and which may be useful to Council and future Advisory Committees. Records should include:

- minutes of meetings
- expenditure of funds
- Advisory Committee activities including details of working bees
- a list of current Advisory Committee members
- a register of volunteers participating in each Advisory Committee activity
- information on the history and development of the Creeklands
- flora and fauna records and other environmental information
- other relevant information.

4.2. In each financial year, all Advisory Committees shall:

- meet at least once every 3 months
- conduct working bees as appropriate aiming for a minimum of 4 each year.
- submit an Annual Report which will include a Financial Statement verified by the Chairperson and Treasurer. The Annual Report is to be submitted by 10 August each year.
- keep a register of volunteers including the full name, address, commencement time and finishing time of all participants involved in each activity organised by the Advisory Committee. The register must be verified and signed by an Advisory Committee member present at the activity or by a person nominated by the Committee to coordinate that activity. This information is required to ensure that volunteers are covered by Council's Public Liability insurance cover.

4.3. The Advisory Committee must seek approval from the General Manager City Development or a delegated Officer on proposed activities (including working bees) at the Creeklands. This can be done by forwarding to Council a schedule of planned activities as approved and minuted by the Committee from time to time.

4.4. Minutes shall be kept for all Advisory Committee meetings. These do not need to be submitted to Council unless requested to do so by the General Manager City Development or a delegated Officer.

5. Administration

5.1. The quorum for each Advisory Committee meeting is the next whole number greater than the number obtained by dividing the number of current members of the Advisory Committee by two.

5.2. A quorum must be present for an Advisory Committee meeting to proceed.

5.3. Each member must be notified in writing at least 7 days prior to each meeting of the Advisory Committee.

- 5.4. The Advisory Committee must elect a Chairperson, a Secretary and a Treasurer, and may elect any other office bearers it considers necessary. Contact information for each office bearer and the primary contact person must be sent to the General Manager City Development.
- 5.5. The Advisory Committee must promptly advise the General Manager City Development of any changes in membership or office bearers.
- 5.6. The Advisory Committee has Guidelines in Attachments 2 and 3 for the conduct of its affairs.

6. Role of Council

- 6.1. To responsibly manage those parts of the Creeklands which Council owns or controls.
- 6.2. To confer with the Advisory Committee on matters relating to management and future planning of the Creeklands.
- 6.3. To provide an appropriate level of support and protection for Council volunteers.

7. Responsibilities of Council

- 7.1. Provide support for Advisory Committee activities.
- 7.2. Council will confer with the Advisory Committee on:
 - proposed capital works projects
 - any substantial changes to the normal maintenance regime for the Creeklands
 - Council activities proposed at the Creeklands
 - any other matters affecting the Creeklands which require the Advisory Committee's comment, advice or involvement
 - volunteer training initiatives.
- 7.3. Council will liaise with relevant external bodies and agencies on issues relating to management of the Creeklands
- 7.4. Provision of an annual operating allowance for the Advisory Committee following submission of the Advisory Committee's annual report and financial statement. Refer Attachment 5
- 7.5. Appropriately budgeting for maintenance of the Creeklands.
- 7.6. Planning and implementation of capital improvements approved by Council.
- 7.7. Provision of personal injury and public liability insurance to volunteers registered as being involved in activities organised by the Advisory Committee at the Creeklands.

8. Scope of Advisory Committee

- 8.1. Council is the owner and manager of the Creeklands. The Advisory Committee provides advice to Council and practical input to improve the Creeklands.

- 8.2. Advisory Committees cannot engage contractors without the written consent of the General Manager City Development or a delegated Officer.
- 8.3. Council employees and Council contractors are not subject to the direction of the Advisory Committee or its members.
- 8.4. The Advisory Committee may apply for grants from external agencies to assist Council and the Advisory Committee with improvement of the Creeklands. All applications for grants are to be endorsed by Council as the land owner prior to submission to the external agency. If an Advisory Committee is successful in receiving a monetary grant from an external agency, Council must be trustee for the grant. The funds will be released upon receipt of invoice.
- 8.5. The Advisory Committee has no legal standing or identity and is not authorised to act or make decisions on behalf of Council in relation to the Creeklands.
- 8.6. The Advisory Committee may seek donations, but cannot charge a fee for use of any part of the Creeklands without the written consent of the General Manager City Development or a delegated Officer.

