

SCHEDULE TO CONSTITUTION

Item 1	Name of Committee	Anna Bay Reserves, Hall and Tidy Towns Committee
Item 2	Name of Council Team	Recreation Services
Item 3	Functions delegated by Council to committee (Objectives)	<p>Hall</p> <ol style="list-style-type: none"> 1. To co-operate with Council to ensure that the facility of the hall is provided and maintained at an acceptable standard. 2. Undertake the functions of: <ul style="list-style-type: none"> ➤ arranging bookings for hire of the hall ➤ receiving and banking fees & charges ➤ arranging cleaning ➤ providing reports to Council on maintenance requirements 3. To make recommendation to Council as to the development, planning and management of Anna Bay Hall. 4. To make recommendations to Council on appropriate charges for the use of community hall. 5. To refer requests for additional work to Council for consideration and setting of priorities. <p>Reserves</p> <ol style="list-style-type: none"> 1. Co-ordinate working bees, liaise with Council staff re working bees in Anna Bay area. 2. Co-ordinate and/or assist in the preparation of entries for Tidy Towns Programs for the Anna Bay area. 3. In co-operation with Council, Government Departments and other bodies/organisations ensure that wherever possible optimum use is made of existing facilities. 4. To endeavour to co-operate with other agencies in order to keep the community fully informed of those facilities that exist within the district. 5. To assist in the sourcing of alternate funding (eg grants) or voluntary labour 6. Provide a community link to assist Council staff in consulting with the community on management plans.
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of the Contracts & Halls Coordinator (Hall) Tomaree Parks Coordinator (Reserves)
Item 5	Policies, legislation the committee is required to comply with	<p>Principle policies & legislation including but not limited to:</p> <p>OH&S Act 2000 OH&S Regulations 2001 LGA & Regulations 1993 PPIPA 1988 State Records Act, 1998 Code of Conduct Code of Meeting Practice Accessing Information Policy Child Protection Policy Volunteers Policy</p>
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election.
Item 7	Maximum number and make up of committee members	Up to 14 interested community persons.
Item 8	Councillors	As resolved by Council.

Item 9	Council employees	Tomaree Parks Co-ordinator Environmental & Health Development Officer Contracts & Halls Coordinator
Item 10	Name of financial institution and type of account	
Item 11	Name of any account operated by the committee	Anna Bay Reserves, Hall and Tidy Towns Committee a S355(b) committee of Port Stephens Council
Item 12	Area assigned to committee and/or map	Anna Bay Hall and areas as per attached map
Item 13	Additional clauses or amendments to Standard Constitution or Schedule To be listed in full – body of constitution 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"> ➤ Water Usage Charges ➤ Electricity charges ➤ Cleaning Costs ➤ Agreed contribution to repairs & maintenance <p>Council will meet the following expenses</p> <ul style="list-style-type: none"> ➤ Council Rates ➤ Standing Charges for Water ➤ Sewerage Charges ➤ Structural Maintenance & Repairs
Item 14	Changes to constitution or Schedule – Adopted by Council Meeting Date Minute No Resolution	Constitution Adopted at Council Meeting 28 th October 2003 Minute No 454

