NAMBUCCA SHIRE COUNCIL

SECTION 355 COMMITTEES

GUIDE TO OPERATIONS

AND

DELEGATIONS OF AUTHORITY

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people'.

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INTRODUCTION

Nambucca Shire Council recognises the important part volunteers and community groups play in providing and managing Council facilities and services. There are a number of Committees, which are constituted under the powers provided by the Local Government Act, and this document refers to these Committees.

The Committees covered by this document are those which mainly manage buildings, parks and facilities and also special events such as Australia Day and New Years Eve Celebrations. Council has other Section 355 Committees which act in an advisory role to the elected Council with their meeting minutes always being referred to Council for adoption. This guide and delegations do not apply to these advisory Committees.

This manual provides comprehensive guidelines on the management responsibilities, functions and operation of a community based Committee of Management and clarifies Council's role in this partnership. Upon formal approval of a Committee of Management by Council, its members are required to adopt and adhere to the conditions set out in this document. Adherence will ensure Committee members are aware of the responsibilities and adequately covered by insurance.

SECTION 1: POWER OF COMMITTEES

1.1 Delegation of Function

Under the Local Government Act 1993 Council is able to delegate many of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a Committee of Management.

1.2 Why Does Council Have Committees of Management?

The Committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities or services. This provides a two fold benefit by giving protection to the Committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

1.3 How are Committees of Management Established?

Committees of Management are established under Section 355 with delegations from Council under the provisions of Section 377 of the Local Government Act. These terms refer to the Section of the NSW Local Government Act 1993 in which the authority for such a Committee to be formed is identified.

SECTION 2: RESPONSIBILITY

2.1 Responsibility

The Committee of Management will be responsible for activities as determined when the Committee is established. This responsibility is listed in Section 14.

2.2 Limitation of Powers

The Committee may not make decisions concerning the following:

a) Borrowing of any monies.

b) The sale, lease, sub-lease or surrender of any land and or other property vested in its care under the provisions of the Local Government Act 1993 (as amended).

c) The acceptance of tenders which are required to be called by Council. (The Committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council).

d) The payment or making of any gift, to its members. This includes the payment of allowances or travelling expenses incurred whilst attending Committee meetings in the Nambucca Valley.

e) The payment of any monies outside the scope of the Committee's function.

f) The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council (does not include minor maintenance works).

The exercise by the Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any Rules and Regulations made by the Council, in relation to the facility/function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager.

2.3 Code of Conduct

Nambucca Shire Council has adopted a Code of Conduct that is applicable to elected Councillors, employed staff and Committees of Management. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

As Committees of Management are operating as Council, it is important for Committees to be aware of and abide by this Code of Conduct.

Council's Committees of Management have the responsibility to ensure the following:

a) Access is available to the entire community and is not denied because of ethnicity, gender, disability or religion.

b) Priority of use should be given to non-profit making community groups and organisations.

c) That the facility not be aligned with, or advocate or advertise for or on behalf of, any political party or person/s.

2.4 Accountability

The Committees need to be aware that accountability is required to Council, user groups and the general community. To facilitate this accountability, the Committees are required to:

a) Hold an Annual General Meeting that is advertised.

b) Provide copies of reports, minutes and annual financial statements to Council.

c) Ensure that affected persons are aware of the Committee meeting arrangements.

SECTION 3: COMMITTEES OF MANAGEMENT

Council aims to appoint Committees which are representative of the local community or interest groups for the function which the Committee manages.

3.1 Appointment

a) To hold office and be responsible for the management of a Council facility, all Committee members must be appointed by Council.

b) Council must also appoint new members before being able to vote and take part in meetings of the Committee.

c) The Council may dissolve any such Committee at any time.

d) The Council will review Committees of Management every 12 months, typically in September when Committee requirements are considered.

All nominations for Committees of Management are to be formally submitted in writing to Council for appointment.

3.2 Committee Membership

The Committee of Management membership will number not less than four (4) as appointed by Council including office bearers unless otherwise decided by Council.

Whilst no particular qualifications are necessary, a commitment to the activities of the Committee and a willingness to be actively involved in Committee issues is essential.

Where persons under the age of 18 years seek membership on a committee, they:

i) must have parent/guardian consent to become a member of the committee; and
ii) must be in the care of a responsible adult (Committee member) whilst participating in committee activities.

Members of 355 Committees are volunteers and therefore do no receive payment for services. Transportation to and from Committee activities is the responsibility of each Committee member.

3.3 Dissolution of Committee

The Council may dissolve the Committee at any time.

3.4 Vacation of Office

A position on a Committee of Management will become vacant in the following circumstances:

a) Upon the death of the member; or

b) If the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit; or

c) If the member becomes a mentally incapacitated person; or

d) If the member resigns by notice in writing: or

e) If the member is absent for more than three consecutive meetings without leave of the Committee; or

f) If the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the Committee otherwise resolves; or

g) While serving a sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine.

