



PEARL BEACH PROGRESS ASSOCIATION INC

GUIDELINES

JUNE 2021– Version v5

Pearl Beach Progress Association Inc.
ABN 33 688 265 112
9 Diamond Road Pearl Beach NSW 2256
pearlbeachprogress.org.au

Record of Changes

Date	Version	Author / Changed By	Summary of Changes
18/07/2019	v1 – Original	Jane Clarke	Original document adopted July 2019
19/10/2020	v2 – Updates	Vic Clarke	Correct Membership Fee now \$20, add Safety Guidelines for moving the hall stage, delete outdated Form – Membership Subscription Reminder.
21/11/2020	v3 - Updates	Vic Clarke	Revised Membership Application form. Update Terms of Reference for Sub-Committees including split of Hall Building and Maintenance into separate Hall and Building committees. Amendments to membership of Events and PBSAG sub-committees.
24/02/2021	v4 – Updates	Vic Clarke	Further amendment to membership of Events committee (as at Oct 2020)
04/06/2021	v5 - Updates	Vic Clarke	Amendments to policy for acceptance of Sponsorship. Removal of word “Tax” from invoice templates.

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Introduction

The Pearl Beach Progress Association Inc. is an incorporated body under the *Associations Incorporation Act 2016* (the Act). This Act is administered by the NSW Department of Fair Trading and provides a regulatory regime to ensure corporate governance and financial accountability of registered associations. The Constitution of the Pearl Beach Progress Association Inc. sets out in detail the rules and regulations that apply to the Association.

Pearl Beach Progress Association Inc.
ABN 33 688 265 112
9 Diamond Road Pearl Beach NSW 2256

Website: pearlbeachprogress.org.au

The Objectives of Pearl Beach Progress Association

- To promote the best interests of the rate payers and residents of Pearl Beach and to support those activities in other parts of the City of Gosford that are in the best interests of the ratepayers and residents of Pearl Beach.
- To protect and enhance the environment and encourage nature conservation within the village of Pearl Beach.
- To maintain in good condition the Association's property at Pearl Beach and to manage the Association's Memorial Community Hall.

History

The Pearl Beach Progress Association was established in 1929 and has been in existence ever since, making it one of the oldest continuous Progress Associations in NSW.

It was founded by some of the original residents of Pearl Beach who began meeting to improve services to the Village. In those early days there was no power or water available and the only way for traffic to enter and leave the Village was via the rough road around Mount Ettymalong from Umina Beach.

The focus of the Pearl Beach Progress Association has always been to promote the best interests of residents and rate payers; to conserve the special environment of Pearl Beach; to support the strong sense of community through participation in social and cultural events.

Membership

- **Eligibility**
Membership is available to anyone who is 18 years of age or older and lives in Pearl Beach, or is an owner of property in Pearl Beach, and the immediate families of such persons.
- **Fees**
The current cost of membership fee is \$20 per person per annum (financial year). The financial year is 1st July to 30th June. Fees may be changed by the Executive Committee.
- **Application**
An eligible person can make an application for membership of the Association by completing an application form which will be presented to the Executive Committee for approval.

- **Friends Membership**

The Association also offers a “Friends of Pearl Beach” category of membership (Fee \$20 per person per financial year). This category is for people who are not resident in Pearl Beach nor own property in Pearl Beach. It does not include voting rights at meetings, however all Friends are updated with news of community activities.

- **Honorary Life Membership**

Life membership is an honour bestowed on an individual member of the Association whose exceptional commitment and outstanding service and contribution has provided a measurable benefit to the Association over a period of time of 5 years or more. Honorary Life Membership should be awarded rarely and only for exceptional service. An Honorary Life Member is not required to pay membership fees. (See Pearl Beach Progress Association Constitution for Nomination Process.)

- **Membership Register**

The Association will maintain a Register of all Members including information regarding their name, address (Pearl Beach and/or principal address), date of membership and currency and contact details (telephone and email address).

All personal details and information is collected solely for the purposes of the Pearl Beach Progress Association in order to provide better communication and service to each member. The information is private and confidential. A member may inspect their information that is on the Register at any reasonable hour and free of charge.

- **Cessation of Membership**

A person ceases to be a member if the person dies; or resigns membership; or is expelled from the Association; or fails to pay membership subscription fees before 30th September in any year. Re-admittance can be made on payment of arrears due.

Structure of the Pearl Beach Progress Association

Executive Committee:

The function of the Executive Committee is to ensure the delivery of the Association’s objectives, and to manage the day to day affairs of the Association. The responsibilities include:

- Compliance with the objects, purposes and values of the Association, and the constitution.
- Governance by setting policies, strategic plans and budgets to achieve the objectives and to make recommendations on the management and performance of the Association.
- Regulatory compliance with all relevant laws and regulatory requirements. Including the appointment of a Public Officer as required by the Associations Incorporation Act 2016.
- Financial Management to ensure the solvency, financial strength and good performance of the Association.
- Risk management regarding matters which might create significant risk to the Association, financial or otherwise
- Protect the rights and responsibilities of Members and other stakeholders.

- Dispute management regarding conflicts/complaints that may arise, including conflicts between Executive members, Association members/Friends, volunteers, or other service providers.
- Social responsibility considering the social, ethical and environmental impact of all the activities and operations of the Association and ensuring that these are acceptable.
- Members of the Executive are elected each year at the Annual General Meeting:
 - Office Bearers (President, two Vice Presidents, Treasurer, Secretary, Assistant Secretary, Publicity Officer- total 7)
 - Ordinary Members – total 4

Duties of Executive Committee Members

Each member has a duty of care:

- to carry out functions for the benefit of the Association with due care and diligence
- to not dishonestly use their position or information with the intention of gaining an advantage for themselves or another person
- to not cause detriment to the Association
- to disclose any conflict of interest
- to not allow the Association to trade whilst insolvent.

Personal Liability of Executive Committee Members

The Act provides protection from personal liability for Executive Committee members (or a person acting under the direction of the Executive Committee) who act in good faith while undertaking members' functions under the Act. This also covers any omissions made in good faith.

Sub-committees

- The Members of the Association in a General Meeting may agree to the establishment of Sub-committees that are on-going with no time limit, and also ad-hoc Committees that are task specific and time-limited to assist the Executive Committee in its work.
- The terms of reference for all committees and sub-committees under this section must include
 - Membership – who is on the Sub-committee
 - Sub-committees will consist of not less than three members.
 - Scope and responsibilities
 - Duration (either time-limited for specified period or ongoing)
 - Financial delegations and limitations
 - Reporting Requirements to the Executive Committee and General Meetings:
 - ✓ the outcome of any meetings, actions, financial details of income & expenditure, correspondence received and sent
 - ✓ submit an annual report in writing by 30 June each year.
 - ✓ a final report if the Sub-committee if it is to be disbanded
- The Association may, by a decision taken at a general meeting, revoke wholly or in part any terms of reference.
- A Sub-committee may meet and adjourn as it thinks proper.

- Unless explicitly authorised, the Sub-committees cannot make binding decisions or policy for the Association. A Sub-committee can make recommendations to the Executive Committee and the Association Members at General Meetings concerning matters that require specific decisions or policy.
- A Sub-committee should always have regard to the objectives and any areas of risk (physical, legal and financial) for the Pearl Beach Progress Association when exercising its functions.
- A Sub-committee must seek approval from the Executive Committee before making an application for grant money (from any Government department, local Council or any other charitable or commercial organisation) that is to be administered by the Progress Association.
- At the first Executive Committee meeting after the AGM the need for each sub-committee will be reviewed before the convenor is appointed or reappointed.

Terms of Reference for a Sub-committee – Events 2020 /2021

Name of Sub-Committee: Events Sub-committee		
Duration: Ongoing <input checked="" type="checkbox"/> Time Limited <input type="checkbox"/> Specify Period:		
Membership (as at October 2020) Chair & Publicity – Lynne Lillico (Publicity), Minute Secretary & Finance – Heather Brown , Facebook – Alison Phillips . MEMBERS – Jackie Bridel, Karen Ferguson, Elaine Pearce, Di Swalwell, Malcolm McDonald, Helen Thurlow, Russell Grove (PBPA President).		
Purpose <ul style="list-style-type: none"> To support the social network & common interest groups within the Association and local community. To facilitate events which provide a source of revenue for the Association. <p>There always needs to be a balance between the need to foster the community and raise funds</p>		
Scope A Calendar of Events will be planned each year with a mix of: <ul style="list-style-type: none"> Progress Association Community Building Events (e.g. Australia Day, ANZAC Day) Progress Association Fund Raising Events – organised specifically to raise funds for the Association. Actual co-ordination of an event may not always be with Events Sub-committee Progress Association Social Events – organised purely to have fun. These events will vary each year and may or may not incorporate raising funds for other charitable organisations. Income generating events – community events that contribute a % of takings or agreed amount to the Progress Association, generally not organised directly by the Events sub-committee. Common Interest Groups - the Events sub-committee is not responsible for the co-ordination of their activities. However the Association will offer general support to their activities. 		
Frequency of Meetings Monthly – the first Monday of each month		
Financial Delegations / Limitations <ul style="list-style-type: none"> Limit per item or purchase \$500 Amounts over \$500 requires approval from Executive Committee Annual limit refer to approved budget 		
Other Notes - Processes in place: Scoping Sheet for Event Proposal; Running Sheets & Critical Time Lines; Progressive Improvement Program; Annual Event Calendar; Reporting to Exec Committee and General Meetings; Treasury (cash floats, reimbursement and banking); Electronic Ticketing, Updating PBPA website. Associated Policies: Responsible Service of Alcohol, Working with Children Checks; Volunteers		
Date Commenced Circa 1998	Date Terminated	Date Reviewed Oct 2020