SCHEDULE TO CONSTITUTION

Item 1	Name of Committee	Boat Harbour Parks & Reserves Committee
Item 2	Name of Council Team	Recreation Services
Item 3	Functions delegated by Council to committee	<ol style="list-style-type: none"> 1) Co-ordinate working bees, liaise with Council staff re working bees in Boat Harbour. 2) Encourage and support the community and/or community groups, to participate in programs benefiting Boat Harbour. 3) Co-ordinate and/or assist Council and the community in the participation in international and national environmental events. 4) Assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, community service orders) for committee projects 5) Provide a community link to assist Council staff in consulting with the community on management plans. 6) Promote and participate in environmental education programs with schools and the community.
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of the Tomaree Parks Co-ordinator
Item 5	Policies, legislation the committee is required to comply with	<p>Principle policies & legislation including but not limited to:</p> <p>OH&S Act, 2000 OH&S Regulations, 2001 LGA & Regulations 1993 PPIPA 1988 Code of Conduct Code of Meeting Practice Accessing Information Policy Child Protection Policy Volunteers Policy</p>
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election.
Item 7	Maximum number and make up of committee members	Up to 14 interested community members
Item 8	Councillors	As resolved by Council.
Item 9	Council employees	Tomaree Parks Co-ordinator
Item 10	Name of financial institution and type of account	Commonwealth Bank Cheque Account Bearing Interest
Item 11	Name of any account operated by the committee	Boat Harbour Parks & Reserves Committee a S355(b) committee of Port Stephens Council
Item 12	Area assigned to committee and/or map	As per attached map
Item 13	Additional clauses or amendments to Standard Constitution or Schedule. <i>To be listed in full - body of constitution not to be altered.</i>	N/A
Item 14	Changes to constitution or Schedule – Adopted by Council: Meeting Date: Minute No:	Constitution adopted by Council 23 July 2002 Minute No. 291

SCHEDULE TO CONSTITUTION

To be read in conjunction with 355(b) Committee Standard Constitution

Item 1	Name of Committee	Corlette Headland and Hall 355c Committee
Item 2	Name of Council Group and Section	Facilities & Services Group / Community Services Section
Item 3	Functions delegated by Council to committee	<p>Corlette Headland</p> <ol style="list-style-type: none"> 1. Co-ordinate working bees, liaise with Council staff re working bees in Corlette and Salamander Bay. Encourage and support the community and/or community groups, to participate in programs benefiting Corlette. 2. Co-ordinate and/or assist in the preparation of entries for Tidy Towns Programs for the Corlette and Salamander Bay area. 3. Co-ordinate and/or assist Council and the community in the participation in international and national environmental events. 4. Assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, community service orders) for committee projects. 5. Provide a community link to assist Council staff in consulting with the community on management plans. 6. Promote and participate in environmental education programs with schools and the community. <p>Corlette Hall</p> <ol style="list-style-type: none"> 1. To co-operate with Council to ensure that facilities are provided and maintained at an acceptable standard. 2. Undertake the functions of: 3. arranging bookings for hire of facility 4. receiving and banking fees & charges 5. arranging cleaning 6. providing reports to Council on maintenance requirements 7. To make recommendation to Council as to the development, planning and management of Corlette Hall. 8. To make recommendations to Council on appropriate charges for the use of Corlette Hall. 9. To refer requests for additional work to Council for consideration and setting of priorities. 10. Provide a community link to assist Council staff in consulting with the community on management plans.
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of the Volunteers Coordinator.
Item 5	Policies, legislation the committee is required to comply with	<p>Principle policies & legislation including but not limited to:</p> <p>Local Government Act 1993 and it's Regulation as amended</p> <p>Crown Lands Act 1989</p> <p>Work Place Health and Safety Act 2011</p>

		Privacy and Personal Information Protection Act 1988 State Records Act 1998 Port Stephens Council Code of Conduct Port Stephens Council Code of Meeting Practice Port Stephens Council Accessing Information Policy Port Stephens Council Volunteer Strategy
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election.
Item 7	Maximum number and make up of committee members	1. Up to twelve members of the Port Stephens community
Item 8	Councillors	One (1) Councillor as resolved by Council.
Item 9	Council employees	Volunteer Coordinator
Item 10	Name of financial institution and type of account	Greater Building Society – Nelson Bay Cheque Account bearing interest
Item 11	Name of any account operated by the committee	Corlette Salamander Bay Parks Reserves and Landcare Group a 355c Committee of Port Stephens Council
Item 12	Area assigned to committee and/or map	All Council own and managed community land categorised as bushland, waterways, XXXXX bounded by the X street in the east, x street in the south, x street in the west and the mean high water mark of Port Stephens in the north.
Item 13	Additional clauses or amendments to Standard Constitution or Schedule. To be listed in full - body of constitution not to be altered.	N/A
Item 14	Changes to constitution or Schedule – Adopted by Council: Meeting Date: Minute No: Resolution:	

