

River Heads Progress Association

45 Ariadne Street

River Heads Qld 4655

Phone 0499992442

ABN 18 340 548 481



By-laws

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RIVER HEADS PROGRESS ASSN INC

MISSION STATEMENT

The River Heads Progress Assn Inc (RHPA) endeavours to provide the community, individuals and businesses with a healthy, safe, habitable and sustainable environment by the provision of social and cultural services and a sense of belonging.

RHPA will provide these services through community, government and business collaboration, open communication and transparent processes within the bounds of sound financial practices. Economic and social growth is encouraged through progressive, innovative and responsible management and planning strategies catering to the needs of the community

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Introduction

These By-laws are in accordance with RULE 42 of the Constitution of the River Heads Progress Association Incorporated ('the Association') as follows:

42 By-laws

(1) The management committee may make, amend or repeal By-laws, not inconsistent with these rules, for the internal management of the association.

(2) A By-law may be set aside by a vote of members at a general meeting of the association.

Community Hall and Facilities

Management. The Management Committee of the Association will be responsible for the overall management of the River Heads Progress Association Inc. hall and facilities ('the hall').

The Vice President of the Association will be chairperson of the Facilities Sub-Committee and oversee all facilities of the Association.

The Vice President of the Association will oversee the security of all Association facilities

The Vice President of the Association will make recommendations to the Management Committee regarding improvements and/or additions to facilities

The Management Committee of the Association will:

Promote the provision of the hall and facilities to the community for recreational and social activities

Evaluate approaches to the planning, co-ordination and delivery of facilities to ensure community needs are being met

Create an environment that will promote and establish recreational and social activities for the local and surrounding districts

Provide a central resource for use by the community

Facilitate innovations and programs aimed specifically at all community members, and in particular, referenced to the Association's Strategic Plan.

Hall Bookings

The Association will form, foster and support community groups utilising the Hall

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The Management Committee of the Association will appoint a person to oversee, record and report on all bookings of the Hall (Hall Booking Coordinator)

The Hall Booking Coordinator of the Association will ensure the hiring of the hall is promoted and advertised in a variety of mediums

The Management Committee will determine the hiring fee of the Hall and review on an annual basis

Current Hall hiring policy:**SCHEDULE OF HALL HIRING FEES AS AT 1 JUNE 2018**

CATEGORY	RATE	OTHER
CHARITY	Hire: By arrangement	Cleaning fee \$80.00 No use of kitchen or bar but kitchenette available at no charge
MEMBER	Hire: \$100.00 set fee if no bar used. Nil fee if bar used provided bar profit in excess of \$250 Deposit \$50	Cleaning fee \$80.00 Bond \$150.00 1. Provision of trained bar & kitchen staff & catering as quoted 2. Use of kitchen \$50. Under supervision if required \$25.00 per hour 3. Extended bar opening hours \$70.00 4. Set-up & decoration \$80 5. Catering/Event Mgt – as per quote 6. Table linen hire – free but must be washed and returned by hirer 7. Projector hire \$20.00
NON-MEMBER (1)	Hire: \$200.00 set fee Deposit \$50	Cleaning fee \$80.00 Bond \$150.00 Bar staff (at least 1 RSA trained staff member must be in attendance) – \$25.00 per hour Extended bar opening hours beyond 11.00pm \$70.00 Kitchen staff (at least 1 RHPA trained staff member must be in attendance) – \$25.00 per hour Catering/Event Mgt – as per quote

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		Table linen hire – \$20.00 Projector hire \$50.00 Set-up & decoration \$80
NON-MEMBER (2)	Hire: \$200.00 set fee Deposit \$50	As in (1) but hirer provides own qualified caterer Use of kitchen \$100.00
ACTIVITIES: Community Groups	Hire: \$25.00 per session or as per arrangement	Use of kitchenette only
Commercial Groups	Hire: \$25.00 per hour	Use of kitchenette only
Meetings – bar not open	Hire: \$5 per hour	Use of kitchenette only
Meetings – bar open	Hire: Nil if bar patronised	Use of kitchenette only

Hall Hire Agreement:

HALL HIRE AGREEMENT

Name of Hirer.....
Address.....
Suburb.....**Postcode**.....
Phone.....**Fax**.....**Mobile**.....
Email.....

Date of hire.....**Times**.....

Are you a RHPA financial member? Yes/No

If member, will you be cleaning the hall yourself? Yes/No

Purpose of event.....**Number of people attending**.....

Will you require the bar to be opened? Yes/No (qualified bar staff available @ \$30 per hour (M) or \$35 per hour (NM). If yes, will you require the bar to be opened extended hours? Yes/No (refer schedule of fees)

Will you require the kitchen to be opened? Yes/No (kitchen staff available @ \$30 per hour (M) or \$35 per hour (NM). Kitchenette available free of charge (fridge, microwave, sink etc.)

Will you require the use of gas barbeque/s? Yes/No If yes, one or two barbeques? One/Two. See schedule of fees

Will you be using any party mechanical or other apparatus? Yes/No If Yes please provide details.....**Policy No**.....

