

WHITEHORSE CITY COUNCIL

TERMS OF REFERENCE

«Committee_Name» Advisory Committee

CONTENTS

<u>1. Introduction</u>	<u>2</u>
<u>2. Role of the Advisory Committee</u>	<u>2</u>
<u>3. Responsibilities of the Advisory Committee</u>	<u>3</u>
<u>4. Scope of Advisory Committee</u>	<u>4</u>
<u>5. Membership</u>	<u>4</u>
<u>6. Committee Administration</u>	<u>5</u>
<u>7. Insurance</u>	<u>6</u>
<u>8. Points of Contact</u>	<u>6</u>
<u>9. Role of Council</u>	<u>6</u>
<u>10. Responsibilities of Council</u>	<u>7</u>

ATTACHMENTS:

- 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 Register of Volunteers template
- Attachment 5 Promotional material guidelines
- Attachment 6 Insurance – Volunteer Public Liability and Accident Insurance



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TERMS OF REFERENCE

«Committee_Name» Advisory Committee

1. Introduction

- 1.1. The Committee is the «Committee_Name» Advisory Committee (***the Parkland Advisory Committee***) for «Land_Definition» in «Location» known as «Committee_Name» (***(«Land_Definition»)***). «Committee_Name» Advisory Committee undertakes volunteer works in all the land owned and managed by Whitehorse City Council (***Council***) as shown and described in Attachment 1. The Parkland Advisory Committee is not responsible for (and has no power in relation to) those parts of «Land_Definition» which are controlled by another authority or those facilities which are allocated to another group, body or organisation, such as creeks, leased areas, allocated sports facilities and the like.
- 1.2. These Terms of Reference set down the roles and requirements of the Parkland Advisory Committee and Council and include information to assist the administration of the Parkland Advisory Committee's operations. The aim of this document is not to define the maintenance practices or management strategies of Council for «Land_Definition». The Parkland Advisory Committee will, however, be consulted should a significant change in maintenance practices be proposed by Council during the course of any park planning process.
- 1.3. The purpose of the Parkland Advisory Committee is to provide community volunteer input and to assist Council in jointly providing a quality parkland and recreation environment at «Land_Definition» for the enjoyment of residents and visitors. Council and the Parkland Advisory Committee together recognise that the parkland has environmental, biodiversity, recreational, social, educational, aesthetic, spiritual and cultural values which are of benefit to the community.

2. Role of the Parkland Advisory Committee

- 2.1. To provide advice and practical assistance to Council on the use, care, maintenance, forward planning and improvement of «Land_Definition».
- 2.2. To conduct Council approved environmental activities such as planting, weeding, monitoring, guided walks, education and the like at «Land_Definition».
- 2.3. To develop and foster community support in «Land_Definition» by:
 - encouraging participation in maintenance and improvement activities
 - encouraging people to become registered volunteers of the Parkland Advisory Committee
 - building a sense of community identification with and stewardship of «Land_Definition»

- raising the awareness of the passive recreation and environmental opportunities offered by «Land_Definition».
- developing an ongoing connection with the community e.g. developing a 'Friends of' group

2.4. To pursue opportunities which are relevant to the Parkland Advisory Committee to advance the knowledge and skill base of its volunteer members.

2.5. To promote and encourage appropriate use of «Land_Definition» and its facilities to the wider community.

2.6. To facilitate and encourage communication between local residents, users of «Land_Definition» and Council.

2.7. To provide input and feedback on significant park related projects undertaken by Council.

2.8. To network with other groups, organisations, bodies or individuals which are relevant to the Parkland Advisory Committee's role and activities.

3. Responsibilities of the Parkland Advisory Committee

3.1. The Parkland Advisory Committee shall keep a record of information that is relevant to «Land_Definition» and which may be useful to Council and future Parkland Advisory Committees. Records are to include:

- summary of official meetings
- expenditure of funds
- Parkland Advisory Committee activities, including details of environmental activities
- a list of current Parkland Advisory Committee members
- a Volunteer Register for each environmental activity
- information on the history and development of «Land_Definition», flora and fauna records and other environmental information. Council encourages the sharing of this data via online platforms
- other relevant information.