3.5 Representation on Committee

Committee membership should reflect the community organisations which use the facility, and must be open to representatives of user groups and interested community members.

Equal representation of each user group is recommended. Where there is a dispute on representation a final determination will be made by Council.

3.6 Committee Positions

Committees of Management consist of office bearers (also known as the Executive) and other Committee members. The Committee elects at its first meeting and thereafter at each Annual General Meeting the office bearers. Particulars of all appointments, eg, Committee position, name, address, contact number and the user group represented, must be notified in writing to Council as soon as possible after appointment is made.

Committee members need to have a certain degree of commitment to their role as Committee members. One of the advantages of community based Committees is that the workload can be shared between the different Committee members. It is important each member understands their role and what is expected by the community.

3.6.1 Office Bearers/Executive

Office bearers do not have greater decision making powers than other Committee members, other than the chairperson who has a casting vote in the event of a tied vote. Whilst office bearers usually have defined roles, each Committee member plays an important part in the functioning of the Committee.

At a minimum the Committee must have:

a) Chairperson/President
The Chairperson is usually the spokesperson for the organisation and therefore needs to be

certain that the organisation is running smoothly and achieving its aims and objectives.

b) Secretary
(One person may fill the joint position of Secretary/Treasurer)
The Secretary is often the key contact point for the organisation, that is, for correspondence, phone messages, etc and is required to record the 'minutes' for each meeting.

c) Treasurer
The Treasurer is responsible for looking after the Committee's financial business records and is required to present a report of all receipts, payments and other transactions to each Committee meeting.

Family members can be office bearers on the same Committee at the same time. However, only one of those family members is to sign cheques on behalf of the Committee during that time.

3.7 Meeting Procedures

Meetings are to be conducted to standard guidelines, which are detailed in the following section and include:

a) That a quorum be present

b) That appropriate notice is given

c) That business on the agenda is properly conducted

d) That correspondence and minutes are recorded

3.7.1 A Quorum

This refers to the minimum number of members who must be in attendance to transact business.

a) A quorum will consist of one half of the total number of the Executive plus one or a minimum of 3 members of the executive whichever is lesser.

b) If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by President; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the Committee are not recognised until a meeting has ratified them where a quorum is present.

3.7.2 Agenda

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to all the Committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the chairperson calls for discussion on the agenda.

Each item of business to be discussed at the meeting needs to be put on the agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business arising from previous minutes'. If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

3.7.3 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

3.7.4 Correspondence

A list of correspondence received (Inwards) is presented at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent out (Outwards) is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed together for future reference.

3.7.5 Election of Committee

At the AGM all members of the Committee stand down and their positions are declared vacant. A Returning Officer, appointed at the meeting, takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and Committee members.

3.7.6 Procedures for Election

Nominations can be accepted in two ways:

a) In writing, duly seconded, and signed by nominee, prior to the AGM; or

b) Verbally from the floor to the Returning Officer.

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper and draw 'from the hat' by the Returning Officer (or an impartial observer), takes place. The first name drawn is the elected member.

A list of duly elected office bearers/Executive and Committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected Committee members must be sent to Council for approval within 7 working days.

3.8 Voting

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

a) Vote verbally
The chairperson asks people to say 'for' or 'against' and then decides which group is the largest.

b) Vote by show of hands
The chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.

c) Vote by secret ballot
Members vote on paper and the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied).

For all motions, the Committee needs to have an agreement concerning the way a vote will be decided, eg For the vote to be carried, you will need a simple majority (more than half).

SECTION 4: KEY ISSUES

4.1 Insurance

4.1.1 Property Insurance

Most (but not all) Council facilities are covered for risks such as fire, theft and malicious damage. Committees should be aware of the policy coverage of their facility and any applicable excess. Volunteers' personal items are not covered by Council's insurance whilst the volunteer is undertaking volunteer activities.

4.1.2 Public Liability

The Committee is covered by the Public Liability Policy of Council. This insurance does not preclude the Committee from due diligence and all Council Policies must be adhered to. The insurance covers damage or injury to the public as the result of an act or omission by Council or its Committees due to negligence.

A Casual Hirers Policy also exists in order to cover persons using Council facilities on a non-permanent basis. The casual hirer's policy does not cover hirers who are a sporting body, association, corporation or incorporated body or anyone who hires a facility for a commercial or profit making purpose.

4.1.3 Personal Accident

Committee members have coverage when injured whilst undertaking duties relating to their role in the Committee. A copy of the Council's Policy can be made available if required. It provides limited benefits to Committee members where death or injuries are suffered in the course of their duties for the Committee. The policy does not cover medical costs. Note*: The death or injury must be accidental and does not extend to death or injury from medical causes eg heart attack.*

4.1.4 Motor Vehicle

In the event that a Committee member utilises a Council vehicle, the Motor Vehicle Policy of Council will provide cover.