Terms of Reference for a Sub-committee – Hall 2020 / 2021

Name of Sub-Committee: Hall Sub-committee		
Duration: Ongoing <input checked="" type="checkbox"/> Time Limited Specify Period:		
Membership Convenor: Paul Barclaire (Executive) Members: Pim Sarti, Victoria Crawford, Scott Hohne		
Scope & Purpose The Objectives of the Hall Sub-committee include, but are not limited to: <ul style="list-style-type: none"> • Properly manage and protect the fabric of the Hall as it the main asset of the Association • Ensure that the Hall is fit for its purpose as the key multifunction venue for the range of activities undertaken by the Association • Ensure that the Hall is compliant with the relevant mandatory codes and standards applicable to a public venue • Undertake the ongoing maintenance and capital works necessary to ensure that the Hall does not become a major financial burden of the Association <p>The Sub-committee will be responsible to the Association’s Executive for compliance with the above Objectives, and to this end will maintain and implement an ongoing Register of Maintenance and Capital Works for the Hall.</p>		
Frequency of Meetings		
Financial Delegations / Limitations <ul style="list-style-type: none"> • Limit per item or purchase \$500 • Amounts over \$500 requires approval from Executive Committee • Annual limit refer to approved budget 		
Other Notes: Associated Policies: Risk Management – WHS Review / Accident & Incident Reporting Register of Maintenance Schedule & Capital Works Fixed Assets Register		
Date Commenced September 2017	Date Terminated	Date Reviewed Oct 2020

Terms of Reference for a Sub-committee – Building 2020 / 2021

Name of Sub-Committee: Building Sub-committee		
Duration: Ongoing Time Limited <input checked="" type="checkbox"/> Specify Period: See below		
Membership Convenor: David Russell-Jones Members: Greg McPhee (Executive), John Haymes, Larry Nelson		
Scope & Purpose The Objectives of the Building sub-committee include – <ul style="list-style-type: none"> • Manage the completion of the Hall Deck Upgrade project being the deck extension and additional store. • Manage changes to the hall front steps so as to make them compliant with the appropriate building codes. <p>The period of operation of this sub-committee is expected to be only until the completion of the above building works, unless extended by the Executive for other purposes.</p>		
Frequency of Meetings – As required during Hall Deck Upgrade and Front Steps projects.		
Financial Delegations / Limitations <ul style="list-style-type: none"> • Limit per item or purchase \$500 • Amounts over \$500 requires approval from Executive Committee • Annual limit refer to approved budget 		
Other Notes:		
Date Commenced October 2020	Date Terminated	Date Reviewed Oct 2020

Terms of Reference for a Sub-committee - Pearl Beach Safety Advisory Group 2020 / 2021

Name of Sub-Committee: Pearl Beach Safety Advisory Committee (PBSAG)		
Duration: Ongoing <input checked="" type="checkbox"/> Time Limited Specify Period:		
Membership Paul Toohey (Convenor), Greg McPhee (Executive Liaison), Vic Clarke, John Allan, Murray Bergin, Jan Steinbeck *, Barbara Hastings *, Dr John Palmer * (* Medical Expertise Background)		
Scope & Purpose The Pearl Beach Safety Advisory Group (PBSAG) shall consist of suitably qualified personnel who will provide to the Association advice on the use of its defibrillator units, beach safety equipment and other emergency matters. The group shall have superintendence over the training, by certified trainers of local volunteers in defibrillator and other first aid matters and the ongoing maintenance and deployment of the defibrillator units and other safety equipment that might be purchased by the Association. The activities of PBSAG and volunteers include – <ul style="list-style-type: none"> • Organising First Aid and Beach Safety Training and demonstrations, maintaining and monitoring related equipment and other safety related activities. • Neighbour Alert – to alert Pearl Beach residents of potential emergency situations as informed by the appropriate authorities. 		
Frequency of Meetings – Minimum each quarter and as required		
Financial Delegations / Limitations <ul style="list-style-type: none"> • Limit per item or purchase \$500 • Amounts over \$500 requires approval from Executive Committee • Annual limit refer to approved budget 		
Other Notes: <ul style="list-style-type: none"> • Maintenance Schedule for the three (3) Defibrillator units. • Fixed Assets Register for three (3) Defibrillators and other equipment. • Maintenance of First Aid kit at the hall. 		
Date Commenced 2017	Date Terminated NA	Date Reviewed Oct 2020

Meetings

Executive Committee Meetings

- The constitution requires the Executive Committee to meet at least 6 times in each 12 month period. A list of meeting dates will be published for each year.
- A quorum is required for each meeting to proceed and this is 4 members, including the President or one Vice President.
- Prior to the Executive meeting the following information will have been sent out:
Meeting agenda; minutes of the previous meeting; incoming & outgoing correspondence list; financial reports; any other material required for the meeting.
- The President or, in the President's absence, a Vice President is to preside.
- A copy of the minutes are to be sent to the convenors of the subcommittees once they have been ratified by the Executive.

Annual General Meetings

- The constitution requires the Association to convene an annual general meeting at least once in each calendar year and within six months after the end of a financial year. This has generally been held in October each year.
- A quorum of 10 members is required for the meeting to transact an item of business.
- Notice of an annual general meeting must be given in writing and sent to each member at their address (as appearing in the Register of Members) at least 14 days before the meeting.
- The annual general meeting is to include:
 - ✓ Confirmation of the minutes of the last annual general meeting
 - ✓ Executive Committee Report on the activities during the last preceding financial year.
 - ✓ To receive an audited annual financial report from the Treasurer
 - ✓ To elect Executive Committee (office-bearers and ordinary members)
 - ✓ To appoint an auditor

General Meetings

- The constitution requires that General Meetings are held at least 6 times in each 12 month period. A list of meeting dates will be published for each year.
- A quorum of 7 members is required for the meeting to transact an item of business.
- The President or, in the President's absence, a Vice President is to preside as Chair of the meeting. If these people are not present or unable to act the members present must elect someone to preside as Chair for that meeting.
- The agenda will include reports from the Executive Committee, a Financial Report, Sub-committee reports, a welcome to new members, Community Groups Update and any new business items.
- Members are requested to sign an attendance book.
- The minutes of each meeting will be published (Community Noticeboard and Association website).

Sub-committee Meetings

- Meetings will be held in accordance with the terms of reference for each Sub-committee
- Minutes and / or a report regarding the recent activities, financial details and any other salient points will be given to the Executive Committee and the membership at a General Meeting

Risk Management

Risk management is the process of identifying, monitoring and managing potential risks in order to minimise the negative impact they may have on the Association.

Work Health & Safety (WHS) Review

The Association must ensure, as far as reasonably practicable, the health and safety of workers, volunteers and contractors and the Executives need to exercise due diligence to ensure that the Association complies with the risk management guidelines.

1. Executive Committee members are fully aware of the obligations of the Association and their obligations (orientation each year upon change-over of Executive members)
2. There is an annual review to coincide with the insurance renewal, of:
 - The activities undertaken by the Association – to determine what activities are undertaken, the associated hazards and risks and the steps to manage those.
 - The premises and equipment of the Association – to review the safety of the work environment, the equipment and structures. In the case of specific equipment, the appropriate level of training or instruction is to be determined.
3. The results of the Review are circulated to relevant Sub-committees and a representative selection of Association members for comment and adoption.
4. Any accident or incident or WHS issues are to be reported to the Executive Committee as part of a continual improvement program. An Accident and Incident Form is completed and used to manage a timely and effective response and to record a brief summary of all accidents and incidents that have occurred over a period of time.

ACTIVITIES UNDERTAKEN BY THE ASSOCIATION

Activity/Hazard	Potential Injury /consequence	Initial Risk Rating (H,M,L)	How will you minimize the hazard (Control Measure)	Final Risk Rating (H,M,L)	Person Responsible
<p>Activity Manual Handling</p> <p>Hazards Injuries resulting from physical activities including lifting, moving, using manual tools and equipment</p>	<p>Potential Injury Range of physical injuries including muscle strains and sprains, impact injuries, bruises and fractures, cuts and abrasions</p> <p>Consequences Range from insignificant to major</p>		<ol style="list-style-type: none"> 1. Work with a colleague never alone 2. When lifting bend knees & twist by moving feet, NOT twist from your back. 3. Rotate tasks, take regular breaks & stretch often during physical activity. 4. Ensure tools and equipment in good working order. 5. Appropriate protection (gloves/glasses) should be worn. 6. Assess loads before lifting to either reduce the size or mass or to co-ordinate a team with tools. 		Group and individuals
<p>Activity Catering</p> <p>Hazards In addition to the hazards of manual handling there are specific hazards for cooking with sharp items, heat and cleaning.</p>	<p>Potential Injury Range of physical injuries including cuts, burns, muscle strains.</p> <p>Consequences Range from insignificant to major</p>		<ol style="list-style-type: none"> 1. As for Manual Handling. 2. Have clear directions for operating all equipment in the kitchen. 3. Follow directions for operation of stoves and washers. 4. Tools (especially sharp items) are appropriately stored and handled 5. Ensure the working area is not too crowded 6. Hot items are appropriately handled and appropriate handling equipment is available. 7. Sharp items handled separately for washing up. 		Group and individuals
<p>Activity Working with pre-existing medical conditions</p>	<p>Potential Injury Range of injuries directly related to pre-existing medical conditions or</p>		<ol style="list-style-type: none"> 1. Workers should seek advice from their personal doctors regarding what activities are suitable for them. 		Group and individuals

<p>Hazards Activities may trigger an existing condition or may cause complications relating to existing condition</p>	<p>complications arising through activities</p> <p>Consequences Range from insignificant to major</p>		<ol style="list-style-type: none"> 2. Workers should always work to a comfortable level and avoid activities likely to trigger medical condition. 3. Where there is a medical condition, ensure that other members working with them are aware of the condition and the appropriate first aid response including administration of medicine. 4. Bring appropriate medication with them. 5. Work with a colleague, never alone. 		
<p>Activity Hiring out Hall for Events</p> <p>Hazards As per:</p> <ul style="list-style-type: none"> • Manual Handling • Catering • Pre-existing medical conditions 	<p>Potential Injury and Consequences As per:</p> <ul style="list-style-type: none"> • Manual Handling • Catering • Pre-existing medical conditions 		<ol style="list-style-type: none"> 1. Ensure all hirers are made aware of hiring conditions that include instructions on use of equipment and hazards of operating the Hall. 		<p>Association to provide hiring conditions and implantation, the hirer.</p>
<p>Activity External Events</p> <p>Hazards As per:</p> <ul style="list-style-type: none"> • Manual Handling • Catering • Pre-existing medical conditions <p>In addition to these, there are:</p> <ul style="list-style-type: none"> • site specific hazards 	<p>Potential Injury and Consequences As per:</p> <ul style="list-style-type: none"> • Manual Handling • Catering • Pre-existing medical conditions • Catering <p>AND</p> <ul style="list-style-type: none"> • A range of physical injuries related directly and indirectly to the elements eg 		<ol style="list-style-type: none"> 1. Where the external event includes <ul style="list-style-type: none"> • Manual Handling • Catering • Pre-existing medical conditions Relevant Control Measures should be undertaken. 2. Where appropriate personal protective equipment that provides protection from exposure to the elements. This includes long sleeved shirts, long pants enclosed footwear, broad brimmed hats, sunglasses and sunscreen that it suitable to the conditions. 3. Ensure sufficient drinking water 4. Carry out site survey before working to assess local conditions. 5. Postpone or cancel sessions in extreme weather 		

<ul style="list-style-type: none"> ➤ Steep slopes, rocky or sandy terrain, wet areas and water bodies, unstable surfaces and uneven surfaces • Exposure to the elements ✓ including hot or cold temperatures, ✓ UV radiation, wind, rain, electrical storms ✓ bush fires • Special hazards specific to the nature of event which require a customized review. ➤ Unfamiliar equipment or use of equipment (like vehicle transportation) in unfamiliar situations & conditions. 	<ul style="list-style-type: none"> • Sunburn, skin cancer • dehydration in hot temperatures, exposure in cold temperatures <p>Consequences</p> <p>Could range from insignificant to major</p>				
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Premises and Equipment of the Association

Aim: To ensure that as far as reasonably practicable, the workplace and fixtures & fittings are without risks to the health and safety of any person.

