

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of committee</b>	<b>Anna Bay/Birubi Community Hall and Landcare Group</b>
<b>Item 2</b>	<b>Purpose of committee</b>	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	<p>Functions delegated by Council to committee</p> <p>(Objectives)</p>	<p><b>Hall</b></p> <ol style="list-style-type: none"> <li>1. Cooperate with Council to ensure that facilities are provided and maintained at an acceptable standard.</li> <li>2. Undertake the functions of: <ul style="list-style-type: none"> <li>▪ arranging bookings for hire of facility;</li> <li>▪ receiving and banking fees &amp; charges;</li> <li>▪ arranging cleaning;</li> <li>▪ providing reports to Council on maintenance requirements.</li> </ul> </li> <li>3. Make recommendations to Council as to the development, planning and management of Anna Bay/Birubi Point Hall.</li> <li>4. Make recommendations to Council on appropriate charges for the use of community hall.</li> <li>5. Provide forward works priorities to Council for consideration and planning of future works.</li> </ol> <p><b>Reserves</b></p> <ol style="list-style-type: none"> <li>1. Coordinate working bees and liaise with Council staff regarding works in the Anna Bay area.</li> <li>2. Encourage and support the community and/or community groups, to participate in programs benefiting Anna Bay.</li> <li>3. In co-operation with Council, Government Departments and other bodies/organisations ensure that wherever possible optimum use is made of existing facilities.</li> <li>4. To endeavour to cooperate with other agencies in order to keep the community fully informed of those facilities that exist within the area.</li> <li>5. To assist in the sourcing of alternate funding (eg grants) or voluntary labour.</li> <li>6. Be an avenue through which Council can engage with the community on matters that affect them.</li> </ol> <p>See attached map of area of interest of Anna Bay/Birubi Community Hall and Landcare Group.</p>
<b>Item 4</b>	<b>Restrictions on functions delegated</b>	<p>Any works undertaken will be with the knowledge and approval of the Community and Recreation Coordinator and/or Building Trades Coordinator and/or Parks Program Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check, alternatively a parent or guardian, of that person under 18 years is required to be on site working with the young person in question.</p>

<b>Item 5</b>	Policies, legislation the committee is required to comply with	<p>Principle policies and legislation including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>
<b>Item 6</b>	Term of Committee	September of Council Election each four years. Council to readopt Terms of Reference within 3 months following election.
<b>Item 7</b>	Maximum number and make up of members	Up to fifty (50) General Members.
<b>Item 8</b>	Executive and Advisory members	<p>Three (3) to four (4) Executive Members:</p> <ul style="list-style-type: none"> <li>▪ Chairperson</li> <li>▪ Vice Chairperson</li> <li>▪ Treasurer</li> <li>▪ Secretary</li> </ul> <p>Up to five (5) Advisory Members</p>
<b>Item 9</b>	Councillors	As resolved by Council
<b>Item 10</b>	Council employees	<p>Facilities and Services Group  Community Services Section Manager  Community Services Section  Contracts and Services Coordinator  Community and Recreation Coordinator  Parks Program Coordinator and Officer  Building Trades Coordinator  Community and Recreation Asset Officer  Volunteers Coordinator  Finance Officer</p>
<b>Item 11</b>	Name of financial institution and type of account/s	To be provided by committee.
<b>Item 12</b>	Name of any account operated by the committee	To be provided by committee.
<b>Item 13</b>	Reporting	<p><b>Financial Record Keeping and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system. <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number.</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on</li> </ol> </li> </ol>

<p><b>Item 13 cont...</b></p>	<p>Reporting</p>	<p>taxable supplies and correctly identifying input tax credits claimable from ATO.</p> <ul style="list-style-type: none"> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ul> <p>3. The Treasurer shall be responsible for ensuring:</p> <ul style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those Committees with quarterly bank statements will be granted permission to submit quarterly financial reports, which must be received by the end of the following month.) <ul style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council before the end of the following month, along with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page.</li> </ul> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ul> <p>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</p>
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<p><b>Item 13 cont...</b></p>	<p>Reporting</p>	<ol style="list-style-type: none"> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ol style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any two (2) of the Executive as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> <li>c) All committees are required to advise Council of the details of the persons who are authorised signatories of the committee's bank account, when a new account is opened, and when changes to the signatories occurs.</li> <li>d) All financial accounts held by the committee must include the words "A 355c Committee of Port Stephens Council" in the account name.</li> <li>e) The committee is also required to provide documentation at the Annual General Meeting, from the financial institution, listing the current signatories, on each account held. This documentation will form part of the Minutes of the Annual General Meeting.</li> </ol> </li> <li>6. The committee must not, at any time, incur any expenditure in excess of the amount held in the committee's credit in the account operated by the committee. In any event, no expenses of any member of the committee, or the committee, shall be paid unless authorised by resolution of the committee.</li> <li>7. The committee may authorise the transfer of an amount not exceeding the sum of \$50.00, to be known as "petty cash", which shall be held by the Treasurer subject to any direction by the committee.</li> <li>8. The financial year shall be the period from the 1 January to 31 December.</li> </ol> <p><b>General Reporting</b></p> <ol style="list-style-type: none"> <li>1. Annual Reporting - to be forwarded prior to 31 March each year to Council's Responsible Officer for Volunteers and must include: <ul style="list-style-type: none"> <li>▪ Minutes of AGM and Account Signatories.</li> <li>▪ Committee Annual Report – brief summary of activities/ projects undertaken between 1 January and 31 December, and proposed projects/activities.</li> <li>▪ Updated list of Members.</li> </ul> </li> <li>2. Recommendations for Fees and Charges to be forwarded to Council by 1<sup>st</sup> December each year. <ol style="list-style-type: none"> <li>a) The fees and charges are set by Council, taking into consideration the recommendations of the committee and the operating requirements of the facility.</li> <li>b) The committee is not able to provide subsidies or waive hire fees as specified in Item 4 of the Appendix.</li> </ol> </li> </ol>
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<b>Item 13 cont...</b>	Reporting cont....	<p>3. Details of Uninsured Casual Hires - committees are required to report the number of times the facility is used by uninsured casual hirers to enable Council to complete its Insurance Renewal Declaration.</p> <ul style="list-style-type: none"> <li>▪ An uninsured 'Casual Hirer' means <i>"any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year"</i>.</li> <li>▪ Notification to Council should also include a brief description of the type of use on those occasions, eg birthday party, family reunion etc.</li> </ul>
<b>Item 14</b>	Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution	Terms of Reference Adopted at Council Meeting 27 October 2015 Minute No 322
<b>Item 15</b>	Additional clauses or amendments to Terms of Reference or Schedule To be listed in full – body of terms of Reference not to be altered	<p>Clause 16 – Halls</p> <p>The committee will be required to meet the following expenses from income received from the hire of the hall:</p> <ul style="list-style-type: none"> <li>▪ Water usage charges</li> <li>▪ Electricity charges</li> <li>▪ Cleaning costs</li> <li>▪ Agreed contribution to repairs, maintenance and grounds maintenance.</li> </ul> <p>Council will meet the following expenses:</p> <ul style="list-style-type: none"> <li>▪ Council rates</li> <li>▪ Standing charges for water</li> <li>▪ Sewerage charges</li> <li>▪ Waste collection</li> <li>▪ Structural maintenance and repairs</li> </ul>