4.1.5 Notification of Potential Claim

Any matter that may give rise to a claim against Council must be reported to Council as soon as practicable. The Committee may receive notification of an incident either verbally, in writing, by telephone or through observation. Once the Committee becomes aware it must notify Council by the next business day. If Council does not notify its Insurer of a claim which it could reasonably have known about, indemnity may be denied.

4.1.6 Insurance Required for Fund Raising and Community Events

Committees may wish to conduct fund raising and community events. Each activity must be endorsed by Council and Council's Insurer. The event may attract an additional premium which will need to be met by the Committee.

4.1.7 Voluntary Workers

A number of obligations are placed on the Committee and Council where voluntary work is undertaken. These include:

a) Maintenance of a Volunteer Register

b) Maintenance of a Work Record

c) Provision of appropriate induction and training

d) Provision of a site induction

e) Maintenance of a safe working environment.

Volunteers who are not Committee members must complete a Volunteer Registration form which will form part of the Volunteer Register.

A Work Record must be maintained for each period of work where voluntary workers (including Committee members) are involved. This can be in the form of a sign-on/sign-off sheet or a diary. Committee Office Bearers are to ensure that all volunteers are entered into the Work Record. This is necessary in order to record the hours volunteers work to ensure insurance cover in the event of an accident or injury whilst carrying out duties on behalf of Council.

The Occupational health and Safety Act 2000 requires Council to ensure that volunteers have the skills and training necessary to carry out their activities in a safe manner. Training to advise Committee members and office bearers of the requirements of their positions will be arranged where appropriate or as requested by the Committee.

4.2 Purchasing

Under the Local Government Act, Council can assist Committees by purchasing goods to be used in association with the Committee-approved function. The benefit to the Committee is that Council will be able to claim back the GST. The Committee will also utilise the purchasing power of Council to reduce costs.

4.3 Legal Issues

From a legal perspective it is important for Committees of Council to be aware that they are in fact acting on Council's behalf. Legally, the Committee is 'Council' and any action, which the Committee undertakes, is Council's responsibility.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council delegated its authority to the Committee to act on Council's behalf and Council can withdraw this delegation if it deemed it to be necessary.

4.3.1 Records of Committee

Most of the records of Council Committees should be kept of at least 7 years. In particular the Committee needs to be aware of the importance of minutes because of their legal status and their liabilities to subpoena in court cases.

4.3.2 Conflicts of Interest (pecuniary & non-pecuniary)

Pecuniary Interest may be defined as an interest that a Committee person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or immediate relative of the Committee person. A Committee member who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable. The Committee member must not take part in the consideration or discussion on the matter and must not vote on any question relating to that matter. The Committee member must leave the meeting whilst the matter is being discussed.

A **non-pecuniary conflict of interest** is a private or personal interest that the Committee member has that does not amount to a pecuniary interest. An example would be a special friendship with a person whom the Committee is dealing with. Depending upon the extent to which you believe you can be impartial and more importantly be perceived to be impartial, such a non-pecuniary interest can be dealt with in accordance with at least one of the following ways:

- Take no action where it is a minor conflict of interest
- Limit involvement, for example participate in discussion but not in decision making
- Remove the source of the conflict
- Have no involvement by absenting yourself from and not taking part in any discussion or voting

More details can be found in Council's Code of Conduct.

4.3.3 Working with Children

Any Committee member who as part of their Committee activities, is involved in direct contact with children where the contact is not directly supervised, must complete and sign a ***Prohibited Employment Declaration*** as per the child Protection (Prohibited Employment) Act 1998. Forms need to be retained by the Management Committee for two years after the volunteer ceases volunteer activities. If you are not sure whether the activities do or will involve working with children please check with the Committee Coordinator. You can also refer to the following website for additional information: www.kids.nsw.gov.au

4.4 Correspondence

Correspondence from the Committee is effectively correspondence from the Council as the Committee acts on Council's behalf. Hence stringent conditions are required to ensure appropriate use of Council's name.

4.4.1 Letterhead

a) There are some occasions when the Council letterhead may be used on behalf of the Committee. In these instances, the letter must be approved and signed by the Council's General Manager.

b) The use of separately designed letterhead is limited to those Council Committees and areas of activities which:

- May have a benefit in being identified in a slightly different way to normal Council activities and where a separate image or presentation may be appropriate, and
- May be strongly community based.

c) In all instances the letterhead design must be approved by Council and indicate that the function is a Committee of Nambucca Shire Council.

4.4.2 Purpose of Correspondence

Usage is limited to the activities of the Committee and specifically limited to:

a) The provision of information and the seeking of information

b) Thank yous

c) The seeking of sponsorship (after approval of General Manager)

d) General correspondence not committing the Council or making public comment

e) Seeking grants subject to the General Manager's endorsement of grant application

4.4.3 Filing

The Committee must keep a copy of all correspondence for at least 7 years.

4.4.4 Signatures

Correspondence must be signed by the Secretary, President or other office holder.

4.5 Sub Committees

The Committee may appoint working groups to report back to the Committee. These 'sub Committees' have no legal standing and must recommend to the Committee for ratification.