Item	Potential issue/consequence	Initial Risk Rating (H,M,L)	How will you minimize the hazard (Control Measure)	Final Risk Rating (H,M,L)	Person Responsible
Hall Premises – entry and exit	Entry and egress - from slippage or tripping		Kept regularly clean Exit signs illuminated Disabled access available and clear Check each annual audit that it is in good repair		
Hall Premises	slippage or tripping		Kept regularly clean Clean all spills as they occur Do not store items in a way that: <ul style="list-style-type: none"> • Obstructs passage • Is unsafe by virtue of its position or the way it is stacked Check each annual audit that it is in good repair		
Electrical wiring	Electrocution		Ensure all work conducted by licensed electrician Check each annual audit that it is in good repair		
Electrical lighting	Electrocution		Ensure all work conducted by licensed electrician Check each annual audit that it is in good repair		
Sound System	Electrocution		Ensure all work conducted by licensed electrician Ensure only trained people are responsible for its operation and set up Check each annual audit that it is in good repair		
Gas	Gassing or explosion		Ensure all work conducted by licensed plumber Check each annual audit that it is in good repair Ensure annual check of external buried gas cylinders is carried out		
Stove	Electrocution or burns		Ensure it is regularly cleaned Ensure instructions available for users Check each annual audit that it is in good repair		
Microwave	Electrocution or burns		Ensure instructions available for users		

			<p>Ensure it is at a safe operating height</p> <p>Ensure it is regularly cleaned</p> <p>Check each annual audit that it is in good repair</p> <p>Ensure that it is serviced or replaced every 5 years</p>		
Dishwasher	Electrocution or burns		<p>Ensure instructions available for users</p> <p>Ensure it is regularly cleaned</p> <p>Check each annual audit that it is in good repair</p>		
Refrigeration	Electrocution		<p>Ensure it is regularly cleaned</p> <p>Check each annual audit that it is in good repair</p>		
Ladders			<p>Check each annual audit that it is in good repair</p>		
Tables			<p>Ensure all tables only used for appropriate weight bearing capability</p> <p>Check each annual audit that it is in good repair</p>		
Staging			<p>Check each annual audit that it is in good repair</p>		
Storage			<p>Check each annual audit that it is in good repair</p> <p>Ensure all items stacked safely and in quantities or sizes that can be safely lifted</p>		
First Aid Kit			<p>Check each annual audit that it is in good repair</p> <p>Ensure it is in a prominent position</p>		
Garden			<p>Ensure all dangerous limbs are removed or monitored by a license arborist</p> <p>Check each annual audit that it is in good repair</p>		
Fire Fighting Equipment			<p>Check each annual audit that it is in good repair</p>		

Accident / Incident Reporting

A report should be completed for any accident that occurs in the Community Hall and surrounding garden area or during an event organised by the Association at any other location that is not minor.

A common sense approach should be taken to determining whether or not an accident is minor. As a guide a report should be made when the accident or incident has resulted in death, injury, hospitalisation or medical attention is required.

The report should be prepared as close as possible to the time of the accident – preferably the same day. It should be sent to the President or any member of the Executive committee.

It is also important to report any hazards or 'near-miss' incidents to identify any inherent risks and enable preventative and corrective actions to be implemented.

- **Hazard:** an object or situation that has the potential to harm a person or cause damage to property or the environment.
- **Near miss:** an incident or circumstances that COULD HAVE resulted in an injury or illness to people, danger to health, and/or damage to property or the environment.

Accident / Incident Report Form

PERSON MAKING THE REPORT: _____ Contact Details: _____

DETAILS OF INJURED PERSON:

Name: _____

Address _____ Contact Details: _____

INJURY DETAILS

Date of accident: _____ Time: _____ Date Reported: _____ Time: _____

Accident Details (What happened) _____

Medical Treatment required Yes (what) _____ No _____

Was it a "Near Miss" _____ Any Previous Incidents _____

Part of body injured Head/face Trunk Back Eyes Arm/Shoulder
 Neck Hip/Leg Hand/Fingers Foot/Toes

Nature of injury Sprain Laceration Burn Fracture Concussion
 Superficial Multiple Dislocation Bruising Other

Type of incident Flying object Manual handling Electricity Gas Temp.
 Struck by Chemicals / Poisons Fall/Trip/Slip Caught in

Name of Witness _____ Contact Details _____

WHAT CAUSED THE ACCIDENT

- Ineffective guarding Lack of protective equipment Lack of training Personal Medical Condition
- Lack of maintenance Safety rules not followed Inexperience Un-safe work methods
- Poor housekeeping Language difficulties Weather Damaged Equipment

Describe Immediate Actions Taken (attach further documents or photographs if relevant)

Recommendations for Corrective Actions to Prevent Recurrence _____

Date by which corrective action to be taken _____ By Whom _____

Signature: _____ Date: _____

Corrective Actions Completed	Signed	Position	Date
COPY OF REPORT TO BE FILED IN ACCIDENT / INCIDENT REGISTER FOLDER			

Responsible Service of Alcohol (RSA)

Responsible Service of Alcohol (RSA) refers to the service and consumption of alcoholic products in a manner that minimises the potential harm that may be caused by excessive alcohol consumption. It aims to encourage moderation, a fair and responsible serving of alcohol and provide a low risk and enjoyable environment for all.

Rules:

- No service of alcohol to persons believed to be intoxicated.
- Encourage responsible practice in the supply, service and consumption of alcohol at the Association meetings and its social events.
- No service of alcohol to minors.

Responsible Hospitality Practices:

1. Volunteers Serving Alcohol:

- Volunteers bar attendants will be appropriately trained in the responsible service of alcohol - RSA Certificate Course. The course fee will be paid for by the Association.
- A register of RSA accredited volunteers will be maintained by the Association.
- Volunteer Roster – the Association will endeavour to roster at least 1 male and 1 female bar attendant for each occasion and a minimum of one person with a current RSA accreditation. If no RSA qualified attendant is available then an Association Executive Committee member will serve.
- Liquor must be only be dispensed by the designated bar attendants for that event.
- Drinks must be paid for by all persons (no free list) except where the Executive agrees to make such liquor available free to all attendees, such as after General Meetings

2. Drinks will be served in standardised quantities that can be easily recognised:

- 100mls = 1 standard drink or normal restaurant service of 125mls

3. Bar Set Up

- The physical set up of bar should prevent patrons from serving themselves
- Alternative refreshments (jugs of water) will be available at the bar at all times.
- The “House Policy” Notice (see below) will be displayed at the bar at all times.

4. Minors will not be served any alcohol.

All patrons are required to provide acceptable evidence of age where there is any doubt they are under 18 years old. (eg Driver’s Licence or Photo ID Card)

5. Discourage Excessive Drinking

- Encourage patrons to monitor and control their consumption of alcohol
- Deter patrons from rapidly and excessively consuming alcohol

6. Refusing Alcohol Service

- The volunteer serving alcohol has the responsibility and the authority to refuse further service if a patron appears intoxicated.
- A reasonable belief is enough to refuse the service of alcohol.
- The Executive of the Pearl Beach Progress Association will support volunteers who do not serve intoxicated patrons.

Refusal Protocols

“TAKE CARE”

- T** **Tell early**; notify friends and others serving
- A** **Avoid put downs**; show sympathy and be tactful; point out you are following Association policy;
- K** **Keep calm**; speak diplomatically; sympathise; remove person away from an audience
- E** **Ever Courteous**; be polite; DO NOT TOUCH; use non aggressive body language.
- C** **Clarify Refusal**; slow and distinct language; monitor reactions; point out House Policy;
- A** **Offer Alternative**; offer water; guide to exit; try to organise a friend or partner to look after them or take them home
- R** **Report**; notify other volunteers; friends; event organiser; Executive members.
- E** **Echo**; if appropriate, the incident may be privately recounted to the person at a later date. This may be better undertaken by an Executive committee member.

RSA Notice:



HOUSE POLICY

Our House Policy aims to encourage moderation and provide a low risk and enjoyable environment for all.

- **Fair and Responsible Serving of Alcohol**
- **No Service of Alcohol to Minors**
- **No Service of Alcohol to Persons Believed to be Intoxicated.**
- **Alcohol only Served by Designated Volunteer Bar Attendants**
- **At least 1 Volunteer Bar Attendant must have a current RSA Certificate. If unavailable an Executive Office Bearer will serve**
- **All drinks must be paid for by all persons (no free list) except where the Pearl Beach Assoc. Executive agrees to make such liquor available free to all attendees such as after General Meetings.**

Privacy & Confidentiality

Definitions

Privacy provisions of the Privacy Act 1988 govern the collection, protection and disclosure of personal information provided to Pearl Beach Progress Association by its Members, volunteers, students and stakeholders.