3.2. In each financial year, the Parkland Advisory Committee shall:

- officially meet at least once every 3 months
- conduct environmental activities in «Land_Definition», aiming for a minimum of 4 each year.
- keep a register of volunteers for each activity organised by the Parkland Advisory Committee.
- submit an Annual Report which will include a bank statement and attaching the register of volunteers for that year. To receive the annual operating funds payment, the Annual Report needs to be submitted by 30 September each year.

3.3. The Parkland Advisory Committee shall keep a summary of official meetings, records of expenditure and Annual Reports for at least 5 years. All other information should

be kept for a period of time as deemed appropriate by the Parkland Advisory Committee.

- 3.4. The Parkland Advisory Committee must seek approval for all proposed activities at «Land_Definition» from the Parks & Natural Environment Department. Request for approval must be sent through to enviro.volunteering@whitehorse.vic.gov.au.
- 3.5. The Parkland Advisory Committee is to ensure that all promotional material, including web sites, is appropriate and consistent with the Terms of Reference and meets the guidelines in Attachment 7.
- 3.6. The Parkland Advisory Committee will comply with the *Privacy and Data Protection Act 2014* in its handling of personal information.

4. Scope of Parkland Advisory Committee

- 4.1. Council is the owner and manager of «Land_Definition». The Parkland Advisory Committee provides advice to Council and practical volunteer input to improve «Land_Definition».
- 4.2. The Parkland Advisory Committee cannot engage contractors without the written consent of the Manager Parks & Natural Environment or a delegated officer.
- 4.3. Council employees, agents and contractors are not subject to the direction of the Parkland Advisory Committee or its members.
- 4.4. The Parkland Advisory Committee may apply for grants from external agencies to assist Council and the Parkland Advisory Committee with improvement of «Land_Definition». All applications for grants are to be endorsed by Council's delegated officer as the land owner prior to submission to the external agency. Council can assist with receipt and facilitation of grant funds if required. The grant funds must be used for works as described in the grant application, or as negotiated with the funding body. A copy of any final report must be submitted to Council.
- 4.5. The Parkland Advisory Committee has no legal standing or identity and is not authorised to act or make decisions on behalf of Council in relation to «Land_Definition».
- 4.6. The Parkland Advisory Committee may seek donations, but cannot charge a fee for use of any part of the «Land_Definition» without the written consent of the Manager of Parks & Natural Environment or a delegated officer.
- 4.7. The Parkland Advisory Committee cannot and must not represent Council, the Parkland Advisory Committee or any other group generally or in any legal proceedings relating to «Land_Definition».

5. Membership

- 5.1. Unless otherwise determined by Council, the Parkland Advisory Committee will have at least four members. There is no cap on the maximum number of Committee members.

- 5.2 Members of the Parkland Advisory Committee are appointed by the Manager Parks & Natural Environment.
- 5.3. Parkland Advisory Committee members are individual volunteers with a good understanding of these Terms of Reference and promote the best interests of the park and greater community.
- 5.4. Unless otherwise determined by Council, Parkland Advisory Committee members are appointed for a three year term, expiring on 30 June.
- 5.5. Council will seek nominations for membership for Parkland Advisory Committee positions at least once every three years. Applications will be assessed and appointments confirmed by the Manager Parks and Natural Environment.
- 5.6. Council will induct new members at the appointment to the Committee.
- 5.7. Councils Manager Parks and Natural Environment may revoke the appointment of any member of the Parkland Advisory Committee.
- 5.8. If a Parkland Advisory Committee member has not maintained membership or been absent from Parkland Advisory activities for an extended period of time, an office bearer or the Environmental Volunteer Support Officer will make contact to determine their interest in continuing on the Committee.
- 5.9. The Parkland Advisory Committee must promptly advise the Environmental Volunteer Support Officer of any changes in membership or office bearers.
- 5.10 All registered volunteers are required to comply with all relevant Council policies and mandatory training. I.e. a Working With Children Check.