Members of sub Committees must be duly appointed members of the community Committee and will be covered in accordance with this policy.

4.6 Clerical Support

It is not the normal practice of Council to provide clerical support to community Committees. A Committee may however apply for support and Council will make a determination on whether assistance will be forthcoming.

In general terms, clerical support will only be offered if a Council employee is a member of the Committee and the assistance is an extension of the employee's duties.

If support is offered, the level of assistance will be subject to negotiation between the Committee and Council and strict duties established. Council supports the principle that a Committee should be self-reliant and provide its own office bearers.

4.7 Financial Issues

Committees of Management are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act, and Local Government Regulations and Accounting standards and must be adhered to.

Committees are established to benefit the community and are made up of members of the community. Any funds raised, received or spent are subject to public scrutiny, just the same as Council. The concept of public accountability involves a responsibility to ensure that Committee funds are used in the manner for which they were intended and that a clear and full disclosure of the Committee's financial activities is available.

4.7.1 Accounting

Council requires the following conditions in relation to Committees of Management:

a) If the Committee is not operating through Council's financial system, a Cheque account must be opened at any branch of a recognised Bank or Credit Union with an office in the Shire of Nambucca. Such account will be in the name of the Committee.

b) All monies received by the Committee must be banked within 1 week of receipt.

c) The Committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.

d) A suitable cashbook, receipt book, bank deposit book and petty cash will be maintained and kept up to date.

e) Receipts, in the name of the Committee, will be issued for all charges and other monies received and duplicates of all receipts will be retained for audit.

f) Payment will be made by crossed cheque and in every case evidence of the need for the payment will be obtained and attached to payment records.

g) The Committee may authorise its President, Treasurer and one other person to sign on its behalf on the basis that two signatures are required on each cheque.

h) All records and books will be made available for inspection whenever required by Council's Auditor, the General Manager, or any authorised officer of Council.

i) A summary of the financial affairs of the Section 355 Committee must be submitted to Council with the report of the Annual General Meeting.

j) The Treasurer must make a financial report summarising all income and expenditure and including a bank reconciliation, to every ordinary meeting of the Committee.

k) The Committee will be entitled to spend all monies raised in the management of the facilities under their control, provided that all such monies will be expended strictly in accordance with any conditions imposed by the Council and only upon the facility or tasks of the Council for which the Committee has been constituted.

l) In the event that the Committee receives a financial contribution from Council, this payment will be made in the form of a grant and appropriate expenditure certification will be required by Council.

4.7.2 Control

The General Manager has the authority to direct all Committees to process their financial records through the Council's financial system if he/she is of the opinion that this is a most appropriate method of recording those financial transactions.

4.7.3 Setting Fees and Charges for Use of Council Facilities

The Local Government Act does not permit the delegation of the fixing of fees and charges for the use of a Council facility to a Committee. Fees and charges must therefore be fixed by Council at the same time that it adopts its Management Plan (usually late June).

Committees which manage facilities where fees and charges apply must provide their recommended fees and charges to Council by the notified date each year so that they can be included in the ensuing year's Management Plan.

Fees and Charges are effective on a financial year basis from 1 July to 30 June.

4.7.4 Making Donations

The making of donations is a matter which Council must approve by resolution. It is therefore necessary for the Committee, if it proposes to make a donation, to seek approval from Council.

4.8 Media Statements/Releases

Committees of Management and their office bearers may make statements to the media or issue media releases.

SECTION 5: RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson generally has the following specific duties, which make up the major part of their responsibility:

5.1 Before a meeting

a) Prepares the agenda (in consultation with the Secretary or members or can delegate this role to the Secretary), setting out the items of business to be considered.

b) Ensures meeting is properly convened in accordance with the organisation's rules ie proper notice of a meeting is given and a quorum is present.

5.2 During the meeting

c) Chairs all meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at any meeting he/she attends, closes meeting.

a) Keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak.

b) Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates to someone to do this).

c) Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting.

d) Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders ie method of conducting meetings, and ensures all statutory regulations and organisation's rules are observed.

The Chairperson needs to be aware of certain issues and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regards to Government funding, the facility budget, Council and community involvement and requirements.

The Chairperson is responsible for providing assistance to all members of the Management Committee and ensuring that they fulfil their respective roles. The Chairperson is the 'spokesperson' for the organisation and is the one to communicate with government departments and other relevant bodies.

SECTION 6: RESPONSIBILITIES OF THE SECRETARY

The organisation's secretary usually carries a great deal of responsibility and often has more knowledge than anyone else on what is happening.

6.1 Before a meeting

a) Draws up the agenda, (in consultation with the Chairperson).

b) Makes copies of the agenda if required.

6.2 During the meeting

a) Takes minutes.

b) Reads minutes of previous meeting if necessary.

c) Provides a list of correspondence in order and summarises any important points.

d) Records any motions and/or decisions of the meeting including, mover and seconder.

6.3 After the meeting

a) Types the minutes and distributes to Committee members as soon as possible.

b) Ensures that accurate minutes are kept in the Minute book.

c) Writes any letters as decided (this can be a shared role with another Committee member).