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of Committee</b>	<b>Boat Harbour Parks and Reserves Committee</b>
<b>Item 2</b>	Purpose of Committee	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	Functions delegated by Council to committee  (Objectives)	<ol style="list-style-type: none"> <li>1) Co-ordinate working bees, liaise with Council staff regarding working bees in Boat Harbour.</li> <li>2) Encourage and support the community and/or community groups, to participate in programs benefiting Boat Harbour.</li> <li>3) Co-ordinate and/or assist Council and the community in the participation in international and national environmental events.</li> <li>4) Assist in the sourcing of alternate funding (eg grants) or voluntary labour for committee projects</li> <li>5) Provide a community link to assist Council staff in consulting with the community on management plans.</li> </ol> <p>Promote and participate in environmental education programs with schools and the community.</p> <p>See attached map of area of interest of Boat Harbour Parks and Reserves Committee.</p>
<b>Item 4</b>	Restrictions on functions delegated	<p>Any works undertaken will be with the knowledge and approval of the relevant Parks Program Officer and/or Community and Recreation Assets or Natural Resources Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check. Alternatively, a parent or guardian of that person under 18 years is required to be on site working with the young person in question.</p>
<b>Item 5</b>	Policies, legislation the committee is required to comply with	<p>Principle policies and legislation including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>
<b>Item 6</b>	Term of Committee	September of Council Election each four years. Council to readopt Terms of Reference within three months following election.

<b>Item 7</b>	Maximum number and make up of committee members	Up to fifty (50) General Members in total, with General Members being elected to four Executive and five Advisory positions.
<b>Item 8</b>	Executive and Advisory members	<p>Four (4) Executive Members:</p> <ul style="list-style-type: none"> <li>▪ Chairperson</li> <li>▪ Deputy Chairperson</li> <li>▪ Secretary</li> <li>▪ Treasurer</li> </ul> <p>Up to five (5) Advisory Members (<i>or alternative if desired by committee</i>)</p>
<b>Item 9</b>	Councillors	As resolved by Council
<b>Item 10</b>	Council employees	<p>Facilities and Services Group  Community Services Section Manager  Community Services Section  Contracts and Services Coordinator  Community and Recreation Coordinator  Parks Program Coordinator and Officers  Volunteers Coordinator  Finance Officer</p>
<b>Item 11</b>	Name of financial institution and type of account/s	<p>Commonwealth Bank  Cheque Account bearing interest</p>
<b>Item 12</b>	Name of any account operated by the committee	<p>Boat Harbour Parks and Reserves Committee  <i>To be changed to "Boat Harbour Parks and Reserves Committee, a 355c Committee of Port Stephens Council"</i></p>
<b>Item 13</b>	Reporting	<p><b>Financial Record Keeping and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system. <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number.</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.</li> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ol> </li> </ol>

<p><b>Item 13 cont....</b></p>	<p>Reporting</p>	<ol style="list-style-type: none"> <li>3. The Treasurer shall be responsible for ensuring: <ol style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those committees with quarterly bank statements may choose to report quarterly instead of monthly.) <ol style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page.</li> </ol> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ol> </li> <li>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</li> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ol style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any of the three Account Signatories as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> </ol> </li> </ol>
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<b>Item 13 cont....</b>	Reporting	<p>c) All committees are required to advise Council of the details of the persons who are authorised signatories of the committee's bank account, when a new account is opened, and when changes to the signatories occurs.</p> <p>d) All financial accounts held by the committee must include the words "A 355c Committee of Port Stephens Council" in the account name.</p> <p>e) The committee is also required to provide documentation at the Annual General Meeting listing the current signatories on each account held. This documentation will form part of the Minutes of the Annual General Meeting.</p> <p>6. The committee must not, at any time, incur any expenditure in excess of the amount held in the committee's credit in the account operated by the committee. In any event, no expenses of any member of the committee, or the committee, shall be paid unless authorised by resolution of the committee.</p> <p>7. The committee may authorise the transfer of an amount not exceeding the sum of \$50.00, to be known as "petty cash", which shall be held by the Treasurer subject to any direction by the committee.</p> <p>8. The financial year shall be the period from the 1 January to 31 December.</p> <p><b>General Reporting</b></p> <p>1. Annual Reporting - to be forwarded prior to 31 March each year to Council's Responsible Officer for Volunteers, and must include:</p> <ul style="list-style-type: none"> <li>▪ Minutes of AGM.</li> <li>▪ Committee Annual Report - a summary of activities and projects undertaken by the committee between 1 January and 31 December, and proposed projects and activities to be undertaken by the committee during that current year.</li> <li>▪ Updated list of all Members, including notification of the elected Executive and Advisory Members.</li> <li>▪ Notification of account signatories.</li> </ul>
<b>Item 14</b>	Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution	Terms of Reference Adopted at Council Meeting 27 October 2015, Minute No 322.
<b>Item 15</b>	Additional clauses or amendments to Terms of Reference or Appendix To be listed in full – body of Terms of Reference not to be altered	