SCHEUDLE TO CONSTITUTION

Item 1	Name of Committee	Fingal Bay Parks & Reserves Committee
Item 2	Name of Council Team	Recreation Services
Item 3	Functions delegated by Council to committee	<ol style="list-style-type: none"> 1) Co-ordinate working bees, liaise with Council staff re working bees in Fingal Bay. 2) Encourage and support the community and/or community groups, to participate in programs benefiting Fingal Bay. 3) Co-ordinate and/or assist in the preparation of entries for Tidy Towns Programs for the Fingal Bay area. 4) Co-ordinate and/or assist Council and the community in the participation in international and national environmental events. 5) Assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, community service orders) for committee projects 6) Provide a community link to assist Council staff in consulting with the community on management plans. 7) Promote and participate in environmental education programs with schools and the community.
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of the Tomaree Parks Co-ordinator
Item 5	Policies, legislation the committee is required to comply with	Principle policies & legislation including but not limited to: OH&S Act, 2000 OH&S Regulations, 2001 PPIPA 1988 Code of Conduct Code of Meeting Practice Accessing Information Policy Child Protection Policy Volunteers Policy
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election.
Item 7	Maximum number and make up of committee members	Up to 14 interested community members
Item 8	Councillors	As resolved by Council.
Item 9	Council employees	Tomaree Parks Co-ordinator Environmental & Health Development Officer
Item 10	Name of financial institution and type of account	
Item 11	Name of any account operated by the committee	Fingal Bay Parks & Reserves Committee a S355(b) committee of Port Stephens Council

Item 12	Area assigned to committee and/or map	As per attached map.
Item 13	Additional clauses or amendments to Standard Constitution or Schedule. <i>To be listed in full - body of constitution not to be altered.</i>	N/A
Item 14	Changes to constitution or Schedule – Adopted by Council: Meeting Date: Minute No: Resolution:	Constitution adopted by Council 23 July 2002 Minute No. 291

Schedule to Constitution

Item 1	Name of Committee	Mambo Wanda Wetlands, Reserves & Landcare 355(b) Committee
Item 2	Name of Council Team	Recreation Services
Item 3	Functions delegated by Council to committee	<ol style="list-style-type: none"> 1. Co-ordinate working bees, liaise with Council staff re working bees in the committee's area of responsibility. 2. Encourage and support the community and/or community groups, to participate in programs. 3. Co-ordinate and/or assist in the preparation of entries for Tidy Towns Programs. 4. Co-ordinate and/or assist Council and the community in the participation in international and national environmental events. 5. Assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, community service orders) for committee projects 6. Provide a community link to assist Council staff in consulting with the community on management plans. 7. Promote and participate in environmental education programs with schools and the community.
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of the Tomaree Parks Co-ordinator
Item 5	Policies, legislation the committee is required to comply with	Principle policies & legislation including but not limited to: OH&S 2000 OH&S Regulation 2001 LGA & Regulations 1993 PPIPA 1988 Code of Conduct Code of Meeting Practice Accessing Information Policy Child Protection Policy Volunteers Policy
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election.
Item 7	Maximum number and make up of committee members	Up to 12 interested community members
Item 8	Councillors	As resolved by Council.
Item 9	Council employees	Tomaree Parks Co-ordinator (Reserves) Environmental & Health Development Officer (Tidy Towns)
Item 10	Name of financial institution and type of account	Greater Building Society
Item 11	Name of any account operated by the committee	Mambo Wanda Wetlands, Reserves & Landcare 355(b) Committee a S355(b) committee of Port Stephens Council
Item 12	Area assigned to committee and/or map	As per attached map.