9. Points of Contact

- 9.1. The Advisory Committee's point of contact with Council is:
 - the General Manager City Development or a delegated Officer for Advisory Committee administration and parks planning matters.
 - ParksWide for operational matters.
- 9.2. Council will organise an annual forum for representatives of Council's Parkland Advisory Committees.
- 9.3. Officers will be available to attend Advisory Committee meetings if required and will be available to attend on-site meetings as reasonably required by the Committee.

10. Attachments

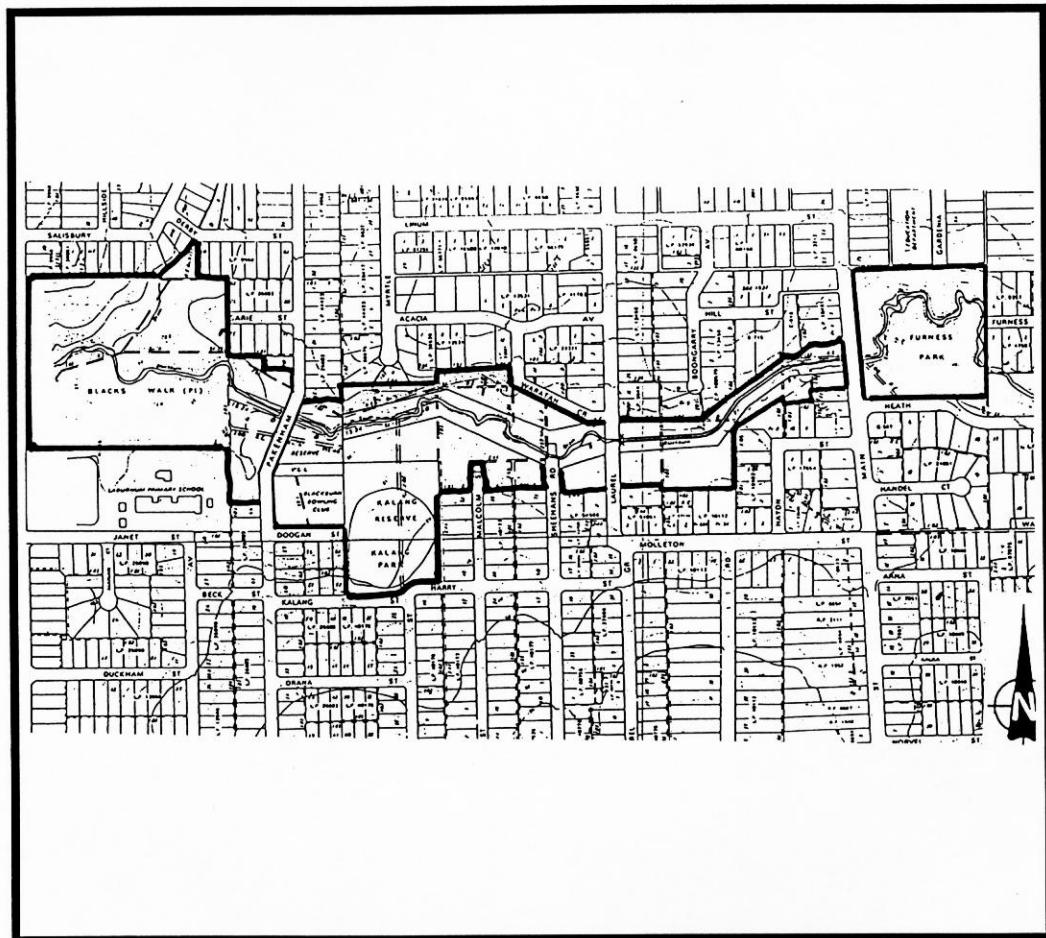
- 10.1. The following Attachments form part of this document:

Attachment 1	Land description
Attachment 2	Meeting procedures for Advisory Committees of Council
Attachment 3	Procedures for keeping of accounts by Advisory Committees of Council
Attachment 4	Progress Report proforma
Attachment 5	Operational allowance components and performance measures

**WHITEHORSE CITY COUNCIL****BLACKBURN CREEKLANDS**

The reserve known as Blackburn Creeklands includes all the land owned and managed by Whitehorse City Council and forms a linear link extending between Middleborough and Blackburn Roads, and includes reserves known as Blacks Walk, Kalang Park and Furness Park.

