

## TALLONG PARK ASSOCIATION MANAGEMENT PLAN - September 2016

| SCHEDULED NON DISCRETIONARY TASKS   |  |                         |             |
|---|--|-------------------------|-------------|
| ACTIVITY  | ACTIVITY                               | FREQUENCY/<br>COMP DATE | Notes       |
| Review & update the Management Plan   | Committee                              | At monthly Meetings     | X X X X     |
|   |  |                         | X X X X     |
|   |  |                         | X           |
| Take minutes of meetings and distribute with Agenda to Committee members 7 days prior to monthly meeting + copy to Website and Public Officer | Secretary + Staff                      | Monthly                 | X X X X     |
|   |  |                         | X X X X     |
|   |  |                         | X           |
| Conduct administration/financial compliance audits  | Financial S/Committee                  | February                | X           |
|   |  | May                     | X           |
|   |  | August                  | X           |
|   |  | October                 |             |
| Monitor Costs against Budget to eliminate overspend   | Financial S/Committee                  | Monthly                 | X X X X     |
|   |  |                         | X X X X     |
|   |  |                         | X           |
| Conduct maintenance compliance audits   | Infrastructure S/Committee             | March                   | X           |
|   |  | April                   | X           |
|   |  | July                    | X           |
|   |  | October                 |             |
| Conduct a Performance review of the Permanent and Casual Caretaker staff  | Supervisor+ 1 Committee member         | March                   | X           |
|   |  | September               |             |
| Conduct a Performance review of the Permanent Part Time office staff  | Supervisor + Fin. Sub Committee Member | May                     | X           |
|   |  | September               |             |
| Determine Training needs for Office Staff   | Supervisor                             | As required             | X           |
| Determine Training needs for Permanent and Casual Caretaker Staff including Lifting, Manual Handling, Chemical Handling & Storage             | Supervisor+ OH & S Committee Member    | October/ November       |             |
| Review Staff Requirements   | Committee                              | Annually                | X           |
| Publish the TPA Newsletter. Newsletter to contain a Chairman's Report, Secretary and Treasurers Report  | Committee + Staff                      | January                 | X           |
|   |  | April                   | X           |
|   |  | August                  | X           |
|   |  | October                 |             |
| Review and update employees Awards, Pay scales, Position descriptions and any workplace agreements  | Committee, + Supervisors + Staff       | April                   | X           |
|   |  | July                    | X           |
| Conduct stock take of assets & update Asset Register  | Supervisors + Sub Committees           | May                     | Comp.       |
| Annual Review of Work Procedures  | Supervisors                            | September               | In progress |
| Review & update Supervisors to Staff Communication streams  | Supervisors                            | Monthly                 | X X X X     |
|   |  |                         | X X X X     |
|   |  |                         | X           |
| Review WHS practices & implement changes  | OH&S Sub Committee                     | Monthly                 | X X X X     |
|   |  |                         | X X X X     |
|   |  |                         | X           |
| Review TPA Local Rules. If changes are made, notify members in the next newsletter+ update Website  | Committee + Sub Committees             | Monthly                 | X X X X     |
|   |  |                         | X X X X     |
|   |  |                         | X           |

|  |                                     |                             |      |
|--|-------------------------------------|-----------------------------|------|
| Ensure that the Committee handover procedure is completed as per checklist   | Public Officer                      | November                    |      |
| Develop the budget for the following financial year and Recommend the Annual Levy for Committee approval             | Committee + Financial Sub-Committee | September                   |      |
| Review Capital Account interest rates to maximise return   | Financial Sub Committee             | 1 month prior to November   |      |
| Review Insurance requirements and pay premiums by their due date   | Financial Sub Committee             | 1 month prior to <due date> |      |
| Update the Asset Register as assets are purchased or Disposed of to go to the Accountant - end June                  | Committee + Supervisors             | July                        | X    |
| Accountant to obtain a Bank Audit Letter confirming TPA Bank Accounts for inclusion with the yearly financial report | Financial Sub Committee             | At end of Financial Year    | Done |
| Arrange Annual General Meeting   | Committee                           | November                    |      |