Confidentiality applies to the relationship of confidence. Confidentiality ensures that information is accessible only to those authorised to have access, and is protected throughout its lifecycle. Confidential information is information that is not available in the public domain.

The Association collects personal information of its Members for the purposes of:

- determining eligibility for membership
- on-going communication about the social activities and management of the Association and Community Development or Environmental issues pertaining to Pearl Beach.
- fundraising activities
- complaint and dispute handling

The Association is committed to protecting the privacy of personal information it collects, holds and administers. The following principles have been adopted in relation to handling personal information;

- Collect only information which the Association requires for its primary function; members' name, address (Pearl Beach address and/or principal address), commencement and currency date of membership and contact details - telephone and email address);
- Members are informed as to why we collect the information and how we administer the information gathered;
- Use personal information only for the Association's primary functions or a directly related purpose;
- Store personal information securely, protecting it from unauthorised access;
 - Members have the right to access to their own information (at no cost), and the right to seek its correction
 - Ensure the information is accurate and up to date – members are requested to update their information each year on Membership Subscription renewal.
 - Ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.
 - ✓ The register is maintained on a Excel spreadsheet on a personal computer;
 - ✓ The Assistant Secretary is responsible for maintaining the register;
 - ✓ No information is disclosed to a third party; except where legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.

Complaints Handling and Dispute Resolution

Complaints Handling

A complaint is an expression of dissatisfaction about the Association that can be made to any member to the Executive Committee. Handling complaints involves the following actions:

- Acknowledge the complaint in a timely manner and

- Address the complaint promptly and according to its urgency
- Complaints are handled objectively and fairly and in an unbiased manner
- Remedies are provided where complaints are upheld
- The complainant is kept informed throughout and personal information is kept confidential

Dispute Resolution

If there is a dispute between:

- ✓ A member and another member in relation to the Association or
- ✓ a member and the Association or
- ✓ a member and the Executive Committee or Sub-committees
- The parties involved must first attempt to resolve the dispute between themselves for at least 14 days from the date the dispute is known to all parties involved.
- The process must ensure that all parties receive full and fair opportunity to present their case.

If the dispute cannot be resolved:

- The relevant parties must formerly notify the Association and document the nature of the dispute.
- An independent person can be appointed by the Executive Committee to mediate in the dispute.
- Each party will be given an opportunity to be heard and undertake to act reasonably to resolve the dispute. The mediator will determine the outcome of the dispute.
- The dispute can be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act 1983, if required.

If the dispute is not resolved by mediation within 3 months it is to be referred to arbitration. (*Commercial Arbitration Act 1984* applies to any such disputes.)

Finance Guidelines

Financial Management

Financial management is about ensuring the financial resources of the organisation are being effectively used and accurately accounted for. It entails planning, organising, controlling and monitoring the financial resources in order to achieve the objectives of the Association.

Budget Planning

The Executive Committee is responsible for ensuring that the Association operates within a responsible, sustainable financial framework and that adequate resources are available to carry out its objectives.

To achieve this a budget planning process is conducted each financial year. A new budget is based on the previous year's actual, or sometimes budgeted figures, with an allowance for inflation and known changes in activity levels.

The budget represents expected income and expenditure but it is also flexible in responding to unforeseen events, including possible reductions in cash flow, and should therefore be regularly monitored.

Investment Planning

The Executive Committee is responsible for maintaining and extending the assets of the Association, to provide for its long-term financial viability.

Investment planning will ensure that cash assets not required for current operating expenses are invested so as to maximise the earnings of such assets, whilst retaining security, minimising risks, and observing socially responsible ethical standards.

All interest and other earnings from such investments are deposited into the Association's operating bank account and become part of the annual operating budget

The Investment Plan should be designed to ensure that:

- funds are utilised to achieve a balanced operating budget.
- there will be access to cash to cover current liabilities, unforeseen expenses and establish new projects.
- investments will conform to the following principles:
 - ✓ Investments are made with low to medium risk ventures; that is, investments that provide for security of capital over the medium to long term.
 - ✓ Investments are made only with reputable, established, proven, financial institutions.

Funding

The Association receives funds from the following sources:

- Membership Fees
- Fundraising Activities
- Entry Fees to Social Events
- Specific grants from Government or charitable sources
- Interest on Deposits or investments.
- Gifts, Donations and Bequests;
 - The gift must truly be a gift. A gift or donation is the voluntary transfer of money or property where the donor receives no material benefit or advantage.
 - **The Association is not registered as 'deductible gift recipient' (DGR) therefore a donor CANNOT claim a tax deduction for any gifts or donations.**

The Association must not distribute funds, income or assets to members except as reasonable compensation for services provided or for expenses incurred on behalf of the Association.

Sponsorship Policy

The Association will accept Sponsorship (for example but not limited to, sponsorship for events, equipment purchases and equipment ongoing maintenance) from organisations and individuals deemed acceptable by the Executive Committee.

Bank Accounts

- There are several accounts operated by the Bendigo and Australian Bank (Ettalong Branch).
 - ✓ Operational Account – the cheque account is the holding account for all of the operational funds.
 - ✓ Investment Accounts – surplus funds are invested in higher interest earning accounts or term deposits
 - ✓ Debit Account for Debit Card transactions
- All accounts require that the account signatories are authorised persons registered with the Bank. Each EFT payment, withdrawal or cheque drawn requires a minimum of 2 signatories for approval.

The Executive Finance Working Group

Purpose:

- The role of the Finance Working Group is to assist the Treasurer with the workload involved in managing and monitoring the Association's finances.
- The Treasurer has the lead responsibility for overseeing financial management of the organisation.
- The Group will have the opportunity for detailed discussion and consideration of financial matters, but remains accountable to the Executive Committee at all times. It will not make policy decisions but will provide advice, recommendations and regular reporting to the Executive Committee.

The benefits of having this Group include an opportunity for more detailed analysis and discussion about financial management; it spreads the workload and supports the Treasurer in his/her role; it provides for continuity when the position of Treasurer changes.

Composition:

The Group will include the Treasurer and 3 members of the Executive Committee:

Meeting Schedule:

- The Group will determine when it meets with regards to the workload at any given time
- The Group will meet each financial quarter as a minimum requirement.

Scope & Objectives of the Working Group:

1. Planning & Budgeting;

- Assist the Treasurer prepare an annual budget for approval by the Executive Committee.
- Prepare analysis and recommendations on financial operations and policy eg Membership Fees, Hire Fees, Fundraising, Expenditure trends.
- Assist with financial input, where required, for funding submissions or grant applications that the Association is preparing.

2. Financial Reporting;

- Assist the Treasurer in the financial reporting process to:
 - ✓ Executive Committee,
 - ✓ Membership,
 - ✓ AGM,
 - ✓ Audit requirements
 - ✓ Any grant requirements regarding acquittal of the funds provided.
- Ensure accuracy of records.

3. Operations & Systems

- Advise with regards to how the bank accounts are operating;
- Advise with regards to investment performance;
- Advise how well the Association's financial systems and processes are working;
- Advise about appropriate use of technology – accounting software, payment devices etc;
- Advise about the need to update or amend financial policy and documentation.

4. Risk Management

Identify issues regarding financial risks – eg cash flow, cash handling, fraud and compliance with required regulation or legislation.

Financial Reporting

- The Association operates a financial year from 1st July to 30th June.
- The Association will keep records that correctly record and explain its financial transactions and financial position; currently utilising MYOB accounting software.
- A Financial Report will be presented to each Executive Committee Meeting and General Meeting and this report shall be adopted by resolution at the General Meeting and recorded in the minutes.
- Members will be given the opportunity to raise questions in relation to the financial reports at the General Meetings.

Financial Audit

- Financial Statements will be prepared after the end of the financial year and submitted to an independent Auditor, (approved at the previous Annual General Meeting).
- The Executive Committee must ensure the audited financial statements and auditor's report are presented to the annual general meeting (AGM) and include these documents in the minutes. The documents must include:
 - ✓ an income and expenditure statement that sets out appropriately classified individual sources of income and individual expenses incurred in the operation of the association
 - ✓ a balance sheet at the end of the financial year, that sets out current and non-current assets and liabilities
 - ✓ a separate income and expenditure statement and balance sheet for each trust for which the association is the trustee, and
 - ✓ details of any mortgages, charges and other securities affecting any property owned by the association.
- The Association is regarded by the NSW Dept. of Fair Trading as a Tier 2 organisation:
 - ✓ total revenue, as recorded in the income and expenditure statement (i.e. gross receipts), for a financial year (excluding GST) is less than \$250,000 AND
 - ✓ current assets are less than \$500,000: this refers to assets (other than real property or assets that are capable of depreciation) held by the association as at the end of the association's last financial year. It includes amounts held in financial institutions, stocks and debentures.
- A Tier 2 association must lodge the following documents with Dept. of Fair Trading within 1 month of the AGM and no later than 7 months after the end of the association's financial year. The Treasurer will lodge these documents:
 - ✓ an *Annual summary of financial affairs Tier 2* (form A12 – T2) for the financial year,
 - ✓ and payment of the prescribed lodgement fee and late fee if applicable.

Note: An *Annual summary of financial affairs* is not considered to be lodged until a correctly completed form and the set fees have been received.

Financial Operational Guidelines

Cash Handling

- Pearl Beach Progress Assoc. Constitution states: *All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.*

This is to ensure that all cash intended for the organisation is received, promptly deposited, properly recorded, reconciled and safeguarded.
- The scope of this guideline includes the handling, receipting, depositing and reporting of all cash operations. This guideline applies to the Executive Office Bearers and Executive Committee

Members, as well as the members of the Association or other volunteers who organise an event or activity on behalf of the Progress Association and collect and handle cash receipts or payments.

- No expenditure may be made from cash takings. If a payment is made from cash takings this requirement has not been fulfilled.
- All cheques, bank drafts, money orders and postal money orders received should be crossed "Not Negotiable" immediately on receipt.
- Expenditure must in all cases be transacted by two authorised Executive members,
- 'As soon as practicable' is not defined in the Constitution but the Association requires money is not held for more than one week and in all circumstances such money held for more than one banking day must not exceed \$500.
- Banking Deposits
 - ✓ the internal Banking Deposit Form and bank receipt should be completed and given to the Treasurer as soon as practicable after making the bank deposit.
 - ✓ a record of each deposit is available from the bank on-line computer system.
- As a general rule any cash takings where corroborating documentation cannot be provided (eg. raffles & book fair) the takings should be:
 - ✓ counted by two persons
 - ✓ the total amount of cash agreed and documented before being moved from the point of collection.
- Other cash handling rules may be set by the Treasurer from time to time.