Will you set up and decorate the hall yourself or do you wish RHPA to arrange? Self/RHPA. Will you require chair covers, table cloths, table centres? (Set up and Hiring fee applicable).

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The hall seating capacity is 130 persons. If additional seating is required, hirer must arrange.

The pool table is not available for hire.

Agreement of Hirer

2. The hirer accepts responsibility for the safe custody of the property and for personal injury and damage to third party property during the term of hire or use. The hirer indemnifies the RHPA for any liability arising from hire and use of the building and other property.
3. The hirer shall forfeit all or part of the bond for the cost of repair of any damage done to any part of the property or the contents of the building during the course of its hire of the facility.
4. The hirer will take all reasonable measures and provide adequate supervision to prevent disturbances inside and outside the hall and to prevent any activities likely to be a nuisance to nearby residents. Provision of any security for the period of the hiring will be at the hirer's expense.
5. The hirer shall ensure that no person under the age of 18 years consumes alcohol.

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6. The hirer is aware of the Liquor Permit regulations applicable to the RHPA Hall. Accordingly, no alcohol is to be sold after 11.00pm unless by arrangement. The hall is to be vacated and locked by 11.30pm unless by arrangement.
7. The hirer shall ensure that any appliances brought to the premises and used there shall be safe and in good working order (electrical appliances must be appropriately tagged), used in a safe manner and covered by the hirer's insurance.
8. Under no circumstances will RHPA accept responsibility for the loss of or damage to privately owned items left or used on the premises.
9. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the RHPA shall not be liable to the hirer for any resulting loss or damage whatsoever, other than reimbursement of the hire fees and deposits.
10. A non-refundable deposit must be paid at the time of booking. All other fees including full hire fee, bond and cleaning fee must be paid prior to the function commencing. Tables and chairs must be returned to their original position and the hall is to be securely locked on departure of hirer.
11. Key access to premises and other keys by arrangement – phone 0499992442.
12. Hall hire is subject to prior bookings.
13. If bar is used, under RHPA Liquor Licence, no other alcohol is to be brought into hall.
14. If bar not used hirer May bring own alcohol.
15. Licensed areas include hall and deck only. Alcohol not be consumed in other areas or premises or at front area of hall near children's playground.

Hirer Signature:.....Date.....
.....

Receipt No.....Date.....Amount
Paid.....

RHPA Signature.....Name.....Position.....
Date.....

Roles and Responsibilities of Management Committee Members

The Management Committee may alter, amend, vary, add or delete any of the following roles and responsibilities:

EXECUTIVE COMMITTEE: Is comprised of President, Vice President, Secretary and Treasurer. It has the power to control and manage the affairs and finances of the Association but shall be responsible to the Management Committee. The Executive Committee may meet in between meetings of the Association to discuss items of an urgent or ongoing nature, but does not need to meet on a regular basis. Minutes and/or decisions from an Executive Committee meeting must be presented to and ratified at the next Management Committee meeting.

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As moved, seconded and passed at Management Committee Meeting on 13 August, 2014, no person who is a paid employee/contractor of the RHPA can be a member of the RHPA Management Committee due to possible conflict of interest and an ongoing financial interest.

PRESIDENT:

- Chairs all Executive and Management Committee meetings
- Is aware of the legal and constitutional requirements of the Association
- Offers constitutional advice to the Executive and/or Management Committee when required
-
- Ensures meetings are conducted in accordance with accepted meeting protocols
- In conjunction with the Secretary and Registrar, ensures member's eligibility regarding voting rights
- Undertakes a number of leadership tasks
- Acts as the public representative for the Association
- Ensures that other office bearers fulfil their functions and responsibilities
- Ensures adequate and efficient communication exists between members, committees, council and government
- Encourages others to participate in the activities and objectives of the RHPA
- In addition to the Treasurer and two others, acts as a signatory on the Association's banking accounts
- Chairs Strategic Planning Sub-committee meetings and ensures that the Association's Business and/or Strategic Plan is drawn up and monitored
- Ensures that all Association business is conducted in a proper and transparent manner
- Presents a report to all Management Committee, Annual General and Special General meetings
- Applies for grants as and when needed.

VICE PRESIDENT:

- Chairs meetings in the absence of the President
- Undertakes the role of President in the President's absence
- Is aware of the legal and constitutional requirements of the Association
- Offers constitutional advice to the Executive and/or Management Committee when required
- Undertakes tasks as requested by the President
- Acts as Association representative as required
- Oversees all facilities of the Association and acts as Chairperson of Facilities Sub-Committee
- Oversees the security of all Association facilities and makes recommendations to the Association

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- Oversees the production and distribution of the River Heads Welcome Pack to new residents
- Makes recommendations to the Association regarding improvements and/or additions to facilities
- Presents a report to all Management Committee, Annual General and Special General meetings

SECRETARY:

- Is aware of the legal and constitutional requirements of the Association
- Offers constitutional advice to the Executive and/or Management Committee when required
- Liaises with the Association's Honorary Solicitor as required
- Collects the Association's mail
- Conducts all the Association's correspondence
- Maintains custody of all Association records, documents and historical artefacts
- Liaises with Office of Fair Trading regarding changes to Constitution, Office Bearers, etc.
- In conjunction with the Treasurer, prepares and lodges Annual Return of Incorporated Associations with Office of Fair Trading
- In addition to the Treasurer and specified executive members, acts as a signatory on the Association's banking accounts
- Liaises with Webmaster in regard to website content
- Prepares full and accurate Minutes of all Association Meetings
- Prepares and circulates an Agenda prior to each meeting
- Records exact wording of motions and amendments as they are presented
- Records the names of those members present at the meeting and any apologies
- In conjunction with the President, ensures member's eligibility regarding voting rights
- Presents a report to all Management Committee, Annual General and Special General meetings

ASSISTANT SECRETARY:

- Undertakes the role of Secretary in the Secretary's absence
- Assists the Secretary as required
- Ensures Minutes of previous meetings have been circulated
- Ensures members have received proper notice of the meeting
- Ensures meeting venue is organised and set up
- Prepares and circulates the agenda as required
- Takes minutes as required
- Acts as the contact person for all hall bookings
- Records all hall bookings and provides details to Treasurer for invoice
- If required, presents a report to all Management Committee, Annual General and Special General meetings

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**TREASURER:**

- Takes responsibility for all moneys received or expended on behalf of the Association, including sub-committees
- Acts as signatory on all Association banking accounts
- Banks all moneys received by the Association
- Issues cheques on behalf of the Association as required
- Ensures all moneys received by the Association or its committee members is properly receipted
- Ensures adequate records are kept of all advertisers in the RH Review and invoices advertisers
- Issues invitations to advertisers to renew their advertising subscriptions each financial year
- Liaises with Review Editor in regard to new or discontinued advertisers
- Ensures proper bookkeeping processes are established and adhered to
- Ensures financial management by establishing a budget, monitoring the budget, controlling outstanding debts and understanding and using the information contained in financial reports
- Oversees all fundraising activities undertaken on behalf of the Association
- Produces financial reports for all Management Committee and Annual General or Special General Meetings
- Ensures the Association books are audited in a timely manner to present to Annual General Meeting
- Establishes processes to ensure all Association takings are receipted, accounted for and reported
- Prepares and maintains an Asset Register of all Association assets and equipment
- Ensures all licensing requirements are met and that all licences are obtained/renewed in a timely manner
- Presents a report to all Management Committee, Annual General and Special General meetings

ASSISTANT TREASURER:

- Acts as Treasurer in the absence of the Treasurer
- Issues invoices for advertising in Review
- Oversees the production of membership cards
- Oversees the issuing of membership cards to all financial members
- Assists the Treasurer to establish processes to ensure all Association takings are receipted, accounted for and reported
- Assists the Treasurer as required

REGISTRAR:

- Maintains an up-to-date register of all financial members of the Association, preferably in electronic format
- Advises the Executive on matters relevant to membership and voting rights
- Assists with the production and issuing of membership cards

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- Presents a report to all Management Committee meetings
- Ensures a current list of all members is produced weekly

ASSISTANT REGISTRAR: (NON-COMMITTEE POSITION)

- Assists Registrar as required
- Records new members and advises Registrar
- Scans and email membership forms/renewals to Registrar

PUBLICITY OFFICER:

- Oversees promotion and advertising of events and happenings on behalf of the Association
- Establishes contact and builds relationships with all forms of media
- Acts as Chairperson of Publicity Sub-Committee
- Make recommendations to the Management Committee regarding sponsorship
- Makes recommendations to the Management Committee regarding the cost of advertising in the RH Review and/or promotion of the RHPA
- Arranges the promotion of social events arranged by the RHPA
- Presents a report to all Management Committee, Annual General and Special General meetings

REVIEW EDITOR (non-committee position):

- Produces the Review in the first week of each month
- Liaises with Treasurer in regard to advertising
- Makes suggestions to Management Committee regarding content and format of Review
- Prepares posters for events as required
- Presents a report to all Management Committee, Annual General and Special General meetings

WEBMASTER:

- Oversees the RHPA website – www.riverheads.org.au
- Ensures content is accurate and current
- Oversees RHPA Facebook page
- Makes recommendations to Management Committee for improvements or additions to website
- Presents a report to all Management Committee, Annual General and Special General meetings

FOOD & BEVERAGE MANAGER:

- Oversees the running of the kitchen and the bar
- Organises certification of staff on food handling practices and Responsible Service of Alcohol and ensures all staff adhere to the regulations
- Undertakes a stocktake as required
- Sources volunteer kitchen/bar staff for special functions
- Is a member of the Facilities Sub-committee

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- Makes suggestions to Executive/Management Committee regarding pricing, purchasing and display of food
- Oversees the purchasing of food items
- Oversees the cleanliness of premises
- Oversees paid and volunteer kitchen and bar staff
- Ensures that the correct food and liquor licensing maintained and reports any anomalies to Executive
- Prepares and maintains a Kitchen and Bar Asset Register and provides to Treasurer as required
- Presents a report to all Management Committee, Annual General and Special General meetings

EVENTS COORDINATOR:

- Makes suggestions to Management Committee on events, presentation, display etc.
- Oversees the running of all events
- Reports to Management Committee post-events

HALL BOOKINGS COORDINATOR:

- Oversees and records all hall booking enquiries and hirings
- Makes available to clients all necessary paperwork, costings etc.
- Reports to Management Committee

BAR CO-ORDINATOR:

- Oversees the stocking of the bar
- Undertakes duties as required by Food & Beverage Manager
- Ensures bar staff comply with 'Responsible Service of Alcohol' requirements and ensures all staff adhere to the regulations
- Completes 'takings sheets' after each bar opening and provides to Treasurer along with moneys taken
- Makes suggestions to Food & Beverage Manager regarding pricing, purchasing and display of liquor, including spec
- Bar Coordinator will be issued with a credit card to make purchases for bar. Reimbursement (if necessary) will be made on presentation of invoice.
- The bar area will be restricted to bar staff only
- Oversees the cleanliness of premises
- Ensures that the correct licensing is maintained and reports any anomalies to Food & Beverage Manager
- Prepares and maintains a Bar Asset Register and presents to Treasurer as required
- Undertakes a stocktake immediately following any bar opening
- Presents a report to all Management Committee, Annual General and Special General meetings

EMERGENCY COORDINATOR

- Be the first point of contact in the event of an emergency situation

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- Liaise with Council's Emergency Unit, particularly in regard to generator
- Liaise with Fraser Coast Tourist Radio in regard to emergency message broadcasting and wording
- Attend Community Coordination Meetings
- Review and update emergency procedures – eg first aid courses; defibrillator instruction
- Make recommendations and report to Management Committee

ROSTER COORDINATOR

- Prepares and distributes monthly volunteer roster and any amendments
- Reports to Management Committee

FUNDRAISING COORDINATOR

- Makes suggestions to Management Committee on possible fundraising activities over and above regular activities.
- Coordinates all raffles run by the Association
- Sources raffle prizes

KEY REGISTRAR

- Maintain a register of all Association key holders
- Issue keys as required
- Retrieve keys from retiring key holders
- Report to Management Committee

FISHING CLUB DELEGATE

- Acts as the conduit between Management Committee and Fishing Club
- Keeps Management Committee informed of Fishing Club activities
- Attends Management Committee meetings and AGM

GENERAL COMMITTEE MEMBERS

- Attend all Management Committee and General Meetings of the Association
- Assist where required

NON-VOTING POSITIONS**HONORARY SOLICITOR:** (cannot be a member of the Association)

- Assists the Association as required in regard to advice on the legal implications of decisions proposed or undertaken by the Association
- Assists the Association should legal action be required

HONORARY AUDITOR: (cannot be a member of the Association)

- Examines the books of the Association and prepares an Auditor's report for presentation at the Annual General or Special General Meeting (refer to correct level of Incorporated Assoc. to determine what qualifications are required)

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RETURNING OFFICER: (cannot be a member of the Association)

- Acts as Returning Officer at Annual General and/or Special General Meetings where positions are being filled
- Ensures voting is conducted in accordance with the Association's Constitution
- Conducts secret ballot if required

4.1.16 SUB-COMMITTEES:

Sub-committees and their members may decide their own times and places of meetings and may elect their own Chairperson (if not previously determined). The President and Secretary are ex-officio on all sub-committees and therefore entitled to vote. Decisions of sub-committees are subject to the approval of the Management Committee and must report to all General Committee meetings.

Powers of each sub-committee, known as "Terms of Reference" are decided by the relevant sub-committee in conjunction with the Management Committee.

The current sub-committees are as follows:

1. Strategic Sub-Committee
2. Facilities Sub-Committee
3. Publicity Sub-Committee
4. River Heads Reserve Sub-Committee
5. Community Gardens Sub-Committee
6. Events Sub-Committee
7. Fishing Club
8. Fraser Drive Sub-Committee
9. Tourist Radio Sub-Committee

5 SPONSORSHIP

5.1 Sponsorship Guidelines Development

The goal of this document is to identify and work with all stakeholders to develop sponsorship guidelines for the RHPA.

5.2 Background

RHPA has developed a sponsorship program to obtain funding as well as contra products and services to achieve its long term strategic goals as per the strategic plan.

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Through the sponsorship program RHPA will develop long term win-win relationships where businesses can market themselves while helping the RHPA. Sponsors will be approached with this principle in mind.

5.3 Definitions

RHPA defines sponsorship as a relationship where we promote a business/product in return for the supply of cash or product. This differs from philanthropy and/or government support in that there is promotion expected in return.

The following internal stakeholders will be affected by these guidelines:

Stakeholder	Representative	Email
RHPA Management Committee	President	president@riverheads.org.au
Fishing Club	Chairperson	fishingclub@riverheads.org.au
Reserve Sub-Committee	Chairperson	reserve@riverheads.org.au
Quilters		
Lawn Bowls		
Line Dancing		
Playgroup		
Pool		
RiverFest	President	president@riverheads.org.au

5.4 Situational Analysis

The current situation is that sponsorship has not been sought in a formal manner. Usually people offer donations of product and RHPA decides how to use them. Conversely, we need something and a business puts its hand up and offers to donate. These guidelines will make the process more structured and allocate resources to sponsorship.