This is shown on the plan below.



LAND ACQUISITION

FURNESS PARK (various) 3.2922 hectares

1941 Main Street block - 2.66 hectares

1965 Blackburn Road block - 0.225 hectares

1988 : Agreement with M.M.B.W. to purchase Lot 11 and part of Lot 16 Heath Street - 0.4172 hectares

KALANG PARK (various) 2.9578 hectares

1962 Pakenham Street block - acquired.

1966 Harry Street block (current sports oval) - acquired.

1.976 Hectares

1980 Pakenham Street block - acquired.

1982 Acacia Avenue block - acquired.

BLACKS WALK (various) 7.7381 hectares

1960 Middleborough Road block acquired.

5.43 Hectares

1962 Pakenham Street block acquired.



MEETING PROCEDURES FOR ADVISORY COMMITTEES

Effective meetings are the key to a successful Advisory Committee. The following guidelines are provided to assist your Advisory Committee in conducting its meetings.

Advisory Committees may use their discretion to apply as much or as little formality as is needed to complete the Advisory Committee's business in an efficient, friendly and organised way.

1. Frequency of meetings

- 1.1 A meeting of the Advisory Committee is held at a time and place determined by the Advisory Committee or as may be directed by Council.
- 1.2 The Advisory Committee shall meet at least once every 3 months.

2. Notice of meetings

- 2.1 Each member must be notified in writing at least 7 days prior to each meeting of the Advisory Committee.
- 2.2 Notice shall include an agenda specifying the nature of business to be transacted at the meeting.
- 2.3 Where Advisory Committee meetings are open to the public, the chairperson shall give reasonable notice to the public of the meeting.

3. Quorum

- 3.1 The quorum for each Advisory Committee meeting is the next whole number greater than the number obtained by dividing the number of members of the Advisory Committee by two. For example, in an eleven member Advisory Committee, the quorum would be six members. In an eight member Advisory Committee, the quorum would be five members.
- 3.2 A quorum must be present for an Advisory Committee meeting to proceed.
- 3.3 If a quorum is not present within 30 minutes after the scheduled commencement time of any meeting, a majority of those present at that time can resolve to adjourn the meeting to a suitable date, time and venue.

4. Adjourning meetings

- 4.1 The Chairperson of a meeting at which a quorum is present may, with the consent of the members present, adjourn the meeting to a date, time and venue determined by the members present. No business will be transacted at an adjourned meeting other than the business left unfinished from the meeting at which the adjournment took place.

4.2 If a meeting is adjourned for 14 days or more, 7 days notice of the adjourned meeting must be given as set out in paragraph 2.1.

5. Chairing of meetings

The Chairperson of the Advisory Committee will chair all meetings of the Advisory Committee. If the Chairperson is not present at any meeting, or for any part of a meeting, the Advisory Committee shall select one of the members present to chair the meeting during the absence of the appointed Chairperson.

6. Business

The order of business at an Advisory Committee meeting is:

- Declare meeting open
- Apologies and record of those attending
- Confirmation of minutes of previous meeting
- Business arising from the minutes
- Correspondence inwards and outwards
- Reports
- Listed business
- Other business
- Close of meeting

7. General Meetings

7.1 The Advisory Committee shall hold a general meeting within 5 weeks of the 30 June each year to which volunteers and the local community are invited.

7.2 The Advisory Committee shall determine the date and time of the general meeting and the venue.

7.3 The ordinary business of the general meeting is:

- to confirm the minutes from the previous annual general meeting
- to receive reports on the operation of the Advisory Committee during the preceding financial year, including the annual financial statement

8. Election of office bearers

8.1 The Advisory Committee, at its first meeting after appointment of members by Council, must elect a Chairperson, a Secretary and a Treasurer, and may appoint any other office bearers it considers necessary.

8.2 Office bearers hold office until the anniversary of their election unless they resign from the Advisory Committee or from the position.

8.3 Nominations for election of office bearers:

- may be in writing or made orally
- must be moved and seconded by members of the Advisory Committee
- must have the consent of the nominee.