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of committee</b>	<b>Corlette Headland and Hall Committee</b>
<b>Item 2</b>	<b>Purpose of committee</b>	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	<b>Functions delegated by Council to committee</b>  <b>(Objectives)</b>	<p><b>Hall</b></p> <ol style="list-style-type: none"> <li>1. Cooperate with Council to ensure that facilities are provided and maintained at an acceptable standard.</li> <li>2. Undertake the functions of: <ul style="list-style-type: none"> <li>▪ arranging bookings for hire of facility;</li> <li>▪ receiving and banking fees &amp; charges;</li> <li>▪ arranging cleaning;</li> <li>▪ providing reports to Council on maintenance requirements.</li> </ul> </li> <li>3. Make recommendations to Council as to the development, planning and management of Corlette Hall.</li> <li>4. Make recommendations to Council on appropriate charges for the use of community hall.</li> <li>5. Provide forward works priorities to Council for consideration and planning of future works.</li> </ol> <p><b>Reserves</b></p> <ol style="list-style-type: none"> <li>1. Coordinate working bees and liaise with Council staff regarding works in the Corlette Headland area.</li> <li>2. Encourage and support the community and/or community groups, to participate in programs benefiting Corlette.</li> <li>3. In co-operation with Council, Government Departments and other bodies/organisations, ensure that wherever possible optimum use is made of reserve facilities.</li> <li>4. To endeavour to cooperate with other agencies in order to keep the community fully informed of those facilities that exist within the area.</li> <li>5. To assist in the sourcing of alternate funding (eg grants) or voluntary labour.</li> <li>6. Be an avenue through which Council can engage with the community on matters that affect them.</li> </ol> <p>See attached map of area of interest of Corlette Headland and Hall Committee.</p>
<b>Item 4</b>	<b>Restrictions on functions delegated</b>	<p>Any works undertaken will be with the knowledge and approval of the Community and Recreation Coordinator and/or Building Trades Coordinator and/or Parks Program Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check, alternatively a parent or guardian, of that person under 18 years is required to be on site working with the young person in question.</p>

<b>Item 5</b>	Policies, legislation the committee is required to comply with	Principle policies and legislation including but not limited to: <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>
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<b>Item 8</b>	Executive and Advisory members	Three (3) to four (4) Executive Members: <ul style="list-style-type: none"> <li>▪ Chairperson</li> <li>▪ Vice Chairperson</li> <li>▪ Treasurer</li> <li>▪ Secretary</li> </ul> Up to five (5) Advisory Members
<b>Item 9</b>	Councillors	As resolved by Council
<b>Item 10</b>	Council employees	Facilities and Services Group Community Services Section Manager Community Services Section Contracts and Services Coordinator Community and Recreation Coordinator Parks Program Coordinator and Officer Building Trades Coordinator Community and Recreation Asset Officer Volunteers Coordinator Finance Officer
<b>Item 11</b>	Name of financial institution and type of account/s	National Australia Bank Cheque Account
<b>Item 12</b>	Name of any account operated by the committee	Corlette Headland Committee (To be changed to <i>"Corlette Headland and Hall Committee, a 355c committee of Port Stephens Council"</i> .)

Item 13	Reporting	<p><b>Financial Record Keeping and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system.             <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number.</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.</li> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ol> </li> <li>3. The Treasurer shall be responsible for ensuring:             <ol style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those Committees with quarterly bank statements will be granted permission to submit quarterly financial reports, which must be received by the end of the following month.)                 <ol style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council before the end of the following month, along with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page.</li> </ol> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> </ol> </li> </ol>
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<p><b>Item 13</b> <b>cont...</b></p>	<p>Reporting</p>	<ul style="list-style-type: none"> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</li> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ul style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any two (2) of the Executive as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> <li>c) All committees are required to advise Council of the details of the persons who are authorised signatories of the committee's bank account, when a new account is opened, and when changes to the signatories occurs.</li> <li>d) All financial accounts held by the committee must include the words "A 355c Committee of Port Stephens Council" in the account name.</li> <li>e) The committee is also required to provide documentation at the Annual General Meeting, from the financial institution, listing the current signatories, on each account held. This documentation will form part of the Minutes of the Annual General Meeting.</li> </ul> </li> <li>6. The committee must not, at any time, incur any expenditure in excess of the amount held in the committee's credit in the account operated by the committee. In any event, no expenses of any member of the committee, or the committee, shall be paid unless authorised by resolution of the committee.</li> <li>7. The committee may authorise the transfer of an amount not exceeding the sum of \$50.00, to be known as "petty cash", which shall be held by the Treasurer subject to any direction by the committee.</li> <li>8. The financial year shall be the period from the 1 January to 31 December.</li> </ol>
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<b>Item 13 cont...</b>	Reporting	<p><b>General Reporting</b></p> <ol style="list-style-type: none"> <li>Annual Reporting - to be forwarded prior to 31 March each year to Council's Responsible Officer for Volunteers and must include: <ul style="list-style-type: none"> <li>Minutes of AGM and Account Signatories.</li> <li>Committee Annual Report – brief summary of activities/projects undertaken between 1 January and 31 December, and proposed projects/activities.</li> <li>Updated list of Members.</li> </ul> </li> <li>Recommendations for Fees and Charges to be forwarded to Council by 1<sup>st</sup> December each year. <ol style="list-style-type: none"> <li>The fees and charges are set by Council, taking into consideration the recommendations of the committee and the operating requirements of the facility.</li> <li>The committee is not able to provide subsidies or waive hire fees as specified in Item 4 of the Appendix.</li> </ol> </li> <li>Details of Uninsured Casual Hires - committees are required to report the number of times the facility is used by uninsured casual hirers to enable Council to complete its Insurance Renewal Declaration. <ul style="list-style-type: none"> <li>An uninsured 'Casual Hirer' means <i>"any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year"</i>.</li> <li>Notification to Council should also include a brief description of the type of use on those occasions, eg birthday party, family reunion etc.</li> </ul> </li> </ol>
<b>Item 14</b>	Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution	<p>Terms of Reference Adopted at Council Meeting 27 October 2015 Minute No 322</p> <p>Constitution Corlette Headland and Hall Committee adopted 23 July 2002, Minute No. 291</p> <p>Schedule for Corlette Headland and Hall Committee adopted 22 July 2014, Minute No. 190</p>
<b>Item 15</b>	Additional clauses or amendments to Terms of Reference or Schedule To be listed in full – body of terms of Reference not to be altered	<p>Clause 16 – Halls</p> <p>The committee will be required to meet the following expenses from income received from the hire of the hall:</p> <ul style="list-style-type: none"> <li>Water usage charges</li> <li>Electricity charges</li> <li>Cleaning costs</li> <li>Agreed contribution to repairs, maintenance and grounds maintenance.</li> </ul> <p>Council will meet the following expenses:</p> <ul style="list-style-type: none"> <li>Council rates</li> <li>Standing charges for water</li> <li>Sewerage charges</li> <li>Waste collection</li> <li>Structural maintenance and repairs</li> </ul>