EFTPOS Transactions

Electronic Funds Transfer Point of Sale (EFTPOS) enables the Association to accept non-cash electronic payments by way of credit and debit card transactions. This increases the options and convenience provided to customers, as well as improves security by reducing the amount of cash handled by members and volunteers.

The Association's EFTPOS terminal should be located in a secure location which will allow for no unauthorized usage and ensure privacy for PIN transactions.

The Association will only process transactions to accept payments for fees, event tickets, and fundraising. The Association will not undertake transactions which provide 'cash' to the customer as part of the transaction.

Issuing Invoices

From time to time the Association issues an invoice that allows a customer to pay for goods or services that have been provided to them.

Pearl Beach Progress Association is NOT REGISTERED FOR GST

Considering the information from the ATO, it has been agreed that the following details should be included on the Association's invoices:

1. the word 'Invoice' at the top.
2. the name and address of Pearl Beach Progress Association Inc.
3. the Association's Australian business number (ABN)
4. the date the invoice was issued
5. a brief description of the items sold, including the quantity and the price
6. the GST amount - **'Price does not include GST'**
7. invoices for sales of \$1,000 or more need to show the buyer's identity or ABN

Procurement & Payment of Goods and Services

Delegated Authority:

This clarifies who has the authority to make decisions, to incur expenditure that is appropriate and in line with the budget and to sign on behalf of the Association and thereby confirming accountability and responsibility for day to day operations of the Association.

- No amendments shall be made to the specified delegations without the approval of the Executive Committee.
- All delegations are exercised with due regard to budget limitations.
- If a delegated authority is given to a position then this will apply to any subsequent person who holds that position.
- A delegate may not exercise any delegation that will result in any benefit to them personally.
- Regular monitoring and review is essential to ensure compliance, risk management and identify any need for update or change.

DELEGATED AUTHORITY		
Area of Authority	Limits Applied	Designated Persons
Legal documents		President or Public Officer or delegated authority as per Terms of Reference for a Sub-committee.
Bank - Cheques / EFT		Treasurer and one other authorized signatory.
Bank Account Transfers		Treasurer and one other authorized signatory.
Expense Reimbursement		Treasurer and one other authorized signatory.
Petty Cash	\$200	Treasurer
Transaction Card – Debit Card	\$1,000	Treasurer To be reviewed to possibly include Hall Manager and Events Co-coordinator.
Orders for Goods & Services Executive Committee	\$5,000	Approval over \$5,000 per item requires membership vote for approval.
Sub-committees: Events Hall & Building PB Safety Advisory Group	\$500 per item \$500 per item \$500 per item	Items over \$500 requires Executive approval Items over \$500 requires Executive approval Items over \$500 requires Executive approval Special Projects – a separate budget for each project will be approved by the Executive Committee.
Date Reviewed:		

Cheques

- All cheques must contain two eligible signatures. Eligible signatories are the Treasurer, the President, two Vice Presidents, the Secretary and an Executive Member who have been previously nominated and endorsed by the Executive Committee.
- Any two of the above have the authority to sign cheques.
- Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

Electronic Funds Transfer (EFT)

The same endorsed signatories (as above) have access to make and approve electronic payments through the computerised banking system. Each authorised person has their own log-on details which should remain secure at all times.

Transaction Card

The use of financial transaction cards, such as debit cards, is a major convenience for the Association and can contribute to easier and more secure accounting of expenses.

- Transaction cards issued to the Pearl Beach Progress Association will only be used for those activities that are a direct consequence of the cardholders' function within the organisation and delegated by the Executive Committee.
- A card will be issued to a specific person, who remains accountable for the use of the card.
- Expenditure limits will be set for a card.

The Cardholder shall:

- In all cases provide sufficient supporting documentation to validate the expense (e.g. tax invoice).
- Attach supporting documentation to the monthly credit card statement from the bank.
- Review the monthly statement for inaccuracies and notify the Treasurer.
- Verify that that goods and services listed were received.
- Sign the monthly statement to verify that transactions have been made for official purposes.
- Send the paperwork to the Treasurer for reconciliation.
 - Notify the bank, the President and the Treasurer if the card is lost or stolen; and/or
 - Any unauthorised transaction is detected or suspected.
- Notify the Treasurer and the bank of any change in name or contact details.
- Take adequate measures to ensure the security of the card.
- Return the card to the Treasurer if
 - The cardholder resigns;
 - The Executive Committee determines there is no longer a need for the cardholder to retain his or her card; or
 - the card has been cancelled by the bank.

The Cardholder shall not:

- exceed any maximum limits set for the card from time to time
- obtain cash advances through the card
- request reimbursement for an expense already paid by the card
- use the card for private expenditure on personal items

Reimbursement of Expenses

- The Association will reimburse the expenditure of a Member where authorised expenses have been incurred by them on behalf of the Association. Members must retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure and provide this documentation when applying for reimbursement.
 - The Association will not reimburse Members for unauthorised expenses; expenses that are not incurred for business purposes of the Association; parking, traffic, or other fines and penalties
- Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.
- Members incurring authorised expenditure must complete and sign the Expense Reimbursement Form and submit it with the receipts or relevant documentation to the Treasurer.

Petty Cash

- It is the responsibility of the Treasurer to manage the amount of the petty cash float and to ensure procedures are adhered to appropriately.
- Petty cash is used to cover expenses where it is not feasible or it is unreasonably inconvenient to use normal purchasing methods or reimbursement.
- Any expense that is predictable, regular and significant should be processed through normal accounting procedures.
- Petty cash is disbursed only for the proper purposes and all payments are recorded.
- Financial controls on petty cash include:
 - ✓ The amount of cash held in the petty cash fund (box) is limited to \$100
 - ✓ The amount paid out through petty cash reimbursement is limited to \$100
 - ✓ Cash held in the petty cash fund (box) is securely stored at all times.

Fixed Assets

Fixed assets represent considerable wealth held in the form of land, buildings and equipment. The Association has a responsibility to ensure the value of their fixed assets is maintained and that they do not disappear through lack of vigilance. Measures to safeguard these assets include:

- Keeping an Assets Register
- Proactive maintenance policy of buildings and equipment

Assets Register

This should be set up with an entry for each item and if required each asset should be tagged with a unique reference number for identification purposes. The register should be reviewed annually. It will record information about each asset:

- Where and when the item was purchased and how much it cost
- Where it is held or located
- Serial numbers and details of guarantees or warranties
- How much it is insured for
- Repair history and who is responsible for maintenance
- Depreciation rate and method, where relevant

Building and Equipment Maintenance Guidelines

To preserve the value of buildings and equipment and ensure assets are safe and operating correctly it is important to have a maintenance schedule with a realistic budget to cover required expenditure. The maintenance schedule should identify tasks and responsibilities in relation to

- responsive maintenance (emergencies),
- planned maintenance (routine, day to day checks and repairs)
- preventative maintenance (safety equipment checks, structural improvements and updates)

The Memorial Community Hall

Building & Maintenance Schedule

	Planned Maintenance	Preventative Maintenance
Miscellaneous	Check all lights working / bulbs	Big Fan Service (every 18 months)
	Window cleaning – if required beyond Spring Clean	Check in-ground Gas Cylinder contents gauge
		Update – key register
	Planned Maintenance	Preventative Maintenance
SPRING	Soft wash of Hall outside	Hall Gutter Cleaning
1 Sept	Window Cleaning	Check Fire Alarm Batteries
	Clean eves & porch of cobwebs	Garden clean out
	Kitchen – Stove & Oven Clean	Annual Audit of Kitchen equipment
	Kitchen & Storeroom – cockroach bomb	Annual Audit of fire safety equipment
	Kitchen – empty cupboards & clean	Annual Audit of electrical cords & equipment
	Office – spring clean	Check state of paint, rotten boards, doors
	Storeroom – spring clean	Kerosene floor finish
	Shed – spring clean	
	Notice Boards – in good order; remove expired material	
	Planned Maintenance	Preventative Maintenance
Summer	Kitchen – Stove & Oven Clean	Hall Gutter Cleaning
1 Dec	Notice Boards – in good order; remove expired material	
	Planned Maintenance	Preventative Maintenance
Autumn	Clean eves & porch of cobwebs	
1 March	Kitchen – Stove & Oven Clean	
	Kitchen & Storeroom – cockroach bomb	
	Notice Boards – in good order; remove expired material	
	Planned Maintenance	Preventative Maintenance
Winter	Clean eves & porch of cobwebs	Hall Gutter Cleaning
1 June	Kitchen – Stove & Oven Clean	Garden Clean Out
	Notice Boards – in good order; remove expired material	

Responsive Maintenance (including Emergencies)		
Plumber	Craig Morris & Son Plumbing 141 Brickwharf Rd, Woy Woy	MOB: 0438 670 507
Electrician	Wally @ Beachers	MOB: 0408 445 250
GAS	ELGAS 18 Justfurt Drive, West Gosford 2250 (PO BOX 6057)	Tel: 131 161 Schedule Deliver See Hall Manager for Website Logon
Big Fan	Airways Unit 7/4 Gladstone Rd, Castle Hill 2154	info@airways.com.au Tel: 02 9680 1733
Dishwasher	Skilled Electrical Services Rex - refrigeration	MOB: 0417 241 601
Other Information		
Odd Jobs	Grant Brisbin	MOB: 0411 450 282
Hall Supplies	Erina Paper & Packaging 2/7 Bonnai Rd, Erina <ul style="list-style-type: none"> • Dishwasher Powder • Interleaved Paper Towels for dispensers (No. 300417) • Liquid Hand Soap (pink for containers) 	Tel: 02 4365 1498
Printer	Office Works Brother Toner Cartridge DR 2125 – MFC 430	West Gosford

Cleaning & Caretaker Contract Guidelines:

- 12 month contract.
- Hall to be cleaned once per week at an agreed time. Association to advise of any cancellation or changes. Cancellation to be advised at least 2 days prior, otherwise full payment due.
- Tender to specify a fixed weekly price to cover the weekly duties and a set hourly rate for additional work. Payment by monthly invoice to the Association.
- Referees to be provided.
- Service Provider to have adequate Workers Compensation Insurance and provide evidence of currency each year.
- Service Provider to provide their own cleaning equipment and cleaning supplies. Hall supplies to be reimbursed on a monthly basis with supporting receipts. All cleaning supplies to be stored on the premises.
- A special clean of the Hall or additional services, if an unexpected event or issue necessitates services, would be subject to mutual agreement at the time, but would generally be expected to be at the set hourly rate.
- Report maintenance issues, including breakages, damage or potential risks, to the Hall Manager.