8.4 If the number of nominations for office bearers exceeds the number of vacancies to be filled, a ballot is to be held.

9. Minutes

9.1 Minutes must be kept of each Advisory Committee meeting and are to include the following information:

- the name of the Advisory Committee
- the date, scheduled time and venue of the meeting
- the commencement and conclusion time, and the time of any adjournment and resumption of the meeting
- the names of members and visitors attending the meeting and any apologies
- the nature of formal reports by members or visitors
- motions or amendments which are proposed and resolutions which are accepted

9.2 Minutes of the previous meeting should be circulated to members as soon as possible and prior to the meeting at which the minutes are to be confirmed.

9.3 When confirming minutes, opposition can only be expressed in regard to items in the minutes on the basis that the record is incomplete or inaccurate. A motion needs to be moved to correct an error or omission in the minutes. If no member indicates opposition, the Chairperson must declare the minutes to be confirmed.

9.4 Minutes do not need to be submitted to Council, but must be available for inspection by Council or its officers upon request by the General Manager City Development.

10. Motions and Amendments to Motions

10.1 All matters which require a decision by the Advisory Committee are to be presented as motions. A motion is a formal recommendation put to a meeting for discussion and consideration. If a motion is passed it becomes a resolution.

10.2 Motions moved at the meeting must be clear and unambiguous. The Chairperson may request that any motion be submitted in writing.

10.3 Motions must be moved and seconded before any discussion can commence. If there is no seconder the motion lapses without any further discussion. Once a motion is seconded, the Chairperson should then control discussion so that an effective conclusion to the motion being discussed is reached. Open discussion which enables equitable voicing of all members opinions is encouraged. However, if difficulties arise with this process formal practice allows each member to speak once on the motion with:

- the mover of the motion commencing discussion
- those members in favour and those against the motion speaking alternately,
- and the mover of the motion having a right of reply or "last say", except if an amendment to the motion is carried.

10.4 The Chairperson may ask immediately after a motion or amendment is moved and seconded, or during subsequent discussion, whether the motion or

amendment is opposed. If there is no opposition, the Chairperson may put the motion or amendment to vote without further discussion.

- 10.5 At any time during discussion, an amendment can be moved to change the motion. The amendment must be seconded. If seconded, discussion on the original motion ceases and discussion on the amended motion commences in the manner described above. However, the mover of an amendment has no right of reply.
- 10.6 Amendments are to be dealt with one at a time. A second or subsequent amendment cannot be moved until disposal of the preceding amendment.
- 10.7 An amendment must be relevant to the motion being moved. If an amendment effectively negates the substance of a motion before the Chair, it is an alternative motion, and will only be considered if the motion before the Chair is lost.
- 10.8 A member cannot move more than two amendments in succession.
- 10.9 When discussion is complete, the motion or amendment is read out by the Chairperson, put to vote and a decision of the motion or amendment being either carried or lost is recorded in the minutes.
- 10.10 If an amendment is lost, then the Advisory Committee returns to discussing the original motion.

11. Voting

- 11.1 Questions arising at a meeting will be voted on by a show of hands unless members present at the meeting request a secret ballot.
- 11.2 Members of the Advisory Committee, including the Chairperson, present at the Advisory Committee meeting, each have one vote on a matter being considered. In the event that voting on any matter is equal, the Chairperson of the Advisory Committee meeting will have a second, casting vote.

12. Responsibilities of Office Bearers

12.1 Responsibilities of the Chairperson

- Ensuring the proper and orderly conduct of meetings.
- Arranging for the minutes of each meeting to be kept. Minute taking may be delegated to the Secretary or another member.

12.2 Responsibilities of the Secretary

- Record minutes of each meeting if requested to do so by the Chairperson
- Hold minutes of all past Advisory Committee meetings and other relevant documents and store them in a safe and secure place
- Issue notices of Advisory Committee meetings to members
- Prepare an agenda for each meeting in consultation with the Chairperson
- Circulate minutes of meetings.
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12.3 Responsibilities of the Treasurer

- Accurately record all financial transactions of the Advisory Committee
- Issue a receipt for any money paid or donated to the Advisory Committee and pay the money into a bank account established in the name of the Advisory Committee within 72 hours of receiving the money
- Present all accounts for payment to the Advisory Committee for approval
- Prepare a financial report for presentation to each Advisory Committee meeting. The report must provide:
 - ⇒ details of income and expenditure since the last Advisory Committee meeting
 - ⇒ a balance of income and expenditure for the financial year to date.
 - ⇒ any other information required or requested by the Advisory Committee.
- prepare a financial statement of income and expenditure, a balance sheet of assets and liabilities, and estimates of the Advisory Committee's financial position at the conclusion of each financial year. The financial statement must be verified by the Treasurer and Chairperson and be presented at the general meeting for adoption.