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of Committee</b>	<b>Fingal Bay Parks and Reserves Committee</b>
<b>Item 2</b>	<b>Purpose of Committee</b>	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	Functions delegated by Council to committee  (Objectives)	<ol style="list-style-type: none"> <li>1. Encourage, support and coordinate working bees and liaise with Council staff re working bees in the Fingal Bay area.</li> <li>2. Encourage and support the community and/or community groups, to participate in programs benefiting the environment in Fingal Bay.</li> <li>3. Coordinate and/or assist in the preparation of entries for environmental award programs for agreed projects.</li> <li>4. Coordinate and/or assist Council and the community in the participation in international and national environmental events.</li> <li>5. Assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, Green Army) for committee projects.</li> <li>6. Provide a community link to assist Council staff in consulting with the community on management plans and raise community issues.</li> <li>7. Promote and participate in environmental education programs with schools and the community.</li> </ol> <p>See attached map of areas where Fingal Bay Parks and Reserves Committee activities are undertaken.</p>
<b>Item 4</b>	Restrictions on functions delegated	<p>Any works undertaken will be with the knowledge and approval of the relevant Parks Program Officer and/or Community and Recreation Assets or Natural Resources Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check. Alternatively, a parent or guardian of that person under 18 years is required to be on site working with the young person in question.</p>
<b>Item 5</b>	Policies, legislation the committee is required to comply with	<p>Principle policies and legislation including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>

<b>Item 6</b>	Term of Committee	September of Council Election each four years. Council to readopt Terms of Reference within three months following election.
<b>Item 7</b>	Maximum number and make up of committee members	Up to fifty (50) General Members in total, with General Members being elected to four Executive and eight Advisory positions.
<b>Item 8</b>	Executive and Advisory members	<p>Four (4) Executive Members:</p> <ul style="list-style-type: none"> <li>▪ Chairperson</li> <li>▪ Deputy Chairperson</li> <li>▪ Secretary</li> <li>▪ Treasurer</li> </ul> <p>Up to eight (5) Advisory Members</p>
<b>Item 9</b>	Councillors	As resolved by Council
<b>Item 10</b>	Council employees	<p>Facilities and Services Group  Community Services Section Manager  Community Services Section  Contracts and Services Coordinator  Community and Recreation Coordinator  Parks Program Coordinator and Officers  Volunteers Coordinator  Finance Officer</p>
<b>Item 11</b>	Name of financial institution and type of account/s	Newcastle Permanent Statement Savings Account
<b>Item 12</b>	Name of any account operated by the committee	Fingal Bay Parks & Reserves Comm, S355B Committee of PSC (To be changed to <i>Fingal Bay Parks &amp; Reserves Committee, a 355c committee of Port Stephens Council</i> )
<b>Item 13</b>	Reporting	<p><b>Financial Record Keeping and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system. <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number.</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.</li> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ol> </li> </ol>



<p><b>Item 13</b> <b>cont...</b></p>	<p>Reporting</p>	<ol style="list-style-type: none"> <li>3. The Treasurer shall be responsible for ensuring: <ol style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those committees with quarterly bank statements may choose to report quarterly instead of monthly.) <ol style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page.</li> </ol> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ol> </li> <li>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</li> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ol style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any of the three Account Signatories as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> </ol> </li> </ol>
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<p><b>Item 13</b> <b>cont...</b></p>	<p>Reporting</p>	<p>c) All committees are required to advise Council of the details of the persons who are authorised signatories of the committee's bank account, when a new account is opened, and when changes to the signatories occurs.</p> <p>d) All financial accounts held by the committee must include the words "<i>a 355c Committee of Port Stephens Council</i>" in the account name.</p> <p>e) The committee is also required to provide documentation at the Annual General Meeting listing the current signatories on each account held. This documentation will form part of the Minutes of the Annual General Meeting.</p> <p>6. The committee must not, at any time, incur any expenditure in excess of the amount held in the committee's credit in the account operated by the committee. In any event, no expenses of any member of the committee, or the committee, shall be paid unless authorised by resolution of the committee.</p> <p>7. The committee may authorise the transfer of an amount not exceeding the sum of \$50.00, to be known as "petty cash", which shall be held by the Treasurer subject to any direction by the committee.</p> <p>8. The financial year shall be the period from the 1 January to 31 December.</p> <p><b>General Reporting</b></p> <p>1. Annual Reporting - to be forwarded prior to 31 March each year to Council's Responsible Officer for Volunteers, and must include:</p> <ul style="list-style-type: none"> <li>▪ Minutes of AGM.</li> <li>▪ Committee Annual Report - a summary of activities and projects undertaken by the committee between 1 January and 31 December, and proposed projects and activities to be undertaken by the committee during that current year.</li> <li>▪ Updated list of all General Members, including notification of the elected Executive and Advisory Members, and Account Signatories.</li> </ul>
	<p>Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution</p>	<p>Terms of Reference Adopted at Council Meeting 27 October 2015, Minute No 322.</p> <p>Schedule Adopted 23 July 2002, Minute No. 291.</p>
<p><b>Item 15</b></p>	<p>Additional clauses or amendments to Terms of Reference or Appendix To be listed in full – body of Terms of Reference not to be altered</p>	