| PROJECT TASKS            |   |             |                 |       |
|--------------------------|---|-------------|-----------------|-------|
| OBJECTIVE                | ACTIVITY  | ACTIVITY    | COMP DATE       | Comp. |
| South Lake + Land Care   | Determine the options to improve the appearance   |             | January         | Comp. |
|                          | Program options into timeframe  |             | March           | Comp. |
|                          | Scope & price the work  | In Progress | July/August     |       |
|                          | Set timeframe for objectives  |             | February        | Comp. |
| Development of TPA Block | Poles and Wires installation  |             | March           | Comp. |
|                          | Surveying of block & finalisation   | In Progress | December        |       |
| Fire Trail Clearing Plan | Continue current methodology and apply for continuance of funding from the RFS<br>Divalls & Coopers to be approached for quotes | In Progress | November<br>May | Comp. |
| Tree/shrub Replacement   | Develop plan for replacements (including Golf Course)   | In Progress | August          | Done  |
|                          | Plan and purchase replacement Trees/Shrubs  | In Progress | September       | Done  |
|                          | Organise the planting   | In Progress | October         |       |
| Office A/C Installation  | Obtain quotations   |             | January         | Comp. |
|                          | Review quotations and select supplier   |             | January         | Comp. |
|                          | Organise for installation   |             | March           | Comp. |
| AGM Voting Forms         | Review wording and remove reference to Postal Voting on all forms   |             | March           | Comp. |
| Office Building          | Repairs to roof and ceiling of Office Meeting Room  | In Progress | September       |       |
| Shade Sails              | Erect new shade sails over deck area at pool  |             | February        | Comp. |
| Decking Area             | Renovate Timber Deck at pool  | In Progress | September       |       |
| Caretakers Cottage       | Carry out annual Inspection and report back to Committee  |             | June            | Comp. |

|                           |  |             |                      |       |
|---------------------------|--|-------------|----------------------|-------|
| Bike Track                | Construct Bike Track near North Lake area oval<br>Erect Signage and obtain table & chairs  | In Progress | November             |       |
| Solar Systems             | Review solar usage and benefits negotiate power usage charges with Caretaker for cottage power use   |             | July                 | Comp. |
| NBN                       | Continue watching brief report any further developments - organise SGM   |             | July                 | Comp. |
| First Aid Course          | Advertise and hold First Aid Course  |             | February             | Comp. |
| First Responders Group    | Research and examine the feasibility of establishing a group for the greater Tallong area, based in the Park   | In Progress | October              |       |
| Volunteers Group Register | Establish a Volunteers Group Register  |             | February             | Comp. |
| Security Issues           | Review and recommend requirements to upgrade locks and security of our Estate and its assets.<br>Purchase new security cameras as per motion (Feb)               |             | April                | Comp. |
| Estate Trailer            | Examine the need for & register the Estates Box trailer & conditional registration for mowers  | In Progress | October              |       |
| Water Tank                | Investigate liner for concrete tank & New plastic tank for pool area. Report back to Committee   |             | February             | Comp. |
| TPA Mobile phone          | Replacement required   |             | April                | Comp. |
| Website                   | Develop a web presence for the TPA.<br><br>Investigate a stand alone web presence  | In Progress | July<br><br>November | Comp. |
| Pool Area                 | Write Work Procedure for Pool Incidents and Closures. Erect two more cameras outside pool area and at the Meeting Room plus 1 additional monitor to be installed | In Progress | September            |       |
| Caretakers Cottage        | Carpet to be replaced painting required and 1 blind to be replaced - quotes to be obtained Organise Contractors  | In Progress | September            |       |
| Security Locks            | Keys and barrels to be replaced. Caretaker to be advised   |             | May                  | Comp. |
| Front Security gate       | Upgrade to system - New relay system + antenna etc to be fitted as per minutes   |             | July                 | Comp. |
| Shade Sail                | Remove torn shade sail at pool area  |             | June                 | Comp. |

|                             |   |             |              |       |
|-----------------------------|---|-------------|--------------|-------|
| Old Greens Mower            | Refurbish for use – New cutter blades to be purchased         | In Progress | September    |       |
| Water Treatment             | Prices to be obtained for additional water treatment tank     | In Progress | SGM          |       |
| Bocci Court                 | Prices to be obtained for the installation                    | In Progress | September    |       |
| Storage Bins                | Quote accepted work to proceed ASAP                           | In Progress | September    |       |
| Sign at Estate Front Gate   | To have additional word “Estate” added                        |             | June         | Comp. |
| Bulk Gas Tank               | To be repainted and resigned                                  | In Progress | October      |       |
| Pool Closed Signage         | To be manufactured and erected                                |             | July         | Comp. |
| Chemical + manual handling  | Instruction courses to be held ASAP for all outside Staff     | In Progress | October      |       |
| CCTV Work Procedures        | Work procedure to be written up as per protocol               |             | June         | Comp. |
| Lock to Emergency Exit Gate | New lock to be fitted as soon as possible                     | In Progress | September    |       |
| Electrical Equipment Checks | Set up testing regime and establish ongoing costs             | In Progress | September    |       |
| NBN Issues                  | Seek legal opinion re the signing of any lease agreement      |             | Prior to SGM | Comp. |
| CCTV Cameras                | Two more cameras to be installed outside pool area            | In Progress | September    |       |
| Tallong Park Road Sign      | Council to be contacted to change sign to Tallong Park Estate | In Progress | September    |       |
| Tennis Courts               | Clean mildew off both courts                                  | In Progress | August       | Done  |
| Erect new shade sail        | Replace torn shade sail outside pool deck area                | In Progress | September    |       |
| Main Entry Gate             | Modify by adding ramps to protect running rail                |             | September    |       |