Item 13	<p>Additional clauses or amendments to Standard Constitution or Schedule.</p> <p>To be listed in full - body of constitution not to be altered</p>	N/A
Item 14	<p>Changes to constitution or Schedule –</p> <p>Adopted by Council:</p> <p>Meeting Date:</p> <p>Minute No:</p> <p>Resolution:</p>	<p>Constitution adopted by Council 27 November 2001 Minute No. 485</p> <p>Constitution amended by Council 27 July 2004 Minute 241 amending committee name from Mambo Wanda Reserves Committee</p>

CONSTITUTION SCHEDULE

Item 1	Name of Committee	Nelson Bay West Parkcare Committee
Item 2	Name of Council Section	Recreation Services
Item 3	Functions delegated by Council to committee	<ol style="list-style-type: none"> 1) Co-ordinate working bees, liaise with Council staff re working bees in Nelson Bay West area. 2) Encourage and support the community and/or community groups, to participate in programs benefiting Nelson Bay West area. 3) Assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, community service orders) for committee projects. 4) Provide a community link to assist Council staff in consulting with the community on management plans. 5) Promote/participate in environmental education in schools and the community.
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of the Tomaree Parks Co-ordinator
Item 5	Policies, legislation the committee is required to comply with	Principle policies & legislation including but not limited to: OH&S 2000 OH&S Regulation 2001 LGA & Regulations 1993 PPIPA 1988 Code of Conduct Code of Meeting Practice Accessing Information Policy Child Protection Policy Volunteers Policy
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election
Item 7	Maximum number and make up of committee members	Up to 20 interested community members
Item 8	Councillors	As resolved by Council.
Item 9	Council employees	Tomaree Parks Co-ordinator
Item 10	Name of financial institution and type of account	National Australia Bank – Nelson Bay Voluntary Organisation
Item 11	Name of any account operated by the committee	Nelson Bay West Parkcare Committee a S355(b) committee of Port Stephens Council
Item 12	Area assigned to committee and/or map	As per attached map
Item 13	Additional clauses or amendments to Standard Constitution or Schedule To be listed in full – body of constitution not to be altered	
Item 14	Changes to constitution or Schedule – Adopted by Council Meeting Date Minute No Resolution	Constitution adopted 26 June 2001 Minute No. 235 Constitution Map Amended Council Meeting 28 th October 2003 Minute No 454

SCHEDULE TO CONSTITUTION

Item 1	Name of Committee	Salt Ash Community Hall, Reserves & Tennis Court Committee
Item 2	Name of Council Section	Recreation Services
Item 3	Functions delegated by Council to committee	<ol style="list-style-type: none"> 1. To co-operate with Council to ensure that facilities are provided and maintained at an acceptable standard. 2. Undertake the functions of: <ul style="list-style-type: none"> • arranging bookings for hire of facility • receiving and banking fees & charges • arranging cleaning • providing reports to Council on maintenance requirements 3. To make recommendation to Council as to the development, planning and management of Salt Ash Community Hall, Salt Ash Reserves and Salt Ash Tennis Courts. 4. To make recommendations to Council on appropriate charges for the use of community hall . 5. To refer requests for additional work to Council for consideration and setting of priorities. 6. Co-ordinate working bees, liaise with Council staff re working bees in Salt Ash. Encourage and support the community and/or community groups, to participate in programs benefiting Salt Ash. 7. Encourage and support the community and/or community groups, to participate in programs benefiting Salt Ash. 8. In co-operation with Council, Government Departments and other bodies/organisations ensure that wherever possible optimum use is made of existing facilities. 9. To endeavour to co-operate with other agencies in order to keep the community fully informed of those facilities that exist within the district. 10. To assist in the sourcing of alternate funding (eg grants) or voluntary labour (eg work for dole, community service orders). 11. Provide a community link to assist Council staff in consulting with the community on management plans
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of Contracts & Halls Coordinator.
Item 5	Policies, legislation the committee is required to comply with	<p>Principle policies & legislation including but not limited to:</p> <p>OH&S 2000 OH&S Regulation 2001 LGA & Regulations 1993 PIPA 1988 Code of Conduct Code of Meeting Practice Accessing Information Policy Child Protection Policy Volunteers Policy</p>
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election.
Item 7	Maximum number and make up of committee members	Up to seven interested community persons
Item 8	Councillors	As resolved by Council.
Item 9	Council employees	Contracts & Halls Coordinator

