

Terms of Reference

The terms of reference for all committees and sub-committees must include:

Name of Sub-Committee: Pearl Beach Safety Advisory Committee (PBSAG)	
Duration:	Ongoing
Objective/ Purpose:	
To enhance the safety and security of Pearl Beach, its residents and visitors.	
Aims: To the best of the sub-committee's abilities:	
To broaden knowledge of the members of the sub-committee and be attuned to matters of safety affecting the Pearl Beach Community.	
Activities:	
<p>a) Maintain and broaden knowledge, and be attuned to matters of, safety affecting the Pearl Beach Community.</p> <p>b) To identify and monitor areas of risk (existing and new) and identify options to eliminate or mitigate such risks for the betterment of Pearl Beach and its community.</p> <p>c) Advise PBPA Executive Committee on noteworthy matters of safety and security, both proactively and in response to requests from the Executive.</p> <p>d) Recommend to the Executive solutions within the scope, abilities and means of PBPA – including initiatives by PBPA, partnerships, and advocacy on behalf of the community.</p> <p>e) To action, oversee or administer activities as requested or approved by the Executive</p>	
Scope:	
<p>Activities previously approved by the Executive that are the ongoing responsibility of SAG:</p> <ul style="list-style-type: none"> ▪ The monitoring and maintenance of the AED Defibrillators and protective Cabinets located at the Beach Amenities block, the Tennis Courts (for the Tennis Club) and the Hall. Check by SAG monthly or after use. Servicing, batteries and pads sourced from third party providers. ▪ Co-ordinate training of volunteers in CPR and First Aid (currently Richard Stewart). ▪ Beach Safety equipment consisting of one (1) rescue ring at the rock pool and the three (3) yellow rescue tubes located along the beach. Check monthly. <ul style="list-style-type: none"> ○ Liaise with Central Coast Council in all beach safety matters or concerns, including the rock pool cleaning. ○ Liaise with the Umina Surf Lifesaving Club and the Ocean Beach Lifesaving Club for patrols through periodic visitations by their Inflatable Rescue Boat (IRB) patrols to Pearl Beach during summer weekends and the peak holiday season. To be co-ordinated with Central Coast Council / Manager responsible for beach safety. ▪ The Neighbour Alert (NA) program that can bulk send messages to residents in the event of emergency situations including fire or storm. Maintaining this capability requires (1) the maintenance and co-ordination of Street Contacts (ideally 2 volunteers per street) (2) establish and periodically update a database of residents and contact details, (3) establish and maintain a system to bulk distribute messages to residents on the database. ▪ Safety related communications with residents through Street Contacts and the distribution of Neighbour Alert Bulletin, including RFS Bush Fire Survival Plan materials annually ahead of the bush 	

fire season. Other communications as required. Keep the Pearl Beach Community well informed re all safety and health matters through PG General Meetings, Web-site updates, the GEM, and other SAG publications.

- **Community Support Centre** (Bushfire Neighbourhood Safer Place) at the Community Hall. Implement and maintain the CSC/NSP as a bushfire and storm shelter able to maintain safety and wellbeing of the community. Includes (1) implementation, procedures and training (2) maintenance (3) licences and compliance
- Support the Pearl Beach RFS Station in the introduction of local community volunteers for both the Brigade and the **Community Fire Unit (CFU)**.

Currently identified issues where SAG is seeking to advocate for improvements:

- Improve the **mobile phone coverage** within the village through the lobbying of Government and Telcos
 - the village **40KPH speed limit** and 10KPH shared zone area, which is with Council for consideration.

Financial Delegations / Limitations:

- Limit per item or purchase \$500 or otherwise within budget approval e.g., CSC Project.
- Annual limit aligned to approved budget and if exceeded, refer to Progress Association for approval

Other delegations:

The Convenor may sign letters, emails or other submissions on behalf of the PBPA within the scope of the General PBPA requirements for all sub-committees.

The subcommittee cannot without the approval of the Executive Committee:

- Apply for grants
- Issue media releases

Other Notes:

- The SAG committee operates independently drawing on external advice as required and in conjunction/agreement with the PBPA Executive.
- Meeting Notes will be shared with the PBPA Executive via the PSPA Executive member assignee.

Date Commenced:	Date Reviewed	Date Terminated
2017	Oct 2020, Nov 2021 and Dec 2022	

Proposed Convenor/s & Membership – December 2022 (reviewed annually or as necessary)

Not less than six members 6 is based on the need to cover all that we do.

Recruiting new members with specific expertise during the next 12 months will be considered.

Paul Toohey – Convenor

Nigel Tisdale – PBPA Exec representative

Ben Kearney

Helen Thurlow

Jan Steinbeck

John Allan

Peter Little

Russell Grove

Whilst the PBPA Constitution does not stipulate Sub-Committee Members must be PBPA Members, it is an expectation SAG Committee Members are PBPA Members or join as a Friend of PBPA.

Specialists assisting:

First Aid/CPR/Defibrillator Training Coordinator: Richard Stewart through his affiliation with Surf Lifesaving NSW.

Medical Advisor to the Committee: **TBA**

Prepared by Paul Toohy **Date** 14 December 2022