PROCEDURES FOR KEEPING OF ACCOUNTS BY ADVISORY COMMITTEES

1. The Advisory Committee must accurately record all financial transactions.
2. The Advisory Committee must:
 - establish a bank account in the name of the Advisory Committee
 - issue a receipt for any money paid or donated to the Advisory Committee and pay the money into the Advisory Committee's bank account within 72 hours of receiving the money.
3. A financial report must be prepared for presentation to each Advisory Committee meeting. The report must provide:
 - details of income and expenditure since the last Advisory Committee meeting
 - a balance of income and expenditure for the financial year to date
 - any other information required or requested by the Advisory Committee.
4. An annual financial statement must be prepared of income and expenditure, a balance sheet of assets and liabilities, and estimates of the Advisory Committee's financial position at the conclusion of each financial year. The annual financial statement must:
 - be verified by the Treasurer and Chairperson and be presented at the general meeting for adoption
 - include photocopies of bank statements and records to support funds and investments as at 30 June each year
 - be forwarded to Council by 10 August each year
5. Money can only be drawn from the Advisory Committee's bank account by cheque. The cheque must be signed by two signatories. One of the signatories must be either the Chairperson or Secretary of the Advisory Committee.
6. All accounts for payment must be presented by the Treasurer to the Advisory Committee for approval.
7. The Advisory Committee may, by resolution, invest Advisory Committee funds in term deposits with major banking institutions.
8. The Advisory Committee must provide financial reports and access to financial records as requested or required by the Council or its officers. The accounts of the Advisory Committee form part of the accounts of Whitehorse City Council and will be subject to audit by Council's auditors.
9. The Advisory Committee's annual financial statement does not need to be audited by an independent person.



ANNUAL REPORT

Your Committee must complete an Annual Report and Financial Statement by 10 August each year for the period 1 July - 30 June inclusive

If there is insufficient space for your response in this Progress Report, please attach additional sheets.

Name Of Advisory Committee	
Prepared By:	Date:
Office Bearer:	Contact No:

ADMINISTRATION

1. Number of Committee meetings since last Report?

Please Note: Your Committee must meet at least once every 3 months.

Dates of Committee meetings? DD/MM/YY	Venue/s for Committee meetings?
/ /	
/ /	
/ /	
/ /	
/ /	
/ /	

2. Average No of attendees per Committee meeting?

3. Were minutes taken at each Committee meeting? Yes No *tick appropriate response*

4. Has membership of the Committee changed? Yes No *tick appropriate response*
If so, please give details. _____

PROMOTIONAL ACTIVITIES (Excluding working bees)

5. Was your Committee involved in any promotional activities since the last Report?

Yes No *tick appropriate response*

If so, please give a brief description of the activities and their purpose _____

6. Approx. No. attending each activity (if relevant)? _____

WORKING BEES

7 No. of working bees since last Report? _____

Please Note: Your Committee must hold at least 4 working bees per financial year.

Dates of working bees? DD/MM/YY	No. Participants C'tee Non C'tee	Duration (approx. hours) ?	Site/s of working bees? <i>Attach and label a map if appropriate</i>	Purpose of the working bee? <i>Briefly describe tasks undertaken</i>
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				

8 For Council's insurance purposes, was a register kept of volunteers at each working bee? Yes No *tick appropriate response*

9 Were any non Committee volunteers from other organisations involved with your Committee's working bees?. Yes No *tick appropriate response*
If so, which organisations? _____

VOLUNTEER DEVELOPMENT

Have Committee members attended any relevant training / seminars? Please give a brief description of the topic/s?	Date	No. of participants from Committee	Who conducted the training / seminar?