Item 10	Name of financial institution and type of account	To be advised by Committee
Item 11	Name of any account operated by the committee	Salt Ash Community Hall, Reserves and Tennis Courts Committee a S355(b) committee of Port Stephens Council
Item 12	Area assigned to committee and/or map	Salt Ash Community Hall Salt Ash Tennis Courts Open space in Salt Ash which Council is responsible for (excluding Salt Ash Sports Ground).
Item 13	Additional clauses or amendments to Standard Constitution or Schedule. <i>To be listed in full - body of constitution not to be altered.</i>	Clause 16 – Halls The committee will be required to meet the following expenses from income received from the hire of the hall: <ul style="list-style-type: none"> a) Water Usage Charges b) Electricity charges c) Cleaning Costs d) Agreed contribution to repairs & maintenance Council will meet the following expenses <ul style="list-style-type: none"> a) Council Rates b) Standing Charges for Water c) Sewerage Charges d) Structural Maintenance & Repairs
Item 14	Changes to constitution or Schedule – Adopted by Council: Meeting Date: Minute No: Resolution:	Constitution adopted 19 September 2000 Minute No. 506

SCHEDULE TO CONSTITUTION

Item 1	Name of Committee	Seaham Park, Wetland & Tidy Towns Committee
Item 2	Name of Council Section	Recreation Services
Item 3	Functions delegated by Council to committee	<ol style="list-style-type: none"> 1) Develop a Management Plan & a Works Program to implement both short & long term strategies in partnership with Council & other Government agencies. 2) Co-ordinate working bees, liaise with Council staff re working bees in Seaham. 3) Encourage and support the community and/or community groups, to participate in programs benefiting Seaham. 4) Co-ordinate and/or assist in the preparation of entries for Tidy Towns Programs for the Seaham area. 5) Co-ordinate and/or assist Council and the community in the participation in international and national environmental events. 6) Assist in the sourcing of alternate funding (eg grants) or voluntary labour for committee projects 7) Promote and participate in environmental education programs with schools and the community. 8) Provide a community link to assist Council staff in consulting with the community on management plans affecting the Seaham area.
Item 4	Restrictions on functions delegated	Any works undertaken will be with the knowledge and approval of the Raymond Terrace Parks Co-ordinator Environment & Health Development Officer
Item 5	Policies, legislation the committee is required to comply with	<p>Principle policies & legislation include but are not limited to:</p> <p>OH&S 2000 OH&S Regulations 2001 LGA & Regulations 1993 PIIPA 1988 Code of Conduct Code of Meeting Practice Accessing Information Policy Child Protection Policy Volunteers Policy</p>
Item 6	Date on which constitution concludes	September of Council Election each four years. Council to re adopt constitution within three months following election.
Item 7	Maximum number and make up of committee members	Up to 10 interested community members with volunteers assisting in working bees
Item 8	Councillors	As resolved by Council.

Item 9	Council employees	Raymond Terrace Parks Co-ordinator and Environment & Health Development Officer
Item 10	Name of financial institution and type of account	
Item 11	Name of any account operated by the committee	Seaham Park, Wetland and Tidy Towns Committee a S355(b) committee of Port Stephens Council
Item 12	Area assigned to committee and/or map	
Item 13	Additional clauses or amendments to Standard Constitution or Schedule To be listed in full – body of constitution not to be altered	
Item 14	Changes to constitution or Schedule – Adopted by Council Meeting Date Minute No Resolution	Adopted by Council 22 July 2003 Minute No 312