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of committee</b>	<b>Mambo Wanda Wetlands Reserves and Landcare Committee</b>
<b>Item 2</b>	Purpose of committee	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	Functions delegated by Council to committee  (Objectives)	<ol style="list-style-type: none"> <li>1. Encourage, support and coordinate working bees and liaise with Council staff re working bees in Salamander Bay and areas where joint ventures have been negotiated with other committees.</li> <li>2. Participate in environmental programs such as: <ul style="list-style-type: none"> <li>▪ erosion control</li> <li>▪ bush regeneration/revegetation</li> <li>▪ litter control</li> <li>▪ wildlife habitat and corridor protection</li> <li>▪ weed eradication</li> <li>▪ amenity improvement</li> <li>▪ water quality monitoring</li> </ul> </li> <li>3. Coordinate and/or assist in the preparation of entries and attendance at environmental competitions or exhibitions for the Soldiers Point and Salamander Bay areas.</li> <li>4. Coordinate and/or assist Council and the community in the participation in international and national environmental and educational events.</li> <li>5. Assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, community service orders) for committee projects.</li> <li>6. Provide a community link to assist Council staff in consulting with the community on management plans.</li> </ol> <p>See attached map of areas where Mambo Wanda Wetlands Reserves and Landcare Committee activities are undertaken.</p>
<b>Item 4</b>	Restrictions on functions delegated	<p>Any works undertaken will be with the knowledge and approval of the relevant Parks Program Officer and/or Community and Recreation Assets or Natural Resources Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check. Alternatively, a parent or guardian of that person under 18 years is required to be on site working with the young person in question.</p>
<b>Item 5</b>	Policies, legislation the committee is required to comply with	<p>Principle policies and legislation including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>

<b>Item 6</b>	Term of committee	September of Council Election each four years. Council to readopt Terms of Reference within three months following election.
<b>Item 7</b>	Maximum number and make up of committee members	The maximum number of committee members is up to fifty (50) General Members.
<b>Item 8</b>	Executive and Advisory members	Three (3) or Four (4) Executive Members: Chairperson Vice Chairperson Secretary Treasurer  Up To five (5) Advisory Members
<b>Item 9</b>	Councillors	As resolved by Council
<b>Item 10</b>	Council employees	Facilities and Services Group Community Services Section Manager Community Services Section Contracts and Services Coordinator Community and Recreation Coordinator Parks Program Coordinator and Officers Volunteers Coordinator Finance Officer
<b>Item 11</b>	Name of financial institution and type of account/s	Greater Bank Passbook account with cheque book
<b>Item 12</b>	Name of any account operated by the committee	Mambo Wanda Wetlands Reserves & Landcare Committee, a 355c Committee of Port Stephens Council
<b>Item 13</b>	Reporting	<b>Financial Record Keeping and Reporting</b> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system. <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number.</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.</li> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ol> </li> </ol>

<p><b>Item 13 cont...</b></p>	<p>Reporting</p>	<ol style="list-style-type: none"> <li>3. The Treasurer shall be responsible for ensuring: <ol style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those with quarterly bank statements may choose to report quarterly instead of monthly.) <ol style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page which is forwarded to Council annually.</li> </ol> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ol> </li> <li>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</li> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ol style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any two (2) of the Account Signatories as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> <li>c) All committees are required to advise Council of the details of the persons who are authorised signatories of the committee's bank account, when a new account is opened, and when changes to the signatories occurs.</li> </ol> </li> </ol>
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<b>Item 13 cont...</b>	Reporting	<p>d) All financial accounts held by the committee must include the words "<i>a 355c Committee of Port Stephens Council</i>" in the account name.</p> <p>e) The committee is also required to provide documentation at the Annual General Meeting listing the current signatories on each account held. This documentation will form part of the Minutes of the Annual General Meeting.</p> <p>6. The committee must not, at any time, incur any expenditure in excess of the amount held in the committee's credit in the account operated by the committee. In any event, no expenses of any member of the committee, or the committee shall be paid unless authorised by resolution of the committee.</p> <p>7. The committee may authorise the transfer of an amount not exceeding the sum of \$50.00, to be known as "petty cash", which shall be held by the Treasurer subject to any direction by the committee.</p> <p>8. The financial year shall be the period from the 1 January to 31 December.</p> <p><b>General Reporting</b></p> <p>1. Annual Reporting - to be forwarded prior to 31 March each year to Council's Responsible Officer for Volunteers and must include:</p> <ul style="list-style-type: none"> <li>▪ Minutes of AGM.</li> <li>▪ Committee Annual Report - a summary of activities and projects undertaken by the committee between 1 January and 31 December, and proposed projects and activities to be undertaken by the committee during that current year.</li> <li>▪ Updated list of all General Members, including notification of the elected Executive and Advisory Members, and Account Signatories.</li> </ul>
<b>Item 14</b>	Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution	<p>Terms of Reference adopted at Council Meeting 27 October 2015 Minute No 322</p> <p>Schedule adopted 13 September 2004 Minute Number 241.</p>
<b>Item 15</b>	Additional clauses or amendments to Terms of Reference or Appendix To be listed in full – body of Terms of Reference not to be altered	

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of Committee</b>	<b>Nelson Bay West Landcare Committee</b>
<b>Item 2</b>	Purpose of Committee	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	Functions delegated by Council to Committee  (Objectives)	<ol style="list-style-type: none"> <li>1. Coordinate and/or assist Council with the development of sustainable environmental projects.</li> <li>2. Encourage, support and coordinate working bees and liaise with Council staff regarding working bees.</li> <li>3. Encourage and support the community and/or community groups, to participate in programs benefiting the environment.</li> <li>4. Coordinate and/or assist in the preparation of entries for environmental award programs for agreed projects.</li> <li>5. Coordinate and/or assist Council and the community in the participation in international and national environmental events.</li> <li>7. Assist in the sourcing of alternate funding (eg grants) or voluntary labour for committee projects.</li> <li>8. Provide a community link to assist Council staff in consulting with the community on management plans and raise community issues.</li> <li>9. Promote and participate in environmental education programs with schools and the community.</li> </ol> <p>See attached map of areas where Nelson Bay West Landcare Committee activities are undertaken.</p>
<b>Item 4</b>	Restrictions on functions delegated	<p>Any works undertaken will be with the knowledge and approval of the relevant Parks Program Officer and/or Community and Recreation Assets or Natural Resources Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check. Alternatively, a parent or guardian of that person under 18 years is required to be on site working with the young person in question.</p>
<b>Item 5</b>	Policies, legislation the Committee is required to comply with	<p>Principle policies and legislation including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>
<b>Item 6</b>	Term of Committee	September of Council Election each four years. Council to readopt Terms of Reference within three months following election.