Duties

General Hall Area – Floor (including storage area)

- to be washed once a month;
- to be swept / vacuumed each of the remaining three weeks per month
- the floor is to be thoroughly cleaned annually and a new kerosene finish is to be applied (as per separate instructions).

Dusting – weekly

- general dusting of all surfaces and equipment (including windows, sills, top of dado rail around hall).

Toilets and Bathrooms – weekly

- to be cleaned weekly and lavatory supplies to be replenished from hall supplies.

External Areas – weekly

- sweep entrance, entrance walkway and steps. Sweep side walkway and back deck.
- check the noticeboard is in good order and expired material taken down.

Kitchen – weekly

- clean out fridge of all perishable food and drinks
- empty garbage bins and put in a new bin liner
- put out fresh tea towels
- kitchen supplies – clean wipes and scourers, dishwashing detergent, decant supply of machine powder from the supply cupboard
- check order of cupboards – cutlery, crockery, chopping boards, glasses in trays
- wash the floor weekly
- wash all surfaces including cupboards and benches

Seasonal Cleaning (upon agreement and at hourly rate)

- Soft wash of Hall
- Window cleaning
- Cobwebs from eaves and porch
- Gutter cleaning
- Stove and oven clean
- Empty all kitchen cupboards and clean
- Details of floor finish
- Audit fire safety equipment annually
- Audit electrical cords to ensure compliance annually
- Spring clean office, store room and outside shed annually

Hall Hiring Guidelines

The Pearl Beach Community Hall Hire Guidelines provide a framework for the Pearl Beach Progress Association to manage the hiring of the Community Hall.

The Guidelines apply to all groups and individuals hiring the:

Pearl Beach Memorial Community Hall
9 Diamond Road, Pearl Beach NSW 2256

The Guidelines aim to ensure that a range of user groups is dealt with fairly and equitably and that the hiring is for the benefit of the Pearl Beach Community.

The Association makes the Hall available for hire by groups and individuals for the purpose of holding their meetings, activities, and events.

Priority for the use of the Hall will be given to Pearl Beach Progress Association and Pearl Beach Community Groups.

Use of the Hall requires:

- agreement by the hirer to comply with the Terms and Conditions of Hire;
- payment by the hirer of the required fees;
- approval by the Booking Officer.

The Hall is not to be used for the purpose of holding any activities that may be considered discriminatory or inappropriate.

The Guidelines are available for public inspection on the Pearl Beach website www.pearlbeachprogress.org.au or write to:

The Hall Booking Officer
9 Diamond Road
Pearl Beach NSW 2256

Facilities & Equipment

- The Hall has ramp access and a unisex disability access toilet
- The Hall has a fully equipped commercial kitchen with all the utensils, crockery and cutlery to cater for 100 people.
- If the kitchen is required for a Commercial single hire (private function or wedding) then an additional fee of \$200 applies.
- There are table cloths available for hire. The fee covers the cost for dry cleaning.
- The Progress Association does not hire equipment for outside private events.
- The tables and chairs in the Hall may only be used, with the authorisation of the Administration Officer, for off-site for Community functions and must be returned to the Hall the same day.
- Hirers should not move or change the configuration of the stage. If any changes are required notify the Hall Administrator of your requirements

Capacity

- For a seated function the maximum number of people of 100 is optimal
- There are 20 rectangular tables that each seat 8 people.
- Alternatively there are 10 round tables that can seat 8 or 9 people
- Sufficient chairs are available to meet the seating capacity
- The limit for stand-up functions is 120 people.

Availability & Booking

- The Hall Booking Officer manages the Hall hiring calendar.
- Priority is given to the Pearl Beach Progress Association and Pearl Beach Community Groups
- A booking is only entered on the Calendar following completion of the documentation and **payment of the deposit.**
- The Hall Administration Officer is responsible for liaising with the Treasurer to issue invoices

Terms and Conditions of Hire

Noise Abatement

The Hall is located in a residential area. The amenity of local residents must be protected. All loud noise and music must not disturb neighbours and must cease by the curfew.

Curfew

All groups using the Hall must comply with the curfew times.

- On Friday, Saturday or any day preceding a public holiday, loud noise and music must cease by 11:00pm and the Hall must be vacated by 11:30pm.
- On all other days, sessions must end by 10pm.

Occupational Health & Safety

All hirers must be aware of their responsibilities for the safe use of the Hall and the equipment in the Hall. Any instructions for the use of equipment must be observed and if uncertain seek assistance. Any issues, concerns or damage should be reported as soon as practicable to the Hall Bookings Officer and entered in the Incident Book.

Fees

Charges are determined by the User Group Category (see Fees Summary below)

Any discounts or changes to the fees will be determined by the Executive Committee.

Bond

Commercial Hirers (User Group Category 5) are required to pay a bond. The bond will be refunded provided there are no breakages and the Hall is left in a clean condition. Should the Hall require cleaning a fee of twenty five percent (25%) of the bond will be deducted. All breakages will also be deducted from the bond.

Payment of Fees

- User Group Category 3 - Payment due quarterly
- User Group Category 4 - Payment due within 30 days of receiving an invoice
- User Group Category 5 - Deposit must be made to confirm booking and full payment is due at least 30 days prior to event.
- Arrears Of Fees –for Commercial multiple hirers (User Group Category 4) the Hall booking may be cancelled beyond 60 days in arrears

Cancellation:

- If a booking is cancelled the deposit will be refunded on the following basis:
- 30 days notice of cancellation - 100%
- 15 days notice of cancellation - 50%
- 7 days notice of cancellation - 25%

Inappropriate Use

The Hall is not to be used for the purpose of holding any activities that may be considered discriminatory or inappropriate.

Fees

Individual or group hirers have been classified into five user categories with associated level of fees and charges, according to type of Hall booking requirements.

USER GROUP 1. PEARL BEACH PROGRESS ASSOCIATION

Charge – Nil. This category covers all the bookings relevant to the operations of the Association including:

- PBPA Meetings
- PBPA Events
- Community meetings
- Pearl Beach Safety Advisory Group (PBSAG) Training Sessions

The Association Events and Meetings bookings for the subsequent year will be provided to the Booking Officer by the Events Committee Coordinator. Advice about these bookings is provided to regular hirers.

USER GROUP 2. COMMUNITY GROUPS – non-profit

Charges - See Charges and Fees Summary below. Fees must be paid quarterly each financial year. This category covers all the bookings undertaken by not for profit community clubs or groups operating within Pearl Beach. Exemptions are determined by the Executive. It includes:

Aboriginal History Group	Pearl Beach Singers (exemption from fees)*
Art & Craft Group	Playgroup
Buddies	Crommelin Native Arboretum
Darts	Pearl Beach Tennis and Recreation Club
Mah Jong	Pearl Beach Environment Group

USER GROUP 3 – COMMUNITY INITIATIVES

This covers all the bookings undertaken by members of the Association for the purposes of a Community initiated project that is endorsed by the Executive; for example:

- Annual Community Christmas Dinner.
- Wakes/memorials – a donation would be appreciated.

USER GROUP 4 COMMERCIAL – Multiple Hire

Charges - See Charges and Fees Summary below. Payment of Fees is due within 30 days of receiving an invoice. The Hall booking may be cancelled if payment of fees is beyond 60 days in arrears.

This category covers all the bookings undertaken by commercial ventures open to the Pearl Beach Community that have ongoing bookings. Priority for bookings is given for Association events approved by the Executive. It includes Yoga Classes, Pilates Classes and Men's Stretch Classes

Regular hirers will be invoiced on a monthly basis and are requested to make bookings for the following calendar year by 31st December of the preceding year.

USER GROUP 5 COMMERCIAL- Single Hire

Charges - See Charges and Fees Summary below. A Bond applies. A Booking is only confirmed once a deposit of 25% is received,

This category covers all other bookings for the Hall including weddings, private functions and other e.g. Electoral Polling Booth

For Commercial single hire bookings, there is the facility to hire the Hall as an alternative venue as back up for outdoor functions in the event of bad weather. A non-refundable fee applies if the Hall is not used. Should the Hall be required then applicable charges will apply less the amount already paid.