6.4 Outside of meetings

a) Keep a register of correspondence that has come in and gone out, and file copies of all letters written.

b) In between meetings inform other Committee members of any correspondence requiring urgent attention.

SECTION 7: RESPONSIBILITIES AND GUIDELINES FOR THE TREASURER

To establish an effective financial system, Committees will need to maintain the following books and forms:

- Cheque Book
- Expenditure documentation
- Receipt Books
- Cash Book
- Bank Deposit Book

7.1 Cheque Book

a) The Cheque book should normally be held by the Treasurer and must only be drawn upon with the joint signatures of two of the executive.

b) All payments on behalf of the Committee for amounts in excess of $50.00 will be made by cheque, which will be crossed and marked “Not Negotiable”.

c) All cheques drawn will have some form of supporting documentation eg Invoice or Tax Invoice.

d) All cheques drawn will be authorised by the Community Committee.

e) All payments must be entered in the Cash Book under the appropriate cost heading.

7.2 Expenditure Documentation

a) All payments should have supporting documentation, preferably an Invoice. These should be kept in payment order and noted with the cheque number and date of payment for easy reference and to prevent double payment. Where documentation is not available, a notation should be provided detailing the payment and explaining why documentation is not provided.

7.3 Receipt Books

a) All receipt books must bear the Committee’s name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

b) Keep a record of receipt books detailing the number and location (ie in use or not). Record receipt number in the Cash Book and on the Deposit form retained by you. Never give change for a cheque payment.

c) Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Initial all alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book, than to alter a receipt.

d) Issue receipts in accordance with the GST Tax Law.

e) Issue Tax Invoice in accordance with the Tax Law eg the ABN and the words Tax Invoice and notation GST inclusive or GST exempt.

7.4 Cash Book

a) This book is sometimes called the Journal or Ledger. The Cash Book is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

b) A twelve (12) or eighteen (18) column cash book gives most Committees enough room for details. It is essential to have receipts and payment on separate pages or in some cases, separate section of the cash book. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals. Have appropriate and sufficient cost or income headings for frequent transactions, try not to have too many items under sundries or miscellaneous – it makes things difficult when preparing end of year figures.

c) Update the Cash Book on a regular basis so it does not become a big job. The totals down the page should always equal the totals across the page — do this each time you rule off a page. Check that the totals carried forward onto the next page are correct.

d) Bank fees, interests, etc wherever possible should be written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cash book to the Bank statements.

e) Show all cheques written during the month in the cash book whether they have been presented or not. Show all income received during the month whether banked or not.

f) Reconciliation – Check off the amounts received and cheques written out in the cash book against the bank statement figures. From this, you can compile a list of outstanding deposits or unpresented cheques and it also verifies that an incorrect figure does not appear in either records. Tick or cross entries only once – there is no need for multiple marks against each entry. Simply compare the cash book entry against the bank statement and if they agree, mark each once only. If the bank reconciliation does not agree, find the discrepancy. It will be either a mistake in the Cash Book or on the statement.

7.5 Bank Deposit Book

a) The Bank you have nominated supplies this book and it is where all income is recorded for deposit into the organisation's account.

b) Keeping the books and providing Council with Annual Financial Statements.

c) All Committees of Management are required to keep complete and accurate records.

d) The following guidelines and procedures have been prepared to give members of Committees a greater understanding of the tasks they need to undertake.

7.6 Steps Required to Keep Complete and Accurate Records

a) Open a cheque account in the Committee's name.

b) Make as many payments as you can by cheque. Avoid paying cash.

c) Record details on the cheque butt.

d) Bank all cash receipts promptly into the cheque account.

e) Record all details on the receipt book butt.

f) Write up the cash book regularly – at least monthly.

g) Reconcile the bank account regularly - generally monthly or each time a bank statement is received and at the end of the financial year.

h) Keep a wages book (if applicable).

i) Retain supporting documentation or evidence for all cheques drawn.

7.7 Writing up the Cash Book

a) Cash books are available in various sizes from stationers and office supplies such as Newsagents.

7.7.1 Cash Payments

a) Enter appropriate headings in the book, ensuring the first column is "Bank" and the last one "Sundries".

b) Enter cheques in cheque number order.

c) Ensure every cheque is recorded in the book.

d) Record cancelled cheques, but at no value.

7.7.2 Cash Receipts

a) The same procedures as for cash payments.

b) All amounts received must be receipted.

7.7.3 Reconciliation

Bank reconciliations need to be performed regularly because:

a) They keep track of cheques that are outstanding and possibly lost.

b) They ensure that a complete record is kept of all transactions.

c) They enable your accountant to prepare a balance sheet and accounts for your Committee, and can therefore save you considerable money in professional fees.

d) Take the monthly bank statement and write all items such as bank fees, direct debits, etc. into the cash book.

e) Total up the columns, ensure they add the same across as well as down.

f) Tick off all items appearing in the cash book against the bank statements, noting any that are outstanding.

g) Finally, to complete reconciliation:

- Take – total Cash Book balance (brought forward from previous financial year),
- Plus – Income received to date in current financial year,
- Less – payments to date in the current financial year,
- This should equal – the balance on the bank statement - (less any unpresented cheques) – (plus any unbanked deposits).

