

**TALLONG PARK ASSOCIATION MANAGEMENT PLAN - October 2016**

<b>SCHEDULED NON DISCRETIONARY TASKS</b>			
<b>ACTIVITY</b>	<b>ACTIVITY</b>	<b>FREQUENCY/ COMP DATE</b>	<b>Notes</b>
Review & update the Management Plan	Committee	At monthly Meetings	X 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 X
Conduct administration/financial compliance audits	Financial S/Committee	February May August October	X X X
Monitor Costs against Budget to eliminate overspend	Financial S/Committee	Monthly	X X X X X X X X X X
Conduct maintenance compliance audits	Infrastructure S/Committee	March April July October	X X X
Conduct a Performance review of the Permanent and Casual Caretaker staff	Supervisor+ 1 Committee member	March September	X
Conduct a Performance review of the Permanent Part Time office staff	Supervisor + Fin. Sub Committee Member	May September	X
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 April August October	X X X
Review and update employees Awards, Pay scales, Position descriptions and any workplace agreements	Committee, + Supervisors + Staff	April July	X X
<b>Conduct stock take of assets &amp; update Asset Register</b>	<b>Supervisors + Sub Committees</b>	<b>May</b>	<b>Comp.</b>
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 X
Review WHS practices & implement changes	OH&S Sub Committee	Monthly	X 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 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	Comp.
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>	Comp.
Update the Asset Register as assets are purchased or Disposed of to go to the Accountant - end June	Committee + Supervisors	July	Comp.
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 Commence Installation	In Progress In Progress	July/August November	Comp.
	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 Divalls & Coopers to be approached for quotes	In Progress	November 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	October	
Shade Sails	Erect new shade sails over deck area at pool		February	Comp.
Decking Area	Renovate Timber Deck at pool	In Progress	September	Comp.
Caretakers Cottage	Carry out annual Inspection and report back to Committee		June	Comp.

Bike Track	Construct Bike Track near North Lake area oval 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	November	
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. 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.  Investigate a standalone web presence	In Progress	July  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	October	
Caretakers Cottage	Carpet to be replaced painting required and 1 blind to be replaced - quotes to be obtained Organise Contractors	In Progress	October	
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 as an alternative mower		September	Comp.
Water Treatment	Prices to be obtained for additional water treatment tank		SGM	Comp
Bocci Court	Prices to be obtained for the installation		September	Comp.
Storage Bins	Quote accepted work to proceed ASAP		September	Comp.
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	November	
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	October	
Electrical Equipment Checks	Investigate setting up testing regime and ongoing costs	In Progress	October	
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	October	
Tallong Park Road Sign	Council to be contacted to change sign to Tallong Park Estate	In Progress	October	
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	October	
Main Entry Gate	Modify by adding ramps to protect running rail		November	