RHPA Publicity Officer will work with the main stakeholders in seeking and securing sponsorship, collecting data to compile into reports for sponsors and servicing the sponsorship.

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Each stakeholder will provide collected information to RHPA Publicity Officer within a week of any event. This will then be collated and reported to the sponsors and Committee monthly and the general membership at each General Meeting.

5.5 Exclusions & Restrictions

Tobacco Companies – RHPA will not accept sponsorship from this business sector due to its product's adverse affect on the health of the community.

Certain Personal and/or Sexual Products – RHPA will not accept sponsorship from this business sector as it is considered inappropriate for a community organisation to advertise these products.

5.6 Processes and Procedures

List potential sponsors – Stakeholders to list all who have already helped the RHPA as well as any contacts they might suggest. Identify appropriate contact person.

Initial Approach to Sponsor – email/post the introductory letter, explanation of sponsorship structure and sponsorship offer/contact document. Follow this up and discuss with potential sponsors any questions they may have.

Seal the deal – obtain a signed contract and the first cash instalment/product to be supplied. Obtain copies of logos and information about company in order to promote. RHPA Hon Solicitor will assist with contract

Over-deliver – take any opportunity possible to promote sponsors keeping in mind their place in the structure and the fact that RHPA needs to deliver on promised promotion. Make the sponsor happy!

Collect Data – fill out forms to collect data for sponsors at each event held by the RHPA or groups.

Report to sponsor – on a monthly basis report to the sponsor with this data and general news. Ensure RHPA grows great relationships.

Renegotiate – when sponsorship term finishes negotiate the sponsor up to a higher level or at least keep them on board by starting again at Step 2. We can also start from Step 1 again to add new sponsors.

5.7 Delegations

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The Management Committee of the RHPA will be responsible for final approval of financial delegations, receiving, selling and approving sponsorships.

5.8 Accountability and Responsibility

Seeking/selling sponsorship, receiving sponsorship product	RHPA Publicity Officer; Publicity Sub-committee plus all stakeholders
Approving sponsorships, distributing funds, ensuring public interest is best served,	Management Committee
Handling/re-directing enquiries from media and general public.	RHPA Publicity Officer; Publicity Sub-committee plus all stakeholders
Receiving sponsorship monies, processing/banking funds, ensuring all funds are accounted for, handling enquiries from ATO, accountants	Treasurer/Asst Treasurer
Servicing sponsor relationships	RHPA Publicity Officer; Publicity Sub-committee plus all stakeholders
Providing collected information to RHPA Publicity Officer	All stakeholders
Reporting to sponsors	RHPA Publicity Officer/Management Committee

5.9 Approvals and Contracts

The Management Committee (with recommendations from Publicity Sub-committee and stakeholders) will determine what benefits are available to potential sponsors by listing all benefits that RHPA can offer and creating a structure which will distribute these over different levels of sponsorship. Publicity Officer will be responsible for the drawing up an easy to understand sheet to

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explain this to potential sponsors. RHPA benefits list will be reviewed on a yearly basis.

The Publicity Officer is responsible for securing sponsorship of the RHPA.

Any person is welcome to suggest a potential sponsor to Publicity Officer or Management Committee.

All sponsorship contracts must be presented to Management Committee for approval.

Sponsorship contracts must be signed off by the President and at least one other Executive committee member.

Sponsorship contracts will be drawn up for any sponsorship in excess of \$500.00. For sponsorships less than \$500.00 a letter of agreement will be drawn up.

All contract and letters of agreement templates will be scrutinised by the RHPA Honorary Solicitor.

5.10 Review and Evaluation

These Sponsorship Guidelines will be reviewed annually (or as required) by the Publicity Sub-committee and any changes and recommendations will be submitted to Management Committee for approval.

6. Lease

The RHPA holds a lease from Fraser Coast Regional Council for the community hall and the parkland area excluding public toilets, bbq shed and children's playground. The Lease document is located in the filing cabinet in the office at the hall. Under the terms of the Lease, The RHPA must seek Council approval to undertake any improvements in the hall and/or parklands.

7. Insurance

The RHPA holds a \$20 million public liability insurance. This insurance covers the hall and has been extended to cover the grounds outside the hall as well.

The insurance brokers used by RHPA are Hervey Bay Insurance Brokers.

The RHPA also holds Building & Contents Insurance cover.

8. Website

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The website of the RHPA is located at www.riverheads.org.au

The RHPA Facebook page is updated by the Webmaster

The RHPA reserves the right to refuse to publish any material considered inappropriate.

The views expressed in any content of the website are not necessarily those of the Management Committee, members of RHPA or the community in general.

9. **Review**

The River Heads Review is the newsletter of the RHPA. The Review is distributed monthly. The Review content is prepared by the Publicity Officer (and sub-committee) and forwarded to President and/or Vice President for proof-reading, printing and collating in time for distribution in the first week of the month.

Hard copies of the Review are available at the Community Hall and at River Heads Property Sales. The Review is also distributed by email to those residents requiring electronic copy.