7.7.4 Retention of Records

a) The Income Tax Assessment Act requires records to be retained for five years. It is important to retain all invoices and other supporting documentation.

7.7.5 Business Activity Statement (BAS) and Accounting for GST

Monthly Business Activity Statements (BAS) to be forwarded to Council by the 10th day of the following month eg January BAS to Council by 10 February advising of Gross Amount, GST Amount and Nett Amount.

SECTION 8: RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee members' role is important and ensures the democratic process is followed. Members' responsibilities are:

a) Attend most Committee meetings.

b) Participate in meetings – this involves:

- being on time,
- sticking to the agenda,
- contributing to the discussion where appropriate,
- being objective, listening to others' views,
- volunteering to do some of the necessary tasks required,
- support the office bearers in carrying out their jobs,
- assist in organising the Annual General Meeting,
- attend and participate in any planning days that may be held,
- make sure the function is being maintained and run smoothly,
- ensure all members of the Committee are accountable for their actions in relation to the activities of the Committee.

SECTION 9: STANDARD FORMAT – ORDINARY MEETING AGENDA

9.1 Open Meeting

Action: The Chairperson welcomes members and visitors, provides an Acknowledgement of Country (optional) or if Aboriginal a Welcome to Country (optional), declares the meeting open, ensures everyone has an agenda, and asks for any extra items suggested by members.

9.2 Attendance and Apologies

Action: The Secretary records those present and any apologies. An attendance list or book may be circulated.

9.3 Confirmation of minutes of the previous meeting

Action: Two Committee members in attendance at the last meeting are asked to confirm that the record of minutes is a true and correct one. Any amendments or changes need to be recorded and included in this meeting's minutes.

9.4 Business arising from previous minutes

Action: Deal with any matters that have arisen or were to be completed since the last meeting.

9.5 Correspondence

Action: Includes both Inwards and Outwards correspondence. A member, usually the Secretary, reads out in full or in summary any letters received or sent since the last meeting. Any business arising from these letters is dealt with as it is read, and recorded in the minutes.

9.6 Treasurer's Report

Action: The Treasurer gives a report on the financial position of the group, including income and expenditure since the last meeting and gives an overview of future budget estimates.

9.7 Other Reports

Action: Reports from other office bearers.

9.8 General Business

Action: Items on the agenda are discussed. Also remind members of any coming events.

Note: *General Business often contains the important discussions and decisions. Efficient meetings work*

through the early business quickly to leave sufficient time for general business. Specific items that arise in earlier reports can be deferred to General Business if appropriate.

9.9 Close Meeting

Action: Establish the date and time of next meeting. Chairperson thanks members and visitors for attending and declares the meeting finished or closed.

SECTION 10: STANDARD FORMAT – ANNUAL GENERAL MEETING AGENDA

10.1 Commence/Open Meeting

Chairperson/President presides over the following items:

a) Welcome & Welcome to/Acknowledgement of Country (optional).

b) Apologies.

c) Minutes of previous AGM.

d) Reading Reports, ie Chairperson, Treasurer, etc.

All positions are declared vacant and the Returning Officer appointed by the meeting takes the chair and presides over the following items:

e) Election of Office Bearers.

f) Acceptance of nomination from user groups and community members.

g) Appointment of Solicitor (if required).

h) Recommending Annual Fees.

Returning Officer then hands the chair over to the newly elected Chairperson who is responsible for:

i) Thanking the Returning Officer.

j) Welcoming New Committee.

k) Consider recommendations “carried” by way of motion from the floor.

l) Getting agreement on meeting dates for coming year.

m) Closure of AGM Meeting.

SECTION 11: STANDARD FORMAT FOR CORRESPONDENCE

a) Keep a copy of all correspondence sent out on behalf of Committee.

b) Set up a correspondence book to record all correspondence of the Committee. This should include:

- A section for Inwards correspondence/mail including faxes and emails.
- A section for Outwards correspondence/mail including faxes and emails.
- A space to record the date of receipt or dispatch of mail.
- A numbering system for both Inwards and Outwards to enable any correspondence to be easily located if the need should occur.
- A space to identify whose responsibility it is to act on, eg Secretary.

c) Enter all correspondence in the relevant section of the book ensuring date and number are recorded.

d) Place letter received since the last meeting in a folder marked, Correspondence Inwards, for the meeting.

e) Record any action required and which Committee is responsible for this action.

f) Establish and maintain a filing system for all mail, both In and Out.

g) Correspondence can be filed numerically or by subject.

h) Related items of correspondence can be placed together.