12. Did training / seminar participants report back to other committee members?

Yes No *tick appropriate response*

13. List of any new subscriptions, educational / reference material purchased, membership fees paid since last Report? _____

GENERAL

14. Summary - Main achievements of the Committee since last Report?

15. Targets for your Committee over the next 12 months?

16. Does your committee have any specific comments or concerns about Council's management of the reserve since the last Report? Are there things that Council could be doing better at the reserve?

FACILITY (where applicable)

17. No. of times the facility has been opened since last Progress Report? _____

18. How many of these times were for Education Program sessions? _____

19. Estimated No. of visitors to the facility since last Report for:

General viewing	_____
Education Program	_____
Special activities / events	_____

20. Approx. opening times and days for general viewing? _____

To be completed for the period 1 July ~ 30 June.

Please submit with Report due 10 August

If there is insufficient space for your response, please attach additional sheets.

Committees may submit an alternative financial report format by agreement with the delegated Council Officer

FINANCIAL REPORT

Allowance	Expenditure		Income		Balance
	Items	Amount	Source	Amount	
Administration \$270		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
	Sub total	\$		\$	\$
Promotional Activities \$250		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
	Sub total	\$		\$	\$
Working Bees \$250		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
	Sub total	\$		\$	\$
Volunteer Development \$100		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
	Sub total	\$		\$	\$

Facility Allowance (where applicable) \$1000	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$
	Sub total \$	\$	\$
Other Eg: Project Support Fund; External grant	\$ \$ \$ \$ \$	\$ \$ \$ \$ \$	\$
	Sub total \$	\$	\$
Total	\$	\$	\$

Balance from last report (including investments)	\$
Balance this report	\$

Investment details? _____

We declare that this Financial Report is an accurate statement of the
 _____ Advisory Committee's financial status.

insert Committee name

Treasurer	Chairperson
Signature:	Signature:
Print Name:	Print Name:

FUNDING OF PARKLAND ADVISORY COMMITTEES

Allowance	Inclusions	Performance Measures
Administration (all c'tees) \$270	<p>Photocopying General secretarial expenses such as postage, stationery, other sundries, telephone, facsimile, fuel.</p> <p>Meeting venue hire Other meeting expenses Bank charges Photographic records</p>	<p>Minimum of 4 Committee meetings per financial year. Notes of the meetings should be kept, but do not need to be sent to Council unless they are requested.</p> <p>Reporting to Council:</p> <ul style="list-style-type: none"> • Annual report and financial statement which is due by 10 August each year. • A proforma for the annual report will be supplied by Council.
Promotional Activities (all c'tees) \$250	<p>Promotional / display materials Photo presentations Production of newsletters / information sheets Special activities / park promotion days / events</p>	<ul style="list-style-type: none"> • Number and area of circulation for newsletter / information sheets. This should include a statement that the newsletter / info sheet was made available through funding from Whitehorse City Council. • Number and nature of activities / events organised per annum.
Working Bees (all parkland c'tees) \$250	<p>Refreshments Tools & other equipment Plants & other working bee supplies Signs advertising working bees.</p>	<ul style="list-style-type: none"> • Minimum 4 working bees per financial year. • Register of volunteers (including committee members) attending working bees • Activity report for inclusion in Committee meeting notes
Volunteer Development (all c'tees) \$100	<p>Subscriptions Seminars Membership fees Reference material / library</p>	<ul style="list-style-type: none"> • Subscriptions / memberships paid • Purchase of references • Attendance at relevant seminars / training and reporting back to Committee.
Facility Allowance (where applicable) \$1000	<ul style="list-style-type: none"> • Services - gas, electricity, telephone • Cleaning supplies • Visitor / Information centre supplies • Education program expenses 	<ul style="list-style-type: none"> • Number of visitors to the centre generally, through the education program and to special activities. • Frequency of opening to the public - number and availability of volunteers to staff the centre
Project Support Fund (by separate application to Council) Projects up to \$1,500	<p>Additional funding available at Council's discretion on a needs assessment basis for project: initiatives such as:</p> <ul style="list-style-type: none"> • volunteer development (eg: specific skills or training needs of committee) • working bees (non capital park improvement projects) • Joint park activities • other <p>The fund is not for items which are Council's core responsibility or for capital improvements</p>	<p>Report to Council on completion of the project or activity</p>