Publishing of the Review relies heavily on the advertising funds generated from advertisers in the Review.

The policy surrounding content in the Review is determined by the Management Committee.

Disclaimer:

River Heads Progress Assn Inc is an apolitical and non-partisan not-for-profit organisation. The views expressed in the Review are not necessarily those of the RHPA.

Policy:

Letters to the Editor may be printed if space permits, provided they are not libelous, obscene, personal attacks on individuals or organisations or do not contravene the goodwill and intent of the RHPA Mission Statement. The RHPA reserves the right to refuse to publish any article not considered suitable. It is to be noted that views expressed in articles in the Review are not necessarily those of the RHPA.

Mission Statement:

The River Heads Progress Assn Inc (RHPA) endeavours to provide the community, individuals and businesses with a healthy, safe, habitable and

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sustainable environment by the provision of social and cultural services and a sense of belonging.

RHPA will provide these services through community, government and business collaboration, open communication and transparent processes within the bounds of sound financial practices. Economic and social growth is encouraged through progressive, innovative and responsible management and planning strategies catering to the needs of the community.

10. Licensing & Accreditation

The RHPA holds the following licences:

1. Restricted Liquor Permit – renewable every six months
2. Additional hour liquor permits are no longer required under certain conditions
3. The RHPA holds a Food Licence issued by Fraser Coast Regional Council
4. The Food & Beverage Manager holds a Level 1 & 2 Food Supervisor's Licence. Preparation Coordinators hold a Level 1 Food Hygiene accreditation paid for by RHPA.
5. The Bar Co-ordinator and various bar staff hold Responsible Service of Alcohol accreditation paid for by RHPA.
6. Tourist Radio holds several music and APRA Licences required for narrowcasting transmission.

11. Events

- 11.1 An event includes a special function at the hall, particularly Australia Day; Anzac Day; RiverFest; Melbourne Cup Day
- 11.2 An events sub-committee meets as required to discuss planning for individual events.
- 11.3 Certain protocols must be observed in regard to ceremonial functions; eg Australia Day; Anzac Day as follows:

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- Ensure Australian Flag is available (kept in filing cabinet in office). Flag must be dropped at sunset and is not to come in contact with the ground at any time.
- Ensure music is available
- Ensure the National Anthem is available (kept in filing cabinet in office)
- Ensure Last Post is available
- Ensure guest speakers/dignatories are invited if required
- Work closely with Duty Officer on the day of the function

12. Fundraising

Various fundraising events, as approved by Management Committee, are held periodically throughout the year.

13 Financial Processes and Banking

13.1 Banking

The RHPA operates banking accounts at Bendigo Bank Pialba.

All RHPA accounts held with banks, including subcommittee accounts, are exempt from account debit tax. This exemption can be claimed by submitting the form DT2 Application for exemption from payment of debits tax. (This form is also available from banks or the Office of State Revenue.)

Wherever possible, the RHPA as a non-profit incorporated association, uses internet banking to minimise bank charges.

Following approval at a Management Committee meeting, the President should sign the bank form requesting establishment of any accounts opened in the name of the RHPA or its subcommittees. The authorised signatories on the accounts are President, Secretary, Treasurer.

Sub-committee bank accounts

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The number of sub-committee accounts must be kept to a minimum. This can be achieved by using separate columns for each activity in the main RHPA cashbook.

Electronic banking

The use of electronic banking is permitted. Two authorised persons are required to authorise payments. EFTPOS facilities are also available.

Keeping a cashbook

The Treasurer of the RHPA is the person authorised to maintain the books of the RHPA. For each bank account the authorised person must keep a cashbook. This cashbook must clearly show the source and date of receipts and purpose of payments. The RHPA uses Cashflow software package to record receipts and payments.

Receiving money

All money received by RHPA must be recorded and receipted.

Records should identify from whom the money was received, the date and the nature of income. All collections must be banked in full as soon as possible.

Floats

The Treasurer is responsible for ensuring the floats are made available at the hall in a timely fashion.

The rostered person will:

- Ensure all cash is deposited in safe in bar
- The Treasurer is responsible for clearing cash from safe in a timely manner
- The Treasurer will ensure member's draw money is at the Hall every Friday evening in a timely manner
- In conjunction with the Treasurer, run through café dockets and answer any questions Treasurer has – eg meal vouchers etc.

Banking procedures

Two committee members must be responsible for collecting and counting all money and they must sign the supporting documentation, for example the daily takings sheet. The person responsible for the actual cash handling will count money and sign and have a committee person countersign. The second committee person will be the Treasurer who will re-count and sign off on the takings.

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All banking should be done promptly, cash in particular should be banked on the day of collection or the next working day.

The Treasurer must ensure records are sufficiently detailed to allow the identification of sources of income and timing of banking. This is necessary because bank statements show only the total of money banked.

Cash registers

The RHPA uses a cash register in its bar and café area.

The cash register shall have adequate accumulating capacity that should not exceed the keyboard display. For example, if the keyboard capacity displays eight digits then the accumulating capacity will need to be at least nine digits.