6. Committee Administration

- 6.1. At least three Parkland Advisory Committee members must be present for an official Parkland Advisory Committee meeting to proceed. Proxies are not permitted, however observers are welcome.
- 6.2. Each member must be given sufficient written notice of forthcoming Parkland Advisory Committee meetings (e.g.: by letter, via the preceding meeting minutes, by email or similar).
- 6.3. The Parkland Advisory Committee must elect a Chairperson, a Secretary, a Treasurer, and a minimum of one Working Bee Supervisor, and may elect any other office bearers it considers necessary. Contact information for each office bearer must be sent to the Environmental Volunteer Support Officer.
- 6.4. A primary contact person is to be nominated by each Parkland Advisory Committee. The Parkland Advisory Committee is to supply contact information for the primary contact person to the Environmental Volunteer Support Officer. In addition, a general email address for the Parkland Advisory Committee that is suitable for issue to the general public (i.e. on the Whitehorse web site, in Council publications, to interested

residents, etc) must be provided. The general email contact information must be an email address that can be accessed by other Committee Members when needed (such as resignation of primary contact person) and be able to be passed on to future Committee Members.

- 6.5. The Parkland Advisory Committee has Guidelines in Attachments 2 and 3 for the conduct of its meetings and the keeping of accounts.
- 6.6. An Annual Report needs to be submitted each financial year using the digital platform provided by the Environmental Volunteer Support Officer.

7. Insurance

- 7.1. Council has in place Public Liability Insurance which covers Volunteers in the event of a claim where there has been unforeseeable negligence or a failure to provide a legal Duty of Care with respect to the authorised activities undertaken by the Volunteer. Registered Volunteer Members of the Parkland Advisory Committee are covered by Council's Personal Accident and Public Liability Insurance when carrying out the Parkland Advisory Committee's stated role.

8. Points of Contact

- 8.1. The Parkland Advisory Committee's point of contact with Council is:
 - Parks & Natural Environment - Environmental Volunteer Support Officer via enviro.volunteering@whitehorse.vic.gov.au
- 8.2. Council will organise at least one volunteer recognition event each year for representatives of Council's Parkland Advisory Committees.
- 8.3. Officers will be available to attend Parkland Advisory Committee meetings if requested and are available to meet on-site to discuss operational matters and activities proposed by the Parkland Advisory Committee as required.

9. Role of Council

- 9.1 To responsibly manage those parts of «Land_Definition» which Council owns or controls.
- 9.2 To encourage and assist the Parkland Advisory Committee to promote the use of «Land_Definition» to achieve maximum benefit to the community and protection of biodiversity.
- 9.3 To confer with the Parkland Advisory Committee on matters relating to significant management and future planning of «Land_Definition».
- 9.5 To provide an appropriate level of support and protection for Council registered volunteers.
- 9.5 To recognize and encourage community involvement and volunteering in the care of «Land_Definition».

9.6 To approve and monitor the Parkland Advisory Committee's activities.

10. Responsibilities of Council

- 10.1. Council will provide support for Parkland Advisory Committee activities, such as tools and materials, technical advice, and approval of activities, etc.
- 10.2. Council will confer with the Parkland Advisory Committee on:
 - proposed capital works projects
 - any substantial changes to the maintenance regime for «Land_Definition»
 - Council activities proposed at «Land_Definition» (e.g. significant events such as National Tree Day)
 - any other matters affecting «Land_Definition» which require the Parkland Advisory Committee's comment, advice or involvement
 - educational opportunities for committee members
 - any relevant changes to the Council's organisational structure and / or personnel.
- 10.3. Council will liaise with relevant external bodies and agencies on issues relating to management of «Land_Definition».
- 10.4. Council will appropriately budget for maintenance of «Land_Definition».
- 10.5. Council will be responsible for planning and implementation of capital improvements.
- 10.6. Council will provide an annual operating allowance for the Parkland Advisory Committee following submission of the Parkland Advisory Committee's Annual Report and Financial Statement. Annual Reports need to be received by the 30 September due date in order to receive funds.
- 10.8. In addition to calling for nominations at the end of each term, Council will from time to time, and as appropriate, promote the Parkland Advisory Committee and encourage new volunteer members using a range of publicity opportunities including media, Council publications and functions / events.
- 10.9. Council will comply with the *Privacy and Data Protection Act 2014* in it's handling of personal information.