<b>Item 7</b>	Maximum number and make up of Committee members	Up to fifty (50) General Members in total.
<b>Item 8</b>	Executive and Advisory members	<p>Three (3) or Four (4) Executive Members:</p> <ul style="list-style-type: none"> <li>▪ Chair</li> <li>▪ Deputy Chair</li> <li>▪ Secretary</li> <li>▪ Treasurer</li> </ul> <p>Up to eight (8) Advisory Members</p>
<b>Item 9</b>	Councillors	As resolved by Council
<b>Item 10</b>	Council employees	<p>Facilities and Services Group  Community Services Section Manager  Community Services Section  Contracts and Services Coordinator  Community and Recreation Coordinator  Parks Program Coordinator and Officers  Volunteers Coordinator  Finance Officer</p>
<b>Item 11</b>	Name of financial institution and type of account/s	<p>National Australia Bank  Business Cheque account</p>
<b>Item 12</b>	Name of any account operated by the Committee	<p>Nelson Bay West Parks and Reserves Committee  <i>(To be updated to Nelson Bay West Landcare Committee, a 355c committee of Port Stephens Council)</i></p>
<b>Item 13</b>	Reporting	<p><b>Financial Record Keeping and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system. <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number.</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.</li> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ol> </li> </ol>



<p><b>Item 13 cont...</b></p>	<p>Reporting</p>	<ol style="list-style-type: none"> <li>3. The Treasurer shall be responsible for ensuring: <ol style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those committees with quarterly bank statements may choose to report quarterly instead of monthly.) <ol style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page.</li> </ol> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ol> </li> <li>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</li> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ol style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any of the three Account Signatories as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> </ol> </li> </ol>
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		<p>c) All committees are required to advise Council of the details of the persons who are authorised signatories of the committee's bank account, when a new account is opened, and when changes to the signatories occurs.</p> <p>d) All financial accounts held by the committee must include the words "<i>a 355c Committee of Port Stephens Council</i>" in the account name.</p> <p>e) The committee is also required to provide documentation at the Annual General Meeting listing the current signatories on each account held. This documentation will form part of the Minutes of the Annual General Meeting.</p> <p>6. The committee must not, at any time, incur any expenditure in excess of the amount held in the committee's credit in the account operated by the committee. In any event, no expenses of any member of the committee, or the committee, shall be paid unless authorised by resolution of the committee.</p> <p>7. The committee may authorise the transfer of an amount not exceeding the sum of \$50.00, to be known as "petty cash", which shall be held by the Treasurer subject to any direction by the committee.</p> <p>8. The financial year shall be the period from the 1 January to 31 December.</p> <p><b>General Reporting</b></p> <p>1. Annual Reporting - to be forwarded prior to 31 March each year to Council's Responsible Officer for Volunteers, and must include:</p> <ul style="list-style-type: none"> <li>▪ Minutes of AGM and account signatories.</li> <li>▪ Committee Annual Report - a summary of activities and projects undertaken by the committee between 1 January and 31 December, and proposed projects and activities to be undertaken by the committee during that current year.</li> <li>▪ Updated list of all General Members, including notification of the elected Executive and Advisory Members.</li> </ul>
<b>Item 14</b>	Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution	<p>Terms of Reference Adopted at Council Meeting 27 October 2015, Minute No. 322.</p> <p>Constitution adopted 28 October 2003 Minute No. 454.</p>
<b>Item 15</b>	Additional clauses or amendments to Terms of Reference or Appendix To be listed in full – body of Terms of Reference not to be altered	<p>Terms of Reference, Clause 6 b) to be replaced with</p> <p>The committee may appoint General Members to Advisory positions, such as Bookings Officer and Works Coordinator up to a maximum of eight (8) Advisory Members for one committee in any twelve (12) month term, in accordance with Item 8 of the Appendix.</p>

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of committee</b>	<b>Salt Ash Community Hall, Park and Reserve Committee</b>
<b>Item 2</b>	Purpose of committee	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	Functions delegated by Council to committee  (Objectives)	<ol style="list-style-type: none"> <li>1. Cooperate with Council to ensure that facilities are provided and maintained at an acceptable standard.</li> <li>2. Undertake the functions of: <ul style="list-style-type: none"> <li>▪ arranging bookings for hire of the hall;</li> <li>▪ receiving and banking fees &amp; charges;</li> <li>▪ arranging cleaning;</li> <li>▪ providing reports to Council on maintenance requirements.</li> </ul> </li> <li>3. Make recommendations to Council as to the development, planning and management of Salt Ash Community Hall, Park and Reserve.</li> <li>4. Make recommendations to Council on appropriate charges for the use of community hall.</li> <li>5. Provide forward works priorities to Council for consideration and planning of future works.</li> <li>6. Co-ordinate working bees and liaise with Council staff re working bees in the Salt Ash area.</li> <li>7. Encourage and support the community and/or community groups, to participate in programs benefiting Salt Ash.</li> <li>8. In co-operation with Council and other government bodies/organisations ensure that wherever possible optimum use is made of existing facilities.</li> <li>9. To assist in the sourcing of alternate funding (eg grants).</li> <li>10. Be an avenue through which Council can engage with the community on matters that affect them.</li> </ol> <p>See attached map of area of interest of Salt Ash Community Hall, Park and Reserve Committee.</p>
<b>Item 4</b>	Restrictions on functions delegated	<p>Any works undertaken will be with the knowledge and approval of the Community and Recreation Coordinator and/or Building Trades Coordinator and/or Parks Program Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check, alternatively a parent or guardian, of that person under 18 years is required to be on site working with the young person in question.</p>
<b>Item 5</b>	Policies, legislation the committee is required to comply with	<p>Principle policies and legislation including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> </ul>