All bookings need to include set up and clean up time. Curfew details are included in the Terms and Conditions

Hall Hire Charges and Fees Summary

User Group Category					
	1. Pearl Beach Progress Association	2. Pearl Beach Community Non-Profit	3. Pearl Beach Community Initiatives	4. Commercial Multiple Hire	5. Commercial Single Hire
Weekends & Public Holidays 8.00am-11.30pm	Nil	\$10 per session	Donation	\$30 per session 1 ½ hours	\$80 per hour (Minimum 4 hour Booking)
Weekdays	Nil	\$10 per session	Donation	\$30 per session 1 ½ hours	\$50 per hour (Minimum 4 hour Booking)
Setup & Take-down Time					\$40 per hour
Use of Kitchen					\$200
Table clothes					\$12 each
Event Back-up Reservation					\$200
Bond	N/A	N/A	N/A	\$500	\$500

NOTE: IF YOU HAVE NOT PAID YOUR DEPOSIT YOU DO NOT HAVE A BOOKING

PEARL BEACH MEMORIAL COMMUNITY HALL BOOKING FORM

CONTACT DETAILS			
Name of Hirer:		Address:	
Email:		Telephone No:	
HIRE DETAILS			
Date of Hire			
Nature of Event			
Estimated No. of Guests			
Duration of Event	Start Time	Finish Time	Number of Hours
Set Up & Pack Up Times			
Use of Kitchen	YES / NO		
COST BREAKDOWN			
	Hourly Rate	Number of Hours	\$ Amount
Event Time			
Set Up / Pack Up Time			
Use of Kitchen			
Bond (Refundable)			
TOTAL (GST Not Applicable)			
Deposit Required 25%			
Balance Payable At Least 1 Month Prior to Event			
Payment Methods: <ul style="list-style-type: none"> • Direct Deposit: Bendigo Bank – BSB 633-000 Account - 164913360 • Cheque: Payable to Pearl Beach Progress Assoc. Inc. (Attention Treasurer) 			
Payment of bond, deposit or rent constitutes an offer to rent Pearl Beach Memorial Hall on the Terms and Conditions of Hire set out in the Pearl Beach Progress Assoc. Hall Hire Guidelines.			
Signed:			Date:
Office Use Only:			
Date Deposit Paid: Amount Deposit Paid: Booking Confirmed On Calendar			

Operational Community Hall Booking Procedures

Hall Bookings Task Summary

Pearl Beach Progress Association Hall Bookings	
Task	Who
<ul style="list-style-type: none"> • Receive General Enquiry – Availability, Cost, Facilities • Give Relevant Information 	
<p>PBPA & Community Groups (User Groups 1/2/3)</p> <ul style="list-style-type: none"> • Check Availability • Confirm eligibility to Hire • Confirm cost (if any) <p>YES TO BOOKING:</p> <ul style="list-style-type: none"> • Enter Booking on Calendar • Notify Treasurer if quarterly payments are applicable (User Group 2) • Notify any Commercial Hirers (User Group 4) if dates clash and they need to change their bookings 	
<p>Commercial – Multiple Hirer (User Group 4)</p> <ul style="list-style-type: none"> • Send Hall Hire Policy Info & Booking Form detailing event, dates, price breakdown. • Arrange Hall viewing if required. • Enter Provisional Booking on calendar <p>YES TO BOOKING</p> <ul style="list-style-type: none"> • Notify Hall Administration Officer • Check required Insurance compliance • Notify Treasurer of Fee details • Treasurer advises receipt of bond • Confirm Booking in writing & change calendar to Confirmed Booking • Orientation re Access, Keys, Storage • Issue Monthly Invoices • Notify Treasure • Treasure notifies receipt of payments • Hirer is notified about any clash of future dates • Confirm annual update of their insurance 	
<p>Commercial – Single Hirer (User Group 5)</p> <ul style="list-style-type: none"> • Send Hall Hire Policy Info & Booking Form detailing event, dates, price breakdown. • Arrange Hall viewing if required. • Enter Provisional Booking on Calendar <p>YES TO BOOKING</p>	

<ul style="list-style-type: none"> • Deposit Paid • Notify Hall Administration Officer • Notify Treasurer of fee details • Treasurer advises receipt of deposit • Confirm Booking in writing • Change calendar to a confirmed Booking • Prepare Invoice for the balance due, including refundable bond and send one month before the event • Notify Treasurer • Invoice Paid • Send Instructions regarding Access, Keys, Setup, Clear up. • Following the event check keys are returned, the Hall is clean and equipment cleared away and check for any damage or breakages • Confirm Treasurer can return the bond. 	
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Booking Officer

Duties

- Answers telephone or email enquiries confirming current vacancies and provides information about hiring the hall by sending a copy of the Hire Policy which includes a booking form.
- Notes the potential booking on calendar as 'tentative.'
- Provides Administration officer with client's phone number if a Hall viewing is required.
- Completes Booking Form and invoices client, reminding client that the booking will only be confirmed on payment of deposit. Copy sent to Hall Administration officer and Treasurer.
- Upon advice from Treasurer of receipt of deposit, confirms booking with client and changes date on calendar from 'tentative.'
- Confirms details to the Administration Officer.
- Treasurer to monitor payments as per invoice and advise Admin Officer once payments are completed.

Hall Administrator Officer

Duties

- Organises allocated people to show prospective hirers around the Hall
- Issues invoices to regular commercial multiple users (User Category 4).
- For one-off hirers confirms with the Treasurer that all payments have been made and then sends reminder emails to hirers advising name and phone number of duty person, arrangements for Hall opening and responsibilities until hiring is concluded.
- Confirms to Treasurer that bond may be returned or advises of any claims on the bond.

Safety Guidelines for Assembling and Disassembling the Hall Stage

These safety guidelines are to be followed when moving the hall stage to another location or disassembling the stage for storage in the storeroom and bringing the stage out from the storeroom for assembly in the hall.

NOTE: This document is not intended to be an instruction manual regards assembling and disassembling the stage.

Who should move the stage -

- A minimum of 2 people are required to move the stage so as to be able to safely handle each stage piece when moving or bringing the pieces out of or into the storeroom.
- The stage should only be moved by those who have an understanding of how the stage is stored, assembled and disassembled.
- The stage should only be moved by those who do not have any pre-existing health issues (e.g. heart problems, back problems etc.) and are physically fit.
- Those moving the stage should wear closed shoes (ideally work boots) and work gloves (to avoid contact with possible sharp edges).
- Moving of the stage should be kept to a minimum through appropriate planning of stage requirements for upcoming events.

Stage Assembly Considerations –

- Ensure that the correct legs of the same type are used since there are legs of different heights and design available.
- Ensure that the legs are fully inserted into the stage and locked in position with the over-centre levers.
- Arrange the stage pieces such that the yellow tape is on the outer edge of the assembled stage.
The Yellow Tape is meant to be a guide for anyone standing on the stage to provide a clear sight of the edge.
- Use the leg height screw adjusters to ensure that all pieces of the stage are level and at the same height before clamping the pieces together so as to avoid a trip hazard where the stage pieces are joined.
- Use 2 spring loaded C Clamps on the underside to join the long sides of two stage pieces together.
Use 1 C Clamp to join the short side of two stage pieces together.
Ensure the wing nut is fully tightened.
- Attach the step (either small step or larger step platform) to the stage using 2 of the aluminium Leg Clamps one at each end of the step.
A single clamp is not sufficient since the step can then pivot on this clamp.

Stage Storage –

- When the stage is not required due to hall space considerations then the stage is to be disassembled and stored in the correct location in the storeroom.
- The stage pieces and steps are to be stored vertically in the designated rack in the store.
- The stage legs, C Clamps and Leg Clamps are to be stored in the plastic tubs on the lowest shelf adjacent to the stage pieces.
Under no circumstances should these components be stored on a higher shelf.

Use of the Ramp and Movement of the Piano on/off the Stage

- The piano is NOT to be moved onto the stage unless absolutely necessary due to the weight of the piano itself and associated safety requirements.
- The movement of the piano on/off the stage is NOT to be performed without a minimum of 4 strong and capable experienced volunteers. If such volunteers do not meet these criteria or are not available, the engagement of professional experienced piano removalists will need to be arranged by the Progress Association.
- After setting up the ramp with the appropriate legs, the ramp is to be secured tightly to the stage using the appropriate clamps.
This is to be double checked before movement of the piano.

FORMS & TEMPLATES – MEMORIAL COMMUNITY HALL

Hall Inspections - Sample Email Template

Pearl Beach Memorial Community Hall HALL INSPECTION DETAILS

This is to advise you that.....
is the Pearl Beach Progress Association member who will meet you at the Hall
on..... at.....

They will show you around the Hall and will be able to answer your questions.
Their contact phone number is.....

If you wish to proceed with the booking, please contact the
Booking OfficerPhone.....
who will supply you with a Booking Form and relevant details.

Your booking will only be confirmed upon completion of the form and payment of the required deposit.
The hiring fee will need to be paid at least one month prior to the event.

Name
Hall Administration Officer

Confirmation of Bookings - Sample Email Template

Dear.....

As we have received your deposit

of.....

we can now confirm your booking at the Pearl Beach Memorial Community Hall.

Date.....

.....

Hours.....

.....

The balance is due at least one month prior to this date.

We wish you well with your event.

Yours Sincerely

Hall Administration Officer

Event Back-up Booking Advice Reminder - Sample Email Template

(To be sent a few days before the event)

Pearl Beach Memorial Community Hall
“EVENT BACK-UP BOOKING ADVICE” REMINDER

This is to advise about your back-up booking for the Pearl Beach Progress Association Memorial Community Hall on

On the day you should contact the nominated member of the Pearl Beach Progress Association if you believe the weather conditions will result in you needing to use the Hall.

The member of Pearl Beach Progress Association who will be meeting you at the nominated time is

Their contact phone number is

They will provide you with a key that you will hold throughout the booking period. You are reminded that if the Hall is used normal commercial charges will apply for the period you use the Hall. If this charge exceeds the fee already paid an additional payment will be required.

At the conclusion of your event, please ensure that all steps of the **CLOSING UP CHECKLIST** have been completed.

Name
Hall Administration Officer

Invoice – Multiple Hire

Pearl Beach Memorial Community Hall

<p>Pearl Beach Progress Assoc. Inc. ABN 33 688 265 112</p> <p style="font-size: 1.2em;">INVOICE</p>	
Invoice No:	Invoice Date:
Name of Hirer: Events:	Address:
Email:	Telephone No:

Date for Hire of Hall	Hourly Rate	No. Hours	\$ Amount
Total (GST Not Applicable)			

Payment Methods	
<p>Direct Deposit / EFT: Bendigo Bank, Ettalong Beach NSW 2257 BSB: 633-000 Account No: 164913360 Indicate: Invoice No. & Name</p>	<p>Cheque Payable to: Pearl Beach Progress Assoc. Inc. Send to: Treasurer, 9 Diamond Road, Pearl Beach 2256 Indicate: Invoice No. & Name</p>

Invoice – Single Hire

Pearl Beach Memorial Community Hall

Pearl Beach Progress Assoc. Inc. ABN 33 688 265 112 INVOICE	
Invoice No:	Invoice Date:
Name of Hirer:	Address:
Email:	Telephone No:
Event:	Date of Event:

Item	Hourly Rate	No. Hours	\$ Amount
Event Hire of Hall			
Set Up / Pack Up Period			
Other -			
Bond (<i>Refundable</i>)			
Total (GST Not Applicable)			
Less Deposit Paid			
Amount Due			

Payment Methods	
Direct Deposit / EFT: Bendigo Bank, Ettalong Beach NSW 2257 BSB: 633-000 Account No: 164913360 Indicate: Invoice No. & Name	Cheque: Payable to Pearl Beach Progress Assoc. Inc. Send to: Treasurer, 9 Diamond Road, Pearl Beach 2256 Indicate: Invoice No. & Name

Pearl Beach Memorial Community Hall HALL ACCESS DETAILS

This note is to advise about your booking on

The Hall will be opened at am/pm.