The cash register should print on a receipt the amount received, a progressive receipt number and the date of receipt.

Imprinting of the journal roll is mandatory. All particulars of receipting, resetting or displaying totals should be indicated on the journal roll.

The capacity of the printer should be at least the accumulating capacity of the cash register.

The cash register should be inoperable whenever a receipt roll is not properly inserted in the cash register.

The cash register must feature an audit total into which every amount for which a receipt is issued by that register should be accumulated continuously.

The audit total must be of a non-resettable type, or must be resettable only by a special key that is held by an authorised officer of the association.

Where the audit total is resettable, a non-resettable progressive count of the number of times that the audit total has been reset should be maintained. The authorised officer should read the audit total and audit total reset indicator at the end of the financial year or the performance of a service. These totals should be promptly entered and certified in a cash register readings book.

The register should be capable of accumulating separate totals for each mode of payment: cash, cheques and other methods.

Credit Card Procedure

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The credit card is kept by the President. A second credit card is kept by the Bar Coordinator.

To ensure that unnecessary costs are avoided, the following procedures must be followed:

- Write on the bottom of the docket "PAID BY CREDIT CARD" *and pass the docket to either Treasurer or Assistant Treasurer within 1 or 2 days at the most after the purchase date. **This is really important!***
- Treasurer or Asst Treasurer will keep a running total of the charges incurred and attach the dockets to that sheet. Treasurer/Asst Treasurer will then inform the Treasurer that the account is due to arrive approx 3rd of the month.
- The billing period runs from the 28th to the 29th of the following month and the due date for payment IN FULL is before 8th day of the following month. The statement is mailed to 45 Ariadne St
- As soon as the account is received, the Treasurer will should check that the total agrees with the spreadsheet. If all is correct, then the account must be paid immediately, rather than risk unnecessary charges and interest debits.
- **Charges & Interest:- Important Note:** if the account is not paid IN FULL by the due date, then interest and late payment charges apply - not only to the outstanding balance -but also to any purchases made after the closing date of the statement, up until the actual payment date. For example, on a \$60 account paid after the due date, a \$35 late payment fee **plus** \$10.23 interest would be incurred.

EFTPOS:

The EFTPOS terminal is located in the office near the radio transmitter cabinet. It is connected to NBN. When in use, machine must be removed from cradle and used as follows:

- Enter cash amount – hit Enter twice
- Follow instructions on window of terminal

14. **Food Purchasing, Handling and Storage** – note: under its current licence the RHPA is not required to provide a Food Safety Program. However, the following information is provided for future use

What is the purpose of this document?

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This document is a food safety program development tool. It is provided to assist catering and retail premises' to develop and implement a customised food safety program.

Developing a food safety program is compulsory for a licensed food business if under the licence:

- (a) the food business involves off-site catering; or
- (b) the primary activity of the food business is on-site catering at the premises stated in the licence; or
- (c) the primary activity of the food business is on-site catering at part of the premises stated in the licence.

Example of part of a premises stated in a licence includes a function room used for on-site catering and situated on the premises of a large hotel.

What is a food safety program?

A food safety program is a documented program that identifies and controls food safety hazards in the handling of food in a food business.

A food safety program must be retained at the premises of the food business and must:

systematically identify the food safety hazards that are reasonably likely to occur in food handling operations of the food business; and identify where, in a food handling operation of the food business, each hazard identified can be controlled and the means of control; and provide for the systematic monitoring of the means of control; and provide for appropriate corrective action to be taken when a hazard identified, is not under control; and provide for the regular review of the program to ensure it is appropriate for the food business; and provide for the keeping of appropriate records for the food business, including records about action taken to ensure the business is carried on in compliance with the program; and contain other information, relating to the control of food safety hazards, prescribed under a regulation.

Why develop a food safety program?

The introduction of food safety programs for certain sectors of the food industry is part of the national food reform process, which aims to reduce the incidence of food borne illness and reduce the regulatory burden on the food industry.

The *National Risk Validation Report* was undertaken in 2002 to identify:

- the incidence of food-borne illness attributed to various food industry sectors;
- the most cost effective method to reduce the incidence of food borne illness;
- and
- the overall cost benefit of implementing food safety programs.

The report identified food service in catering operations, as one of five high risk industry sectors in which food safety programs would reduce the incidence of food-borne illness.



How do I develop a food safety program?

This Food Safety Program Tool is a practical step-by-step guide to help you develop a foodsafety program that is tailored to your food premises. Food safety programs do not need to be developed by food safety auditors or external contractors. This development tool provides sufficient information and resources to assist catering and retail operations to develop their own food safety program. However, you are able to use any development tool for the creation of your food safety program provided it meets the necessary standard outlined above.

What about existing documentation?

It is recognised that some catering and retail operations have been following either formal or informal food safety programs to varying degrees for some time. It is not the intention of this process to replace existing documentation. Catering and retail operations are encouraged to compare their existing documents with the requirements noted above. If existing documents are suitable, they may continue to be used.