<b>Item 5 cont...</b>	Policies, legislation the committee is required to comply with	<ul style="list-style-type: none"> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>
<b>Item 6</b>	Term of Committee	September of Council Election each four years. Council to readopt Terms of Reference within three months following election.
<b>Item 7</b>	Maximum number and make up of committee members	Up to fifty (50) General Members.
<b>Item 8</b>	Executive and Advisory members	<p>Three (3) to four (4) Executive Members:</p> <ul style="list-style-type: none"> <li>▪ Chairperson</li> <li>▪ Vice Chairperson</li> <li>▪ Treasurer</li> <li>▪ Secretary</li> </ul> <p>Up to five (5) Advisory Members</p>
<b>Item 9</b>	Councillors	As resolved by Council
<b>Item 10</b>	Council employees	<p>Facilities and Services Group  Community Services Section Manager  Community Services Section  Contracts and Services Coordinator  Community and Recreation Coordinator  Parks Program Coordinator and Officer  Building Trades Coordinator  Community and Recreation Asset Officer  Volunteers Coordinator  Finance Officer</p>
<b>Item 11</b>	Name of financial institution and type of account/s	To be advised by committee
<b>Item 12</b>	Name of any account operated by the committee	To be Salt Ash Hall, Park and Reserve Committee, a 355(c) Committee of Port Stephens Council
<b>Item 13</b>	Reporting	<p><b>Financial Record Keeping and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system. <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number (16744377876)</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.</li> </ol> </li> </ol>

<p><b>Item 13 cont...</b></p>	<p>Reporting</p>	<ul style="list-style-type: none"> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ul> <p>3. The Treasurer shall be responsible for ensuring:</p> <ul style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those Committees with quarterly bank statements will be granted permission to submit quarterly financial reports, which must be received by the end of the following month.) <ul style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council before the end of the following month, along with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page.</li> </ul> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ul>
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<p><b>Item 13 cont...</b></p>	<p>Reporting</p>	<ol style="list-style-type: none"> <li>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</li> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ol style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any two (2) of the Executive as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> <li>c) All committees are required to advise Council of the details of the persons who are authorised signatories of the committee's bank account, when a new account is opened, and when changes to the signatories occurs.</li> <li>d) All financial accounts held by the committee must include the words "A 355c Committee of Port Stephens Council" in the account name.</li> <li>e) The committee is also required to provide documentation at the Annual General Meeting, from the financial institution, listing the current signatories, on each account held. This documentation will form part of the Minutes of the Annual General Meeting.</li> </ol> </li> <li>6. The committee must not, at any time, incur any expenditure in excess of the amount held in the committee's credit in the account operated by the committee. In any event, no expenses of any member of the committee, or the committee, shall be paid unless authorised by resolution of the committee.</li> <li>7. The committee may authorise the transfer of an amount not exceeding the sum of \$50.00, to be known as "petty cash", which shall be held by the Treasurer subject to any direction by the committee.</li> <li>8. The financial year shall be the period from the 1 January to 31 December.</li> </ol> <p><b>General Reporting</b></p> <ol style="list-style-type: none"> <li>1. Annual Reporting - to be forwarded prior to 31 March each year to Council's Responsible Officer for Volunteers and must include: <ul style="list-style-type: none"> <li>▪ Minutes of AGM and Account Signatories.</li> <li>▪ Committee Annual Report – brief summary of activities/ projects undertaken between 1 January and 31 December, and proposed projects/activities to be undertaken by the Committee during that current year.</li> <li>▪ Updated list of all General Members.</li> </ul> </li> </ol>
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<b>Item 13 cont...</b>	Reporting	<p>2. Recommendations for Fees and Charges to be forwarded to Council by 1<sup>st</sup> December each year.</p> <ul style="list-style-type: none"> <li>a) The fees and charges are set by Council, taking into consideration the recommendations of the committee and the operating requirements of the facility.</li> <li>b) The committee is not able to provide subsidies or waive hire fees as specified in Item 4 of the Appendix.</li> </ul> <p>3. Details of Uninsured Casual Hires - committees are required to report the number of times the facility is used by uninsured casual hirers to enable Council to complete its Insurance Renewal Declaration. This information is required to be forwarded to Council's Responsible Officer for Volunteers prior to 31 March each year.</p> <ul style="list-style-type: none"> <li>▪ An uninsured 'Casual Hirer' means <i>"any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year"</i>.</li> </ul> <p>Notification to Council should also include a brief description of the type of use on those occasions, eg birthday party, family reunion etc.</p>
<b>Item 14</b>	Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution	<p>Terms of Reference Adopted at Council Meeting 27 October 2015, Minute No. 322.</p> <p>Schedule for Salt Ash Community Hall, Reserves and Tennis Court Committee adopted on 19 September 2000, Min No. 506.</p>
<b>Item 15</b>	Additional clauses or amendments to Terms of Reference or Schedule To be listed in full – body of terms of Reference not to be altered	<p>Clause 16 – Halls</p> <p>The committee will be required to meet the following expenses from income received from the hire of the hall:</p> <ul style="list-style-type: none"> <li>▪ Water usage charges</li> <li>▪ Electricity charges</li> <li>▪ Cleaning costs</li> <li>▪ Agreed contribution to repairs, maintenance and ground maintenance.</li> </ul> <p>Council will meet the following expenses:</p> <ul style="list-style-type: none"> <li>▪ Council rates</li> <li>▪ Standing charges for water</li> <li>▪ Sewerage charges</li> <li>▪ Waste collection</li> <li>▪ Structural maintenance and repairs</li> </ul>

## APPENDIX TO 355(c) COMMITTEE TERMS OF REFERENCE

<b>Item 1</b>	<b>Name of Committee</b>	<b>Seaham Park and Wetlands Committee</b>
<b>Item 2</b>	<b>Purpose of Committee</b>	6.1.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government Area.
<b>Item 3</b>	Functions delegated by Council to committee  (Objectives)	<ol style="list-style-type: none"> <li>1. Coordinate working bees, liaise with Council staff regarding working bees in Seaham.</li> <li>2. Encourage and support the community and/or community groups, to participate in programs benefiting Seaham.</li> <li>3. Coordinate and/or assist Council and the community in the participation in international and national environmental events.</li> <li>4. Assist in the sourcing of alternate funding (eg grants) or voluntary labour for committee projects.</li> <li>5. Provide a community link to assist Council staff in consulting with the community on management plans affecting the Seaham area.</li> <li>6. Promote and participate in environmental education programs with schools and the community.</li> </ol> <p>See attached map of area of interest of Seaham Park and Wetlands Committee.</p>
<b>Item 4</b>	Restrictions on functions delegated	<p>Any works undertaken will be with the knowledge and approval of the relevant Parks Program Officer and/or Community and Recreation Assets or Natural Resources Officer.</p> <p>Committees that have volunteers between the age of 15 to 18 years working on 355(c) projects are required to have at least one member present with a current Working With Children Check. Alternatively, a parent or guardian of that person under 18 years is required to be on site working with the young person in question.</p>
<b>Item 5</b>	Policies, legislation the committee is required to comply with	<p>Principle policies and legislation including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1993</li> <li>▪ WHS Act 2011</li> <li>▪ Privacy and Personal Information Act 1998</li> <li>▪ State Records Act, 1998</li> <li>▪ PSC Code of Conduct 2014, Min No 043</li> <li>▪ PSC Code of Meeting Practice 2013, Min No 322</li> <li>▪ PSC WHS Statement of Commitment</li> <li>▪ Accessing Information Policy</li> <li>▪ Volunteers Strategy Framework 2012</li> <li>▪ PSC Disability Policy 2010, Min No 321</li> </ul>
<b>Item 6</b>	Term of Committee	September of Council Election each four years. Council to readopt Terms of Reference within three months following election.