SECTION 12: FORMAT FOR GOOD MINUTES

a) Keep them short, clear and concise, and consistent.

b) Set them out – not too cramped, use headings, and underlining so the subjects, decisions and actions to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.

c) Don't try to record every statement made at the meeting. The minutes are a record of the decisions made – each decision or resolution must be accurately recorded.

d) A copy of the minutes without error or additions (unless initialled and signed by the Secretary and Chairperson, after adoption at the meeting) should be pasted into the specially supplied Minutes Book as a permanent record of meetings. It is the Chairperson's responsibility to see the minutes are unaltered after adoption and are signed as an accurate record.

e) You can record the names of the mover and seconders of each motion or amendment. Record the numbers for and against if specifically requested by those present.

f) List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Shuffling reams of paper, lost items and trying to take minutes while finding the next item is a hassle. Decisions can also be noted on the business papers and then transferred to the minutes later.

g) If minute-taking is a shared or revolving duty, allow each person to perfect their skills by taking minutes for at least 3-4 consecutive meetings.

h) Draft minutes can be viewed with the Chairperson, or if done by the Minutes Secretary, with the Secretary. Two heads are better than one to remember events.

i) Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the group's activities.

j) Send them out as soon as possible after the meeting, so that follow-up action is more easily taken.

k) Include a record of the place, date and time of the next meeting.

SECTION 13: PROCEDURE FOR MOTIONS

a) A **motion** needs to be lawful, productive, relevant, appropriate, easily understood and be positive in its intent, eg. "I move that the facility be an alcohol free zone". If the motion does not meet these requirements, the Chairperson can reject it. Reasons must be given for this decision.

b) Any motion must be **"seconded"** before it can be accepted by the chairperson and opened for debate. There is no legal requirement to record mover and seconder however, it can be done at the Committee's discretion. If there is no seconder, the matter lapses. Once a motion has been moved and seconded, the order of debate is:

- Mover (raised original motion),
- Seconder (allows debate on the motion),
- Speaker against the motion,
- Speaker for the motion,
- Speaker against the motion,
- Speaker for the motion.

c) The debate continues in this manner until there are no further speakers.

d) Amendments may be made after the motion. The amendment must:

- Be clear and be part of the motion being considered,
- Have a seconder,
- Not exceed the power of the meeting,
- Not be a direct negative of the motion,
- Be put to the vote before the motion.

SECTION 14: COMMITTEE RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

a) Pursuant to Sections 377 and 355 of the Local Government Act, 1993 as amended and subject to the provisions thereof, the Council of the Shire of Nambucca hereby revokes all previous delegations and appoints and constitutes the following Committees to exercise or perform on behalf of the Council all the powers, authorities, duties and functions of the Council with respect to care, control and management, subject to the overriding direction and control of the Council as to the following matters.

Note the delegations of authority do not confer upon the Committee the power or authority, without the prior consent of the Council:

- To make any structural alterations or additions to any building.
- To bind or commit the Council to any third party in relation to any obligation, liability, responsibility, demand, action, or claim.
- To make any representation, claim, warranty or guarantee on behalf of the Council.
- To incur any debt or other monetary obligation on behalf of or in the name of Council.
- To bring any action or make any claim or demand on behalf of the Council.

b) This delegation shall commence on 1 March 2009 and remain in force until expressly amended or revoked by the Council by further resolution.

Argents Hill Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Australia Day Committee

1. Organise Australia Day festivities for the Nambucca Valley;
2. Liaise with the Australia Day Council and other government authorities in relation to the conduct of Australia Day festivities;
3. Determine categories for Australia Day Awards;
4. Seek nominations for Australia Day Awards;
5. Determine recipients of Australia Day Awards;
6. Seek grants for the conduct of Australia Day festivities, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year.

Bowraville Folk Museum

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Back to Bowra Hinterland Festival

1. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
2. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
3. To seek grants for the Festival, subject to the General Manager's endorsement of the grant application;
4. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
5. Make such other recommendations to the Council in respect of the event as the Committee thinks appropriate from time to time.

Bowraville Pioneer Community Centre

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Bowraville Pre-School

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Bowraville Sports Ground

1. Control of the Bowraville sports ground and facilities and their allocation to respective sporting organisations;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Burrapine Public Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Coronation Park

1. Control of the Coronation Park sporting fields and facilities and their allocation to respective sporting organisations;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Crosswinds Wetland Nature Reserve

1. Maintain, improve and protect the nature reserve;
2. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required.
3. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
4. Seek grants for the maintenance and upgrading of the reserve, subject to the General Manager's endorsement of the grant application;
5. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
6. Make recommendations to the Council for any enhancement, expansion or upgrade of the Nature Reserve as the Committee considers appropriate;
7. Make such other recommendations to the Council in respect of the Nature Reserve as the Committee thinks appropriate from time to time;
8. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Donnelly-Welsh Playing Fields

1. Control of the Donnelly-Welsh playing fields and facilities and their allocation to respective sporting organisations;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

E J Biffin Playing Fields

1. Control of E J Biffin playing fields and facilities and their allocation to respective sporting organisations;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Eungai Community Pre-School Centre

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Eungai District Memorial Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Goldie Nature Park

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Gordon Park Rainforest Walk

1. Maintain, improve and protect the rainforest section of Gordon Park;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of Gordon Park, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of Gordon Park and/or the conduct of programs or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the Park the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the Park as the Committee thinks appropriate from time to time;
9. To project manage capital works where a specific written authority for the particular works has been provided by Council.