The member of Pearl Beach Progress Association who will be meeting you at that time is

Their contact phone number is

You will be provided with a key that you will hold throughout the booking period.

At the conclusion of your event, please ensure that all steps in the **CLOSING UP CHECKLIST** have been completed.

THE CURFEW FOR THE HALL

- On Friday, Saturday or any day preceding a public holiday, loud noise and music must cease by 11:00pm and the Hall must be vacated by 11:30pm.
- On all other days, sessions must end by 10pm.

IF YOUR BOOKING EXTENDS TO THESE TIMES THEN ALL ACTIVITY MUST CEASE BY THE SPECIFIED TIMES (11.30 PM FRI & SAT & PUBLIC HOLS / or 10.00PM OTHER DAYS)

This includes cleaning and removal of any items brought into the Hall by the Hirer.

If you do not think the clean-up task can be completed by then, please make a booking for early the next morning with the Booking Officer prior to the event.

Name
Hall Administration Officer

Hall Opening Committee

These members have:

- keys to the Hall
- a supply of opening and closing checklists
- may be able to show prospective hirers through the Hall
- may be able to meet hirer at Hall on day of event to open up.

NAME	CONTACT NUMBER

Opening the Hall Checklist

EQUIPMENT	LOCATION
LIGHT SWITCHES and FAN SWITCHES	INSIDE MAIN DOOR TO RIGHT
HEATERS X 4	ALONG SIDE WALLS IN COOLER WEATHER
BACK DOOR AND BATHROOM KEYS	ON KEY BOABRD ADJACENT BACK DOOR
TABLE STORAGE	IN STOREROOM LEFT SIDE HALL
URN	SWITCH ADJACENT URN IN KITCHEN
DISHWASHER INSTRUCTIONS	ABOVE DISHWASHER
GARBAGE BINS	RUBBISH IN RECYCLE BINS TO SIDE OF HALL
FIRE BLANKET	IN KITCHEN
FIRE EXTINGUISHERS	CHECK POSITION BEFORE EVENT
FIRE DOORS	EACH SIDE OF HALL
HALL STAGE	END OR SIDE OF HALL - ARRANGE TO HAVE THE STAGE SET UP TO YOUR REQUIREMENTS

Closing Up Checklist

EQUIPMENT	INSTRUCTION
URN	SWITCH OFF
HEATERS	SWITCH OFF HEATER & UNPLUG
CHAIRS	STACK ALONG SIDE WALL
TABLES	RETURN TO STORE ROOM
WINDOWS	CLOSE AND LATCH
CROCKERY/CUTLERY/GLASSES	HAND OR MACHINE WASH/DRY RETURN TO CUPBOARDS/SHELVES
KITCHEN BENCH TOPS	CLEAR AND CLEAN
RUBBISH	PLACE IN OUTSIDE BINS
EQUIPMENT/BELONGINGS	REMOVE FROM PREMISIES
FLOORS – HALL/KITCHEN	SWEEP CLEAN
BATHROOM	LOCK -RETURN KEY TO HOOK
KITCHEN DOOR/SIDE DOOR	LOCK – RETURN KEY TO HOOK
FIRE DOORS	CLOSE FIRMLY
KITCHEN LIGHTS	SWITHCH OFF
HALL/KITCHEN APPEARANCE	AS YOU FOUND IT
ALL LIGHTS/FANS	SWITHCH OFF
FRONT DOOR/KEY	CLOSE FRONT DOOR & RETURN KEY IN MAIL SLOT
HALL STAGE	IF STAGE HAS BEEN MOVED ARRANGE TO HAVE IT RESTORED TO END OF HALL POSITION

HALL TO BE COMPLETELY VACATED
by 11.30pm Friday - Saturday
by 10pm Sunday- Thursday

Keys deposited in letter box outside adjacent front door.

Annual Notification Letter - Sample Template

Date

Name

Pearl Beach Memorial Hall Hire 20XX (insert year)

Thank you for continuing to hire our Memorial Hall and making a strong contribution to the community with your yoga classes.

I want to bring to your attention a few dates which will impact upon your classes during 20.... Most of them are the usual and the Hall will be unavailable for hiring on those days.

- Australia Day
- Good Friday
- Easter Saturday
- ANZAC Day
- Queen's Birthday June long weekend
- October Labour Day long weekend.

I have attached a schedule of the dates when the Hall is required.

Where other events are scheduled we will endeavour to give you at least 4 weeks' notice.

Please be assured that it is the intention of the Executive to give precedence to existing bookings as far as it can. Your involvement in the life of Pearl Beach is much appreciated and valued.

Please ensure that your sessions finish on time. This particularly applies on Thursday when Seniors Yoga must have access to the Hall at 11.30 am.

Regards

President

Hall Planning for Major Events

Memorial Community Hall - Planning for Annual Major Events

- Indicate the DATE & TIME for each major event in (YEAR) 20xx
- SEND A COPY TO EACH REGULAR HIRER

	Event	Date	Time
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEPT			
OCT			
NOV			
DEC			
Completed By:			

FORMS & TEMPLATES - MEMBERSHIP

Membership Application Form – Combined Member & Friend – 21 Nov 2020

MEMBERSHIP APPLICATION

- FULL MEMBERSHIP** - available to anyone who is 18 years of age or older and resides in Pearl Beach, or pays rates for a property in Pearl Beach.
- FRIEND MEMBERSHIP** – available to anyone who is 18 years of age or older and has an interest in the Association but does not reside or own property in Pearl Beach. You are not eligible for full membership and do not have voting rights at meetings.

Name:	
Pearl Beach Address:	
Principle Address: <i>(if different)</i>	
Email:	Telephone:

I wish to apply for membership as a FULL MEMBER or FRIEND (please circle) of Pearl Beach Progress Association Inc and agree to be bound by its Constitution.

Signature:	Date:
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Name of Nominating Member:	
Signature:	Date:
Name of Seconding Member:	
Signature:	Date:

Membership fee \$20 per person per annum (*financial year*)

Bank Account Details for EFT Payment: Pearl Beach Progress Association Inc. BSB: 633-000 Account No: 164913360 Bendigo Bank 263/267 Ocean View Rd, Ettalong NSW 2257
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FORMS & TEMPLATES - ANNUAL GENERAL MEETING

ANNUAL PACK for AGM

1. President’s Report for *(insert year eg 2017-2018)* – see below
2. Notice of Annual General Meeting:

SATURDAY *(insert date & time)*

Memorial Community Hall, 9 Diamond Rd Pearl Beach 2256

All members are invited to the Annual General Meeting. (Note: members who are “Friends of Pearl Beach” and non-members are not able to vote at the meeting.)

At the AGM the following items will be dealt with:

- Minutes of preceding AGM
- President’s Annual Report & Review of *(insert year)*
- Audited Financial Reports
- Election of Office Bearers and 4 ordinary members of the Executive Committee

3. **Notice of Nomination for Executive Committee Positions**

If you would like to nominate for the Executive, please complete the section below and return it to the **Secretary at 9 Diamond Rd, Pearl Beach NSW 2256.**

- Nominated candidates must be financial members of the Association.
- Nominations must be made in writing, signed by 2 members of the Association
- Nominations must be delivered to the Secretary of the Association at least 7 days before the Annual General Meeting.

Secretary, (Insert Name), (insert date)

We nominate as a candidate for the position of:

President	
Vice President (2 positions)	
Treasurer	
Secretary	
Assistant Secretary	
Publicity Officer	
Executive Ordinary Member (4 positions)	

Signed.....Seconded.....

Candidate’s Signature.....Date.....

FORMS & TEMPLATES - FINANCE

Banking Deposit Form

Pearl Beach Progress Association Inc.
 9 Diamond Rd Pearl Beach NSW 2256
 ABN: 33 688 265 112



Banking Deposit Form *(Internal Use Only)*

Name:

Contact Details:

Banking of Cash and Cheques:

Date Banked	Description	Cash / Cheque	Amount
		Subtotal Cash	\$
		Subtotal Chq	\$
		TOTAL	\$

Bank Account Details:
 Pearl Beach Progress Association Inc.
 Bendigo Bank, 263/267 Ocean View Rd, Ettalong NSW 2257
 BSB: 633-000 Account No: 164913360

Signature Date

Office Use Date
 Reconciled By

Expense Reimbursement Form

Pearl Beach Progress Association Inc.



Expense Reimbursement Form

Name:	
Contact Details:	
Bank Details for EFT Payment:	

Itemised Expenses

Date	Description	Cost
SUBTOTAL		\$
Less Cash Advance		\$
TOTAL REIMBURSEMENT		\$

ATTACH ALL RECEIPTS

Signature	Date
-----------	------

Office Use Paid By	Date
-----------------------	------

Invoice (General)

Pearl Beach Progress Assoc. Inc. ABN 33 688 265 112 INVOICE	
Invoice No:	Invoice Date:
Invoice To:	Address:
Email:	Telephone No:

Item	\$ Amount Due
Total (GST Not Applicable)	

Payment Methods	
Direct Deposit / EFT: Bendigo Bank, Ettalong Beach NSW 2257 BSB: 633-000 Account No: 164913360 Indicate: Invoice No. & Name	Cheque: Payable to Pearl Beach Progress Assoc. Inc. Send to: Treasurer, 9 Diamond Road, Pearl Beach NSW 2256 Indicate: Invoice No. & Name

FORMS & TEMPLATES - EVENTS

Event Scoping Sheet

EVENTS - SCOPING SHEET

NAME OF EVENT/ACTIVITY	EXPLANATION & DETAILS
DESCRIPTION	
BUDGET	
DATE & VENUE	
PURPOSE	AIMS: OBJECTIVES:
ENTRY COST ?	
BUDGET & FINANCIAL ESTIMATES	
RISKS	
COMMENTS/RATIONALE	
PUBLICITY	
EVENT CO-ORDINATOR	

APPENDIX A – Certificate of Incorporation



APPENDIX B – Constitution

(Refer Pearl Beach Progress Association website – pearlbeachprogress.org.au)