<b>Item 7</b>	Maximum number and make up of committee members	Up to fifty (50) General Members.
<b>Item 8</b>	Executive and Advisory members	<p>Three (3) to four (4) Executive Members:</p> <ul style="list-style-type: none"> <li>▪ Chairperson</li> <li>▪ Deputy Chairperson</li> <li>▪ Secretary</li> <li>▪ Treasurer</li> </ul> <p>Up to five (5) Advisory Members</p>
<b>Item 9</b>	Councillors	As resolved by Council.
<b>Item 10</b>	Council employees	<p>Facilities and Services Group  Community Services Section Manager  Community Services Section  Contracts and Services Coordinator  Community and Recreation Coordinator  Parks Program Coordinator and Officers  Volunteers Coordinator  Finance Officer</p>
<b>Item 11</b>	Name of financial institution and type of account/s	<i>Maitland Mutual Building Society Business Cheque Account</i>
<b>Item 12</b>	Name of any account operated by the committee	Seaham Park 355b Committee of Port Stephens Council (To be amended to <i>Seaham Park &amp; Wetlands Committee, a 355c committee of Port Stephens Council</i> )
<b>Item 13</b>	Reporting	<p><b>Financial Record Keeping and Reporting</b></p> <ol style="list-style-type: none"> <li>1. Committees must spend their annual allocation from Council only on items and works that enable them to exercise their Functions delegated to them from Council pursuant to Clause 3 and outlined in Item 3 of the Appendix.</li> <li>2. With the introduction of the Goods and Services Tax effective from 1 July 2000, all 355(c) committees are obliged to comply with the new tax system. <ol style="list-style-type: none"> <li>a) All committees are covered under Council's Australian Business Number.</li> <li>b) Committees are responsible for administering the requirements of GST Legislation, that is charging GST on taxable supplies and correctly identifying input tax credits claimable from ATO.</li> <li>c) Accordingly, each committee must supply Council with details of GST applicable to all financial transactions for inclusion in Council's monthly Business Activity Statements (BAS).</li> <li>d) Compliance with this request will ensure Council's obligation is met on time and will avoid any interest or penalty chargeable by Australian Taxation Office.</li> </ol> </li> </ol>

<p><b>Item 13 cont...</b></p>	<p>Reporting</p>	<ol style="list-style-type: none"> <li>3. The Treasurer shall be responsible for ensuring: <ol style="list-style-type: none"> <li>a) The proper keeping of the books and accounts of the committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager.</li> <li>b) Accounts must be accessible by the General Manager who must be able to authorise, in his or her own right, withdrawals from any account held by the committee.</li> <li>c) Forwarding monthly financial and GST reporting to Council's designated Responsible Officer each month in a format as directed by the General Manager. (Only those committees with quarterly bank statements may choose to report quarterly instead of monthly.) <ol style="list-style-type: none"> <li>i. This includes a cash book style financial record keeping system (manual or electronic) supplied by Council, which is set up to record income, expenditure, GST and reconciliations in a simple format.</li> <li>ii. The cash book is completed each month and the original forwarded to Council with copies of tax invoices, tax input receipts and bank statements.</li> <li>iii. The totals of each month are entered onto the Annual Financial Summary reporting page.</li> </ol> </li> <li>d) Receiving monies on behalf of the committee and maintaining accurate records of the receipt of such monies.</li> <li>e) Attending to the payment of accounts and other expenses approved by the committee on behalf of the committee, and maintaining an accurate record of such payments.</li> <li>f) Issuing of tax invoices.</li> <li>g) Annual Financial Summary to be forwarded prior to 31 March each year to Council's Responsible Officer for finance in a format as provided by Council, and to include: <ul style="list-style-type: none"> <li>▪ copy of bank statement, bank book or on-line banking printout clearly indicating the balance as at the 31st December each year.</li> <li>▪ copies of documentation supporting all increases and decreases in any investment accounts.</li> </ul> </li> </ol> </li> <li>4. All monies received by the committee shall be deposited within seven (7) days of receipt into an account in the financial institution set out in Item 11 of the Appendix. Any such account must have the names of the account/s set out in Item 12 of the Appendix.</li> <li>5. The committee may only operate those accounts set out in Item 11 and 12 of the Appendix or as directed in writing by the General Manager. <ol style="list-style-type: none"> <li>a) Any cheques drawn on behalf of the committee or withdrawals from any account operated by the committee shall be signed by any of the three Account Signatories as determined by the committee.</li> <li>b) All financial accounts must have two Council staff signatories, including all term deposit accounts in accordance with Item 10 of the Appendix.</li> </ol> </li> </ol>
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<b>Item 14</b>	Changes to Terms of Reference or Appendix – Adopted by Council Meeting Date Minute No Resolution	<p>Terms of Reference Adopted at Council Meeting 27 October 2015, Minute No. 322.</p> <p>Former Seaham Park Wetland and Tidy Town Committee Schedule adopted by Council 22 July 2003, Minute No. 312.</p> <p>Name change to Seaham Park and Wetlands Committee 5 April 2011.</p>
<b>Item 15</b>	Additional clauses or amendments to Terms of Reference or Appendix To be listed in full – body of Terms of Reference not to be altered	