Grants Hall and Bowraville & District Youth Club

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.
10. Undertake youth development activities.

Gumma Crossing (Boulton's)

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate casual camping on the reserve;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Macksville Gift

1. Organisation of the Macksville Gift;
2. Conduct fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
3. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
4. Seek grants for the organization and conduct of the Macksville Gift, subject to the General Manager's endorsement of the grant application;
5. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
6. Make recommendations to the Council for any changes to the event as the Committee considers appropriate.

Macksville Netball Courts

1. Control of the netball courts and facilities and their allocation for local and representative competition;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Macksville Park and Sports

1. Control of the sporting areas and facilities at Macksville Park and their allocation to respective sporting organisations;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Macksville Senior Citizens Centre

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Macksville Showground

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council;
10. Organise the Macksville Show.

Macksville Tennis Courts

1. Control of the Macksville tennis courts and facilities and their allocation for local and representative competition;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Mary Boulton Pioneer Cottage and Museum

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Missabotti Community Centre

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Nambucca District Band

1. Maintenance and protection of the Band Instruments;
2. Allocation of band instruments to users;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;;
5. Seek grants for the maintenance and upgrading of any buildings or for the provision of instruments, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the band's operations, subject to contracts which are of necessity for a long term being reviewed once per year.
7. Make recommendations to the Council as the Committee thinks appropriate from time to time.
8. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Nambucca District Historical Society

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Nambucca Entertainment Centre

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Nambucca Heads Tennis Club

1. Control of the Gordon Park tennis courts and facilities and their allocation for local and representative competition;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Nambucca Senior Citizens

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

North Macksville Playing Field

1. Control of the sporting areas and facilities at the North Macksville playing field and their allocation to respective sporting organisations;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Scotts Head New Year Eve Celebrations

1. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
2. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
3. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
4. Seek grants for the conduct of the New Year eve celebrations, subject to the General Manager's endorsement of the grant application;
5. Make recommendations to the Council in respect of the New Year eve celebrations as the Committee thinks appropriate from time to time;
6. Conduct the Scotts Head new year eve celebrations.

Scotts Head Sports Fields

1. Control of the sporting areas and facilities at the Scotts Head sports fields and their allocation to respective sporting organisations;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Scotts Head Tennis Courts

1. Control of the Scotts Head tennis courts and facilities and their allocation for local and representative competition;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

South Arm Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Talarm Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Taylors Arm Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Taylors Arm Sports Reserve

1. Control of the Taylors Arm sports reserve and facilities and their allocation for local and representative competition;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, including camping for up to 6 sites;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Tewinga Community Centre

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.
10. The use of the building must include the operations of Nambucca Valley Radio 2NVR.

Unkya Reserve

1. Control of the Unkya reserve and facilities and their allocation to user groups;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Utungun Community Centre

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Valla Beach Tennis Court

1. Control of the Valla Beach tennis courts and facilities and their allocation for local and representative competition;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Valla Beach Urban and Hall

1. Bring to Nambucca Shire Council such matters as are seen to be for the betterment of the Valla Beach community;
2. Promote and foster activities which will be of benefit to all age groups;
3. Maintain, improve and protect grounds, buildings and fittings;
4. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
5. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
6. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
7. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
8. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
9. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
10. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
11. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Valla Public Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Warrell Creek Public Hall

1. Maintain, improve and protect grounds, buildings and fittings;
2. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
3. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
4. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
5. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
6. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
7. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
8. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
9. Project manage capital works where a specific written authority for the particular works has been provided by Council.

Welsh Pioneer Park

1. Control of the Welsh Pioneer Park and facilities and their allocation to user groups;
2. Maintain, improve and protect grounds, buildings and fittings;
3. Undertake and regulate the casual hiring of premises and grounds, excluding camping;
4. Conduct of fund raising activities. Where such fund raising activities involve the sale of alcohol, a liquor license and the approval of Council is required;
5. Limit the expenditure of monies to the amount of funds held by the Committee at the time;
6. Seek grants for the maintenance and upgrading of the building or its fittings, subject to the General Manager's endorsement of the grant application;
7. Appoint such contractors as are deemed necessary by the Committee from time to time to assist in the administration and maintenance of the buildings and/or the conduct of programmes or functions therein, subject to contracts which are of necessity for a long term being reviewed once per year;
8. Make recommendations to the Council for any enhancement, expansion or upgrade of the facility the Committee considers appropriate;
9. Make such other recommendations to the Council in respect of the facility as the Committee thinks appropriate from time to time;
10. Project manage capital works where a specific written authority for the particular works has been provided by Council.