You may also alter existing documents to meet the new requirements. This will mean less work in developing your food safety program and less change in staff procedures. In addition, where the food safety program requires information that is already managed in another section of your premises, there is no need to duplicate it. For example, if you need to develop a list of staff and their food handling duties, you can reference existing job or position descriptions, work orders or other similar documents.

How do I have my food safety program accredited?

Once completed, the food safety program will need to be assessed to ensure all risks and hazards associated with the operation of the food business, have been identified and assigned specific monitoring and control measures. Catering and retail premises can arrange accreditation by their local government.

Accreditation of a food safety program is a one-off process. Re-accreditation will only be required if the food safety program is amended to include a major process change. Discuss the requirements of amending an accredited food safety program with your local government. Your food safety program will also be subject to periodic audits by the local government or an approved auditor, to ensure that compliance with the food safety program is being maintained.

What services are provided by local government?

Local government are required to consider applications for accreditation of food safety programs for activities licensed within their jurisdiction. Local government may also offer other services which may be subject to fees and charges including:

- audits of facilities required to implement a food safety program;
- amendment to an accredited food safety program;
- inspection of facilities not required to implement a food safety program;

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- provision of general food safety advice; and
- provision of design and fit-out advice.

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Phone 0499992442**ABN** 18 340 548 481**14.1 RHPA EMERGENCY POWER OUTAGE PROCEDURES FRIDGES AND FREEZERS**

In the event of a power outage at the hall the following procedures must be followed:

1. When discovered, report immediately to President (0499992442), Vice President or Secretary
2. President, Vice President or Secretary will immediately inform the following:
 - (a) Electrician – Paul Hull (mobile no.)
 - (b) Food & Beverage Manager (0404 469 426)
3. Food & Beverage Manager (or nominee) will immediately attend hall to calibrate food to determine whether food is still fit for consumption
4. Food & Beverage Manager will remove all spoiled food and prepare itemised list and estimate of loss
5. Secretary will obtain report from Electrician
6. Secretary will obtain insurance claim form from Broker and lodge with Broker if loss is sufficient. Current excess is \$500.00.

15.0 KITCHEN PROCEDURES**PREPARATION:**

- STEP 1: Food is ordered Wednesday each week by Food & Beverage Manager or Assistant
- STEP 2: Food is collected and stored Thursday each week by Food & Beverage Manager or Assistant
- STEP 3: Food is prepared Friday commencing 2.00pm as follows:
- Roster Co-ordinator will roster staff to prep vegetables, salads, roast etc during day Friday
 - A full list of prep duties is displayed on back of kitchen door along with copy of current roster and contact numbers of all volunteers.
 - Roast/s to be trimmed of excess fat, rubbed with olive oil and go into oven by 2.45pm for a 5.30pm serve commencement depending on weight – allow 1 hour per kg at medium oven

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STEP 4: Paid kitchen staff will arrive at 4pm and will also leave specific instructions for prep volunteers if not the usual. Paid cleaning staff will set up tables in hall

STEP 5: Paid cleaning staff will lay tables with tablecloths, vase/flowers

STEP 6: Prep volunteers will put knives and forks into trays for self-service, also set out sauces, salt & pepper, tea/coffee for self service

STEP 7: Prep volunteers will set up till table with docket books, pens etc.

STEP 8: Roster Co-ordinator will roster staff to do till, door and bar. Clean-up is done by paid cleaning staff

The kitchen is restricted to kitchen staff only and covered footwear must be worn at all times. Hands must be thoroughly washed when entering or re-entering kitchen and gloves must be worn for food preparation.

Four prep co-ordinators are appointed to oversee preparation of food each week on a roster basis. Prep Coordinators will work closely with Food & Beverage Manager and Chefs.

Bar Purchasing and Storage

The Bar Co-ordinator will purchase a variety of liquor.

Duty Officer

A Duty Officer will be rostered to be in attendance at all times when the bar/hall is open for functions. The Duty Officer's responsibilities will be as follows:

- Arrive at the hall approximately 30 mins prior to hall opening.
- Check that all fans are on, if required, down lights, doors and windows open if needed. Due to glare created by fluorescent lights these must only be used for daytime functions.
- Be seated at the door to the Hall to meet and greet members and their guests.
- Ensure all guests sign the Members' Guest Register
- Assist where requested; eg raffles, members draw etc.
- Monitor behaviour and dress code of patrons and take appropriate action when required. Report any behaviour problems to Management Committee

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- Ensure kitchen closed down; eg pilot light on stove/oven is off; extractor fans are off; bain marie is off; ; air conditioner is off; kitchen locked
- Ensure chairs and tables have been put away
- Ensure lights, fans etc. are turned off
- Ensure all windows and doors are securely locked

KITCHEN AND CLEANING STAFF**CLEANING:**

- The cleaner is paid \$20 per hour
- sets up the hall for Friday night cafe and any special events
- attends hall at 7pm Friday evening to do kitchen clean-up
- cleans hall Saturday
- Reports to Food & Beverage Manager

COOKING:

- Paid kitchen staff (currently 2 cooks and 1-2 platers)
- Payment is a total of \$200 for Friday night cafe and events payment by special arrangement
- Attend hall at 4pm Fridays to check all preparation is in order
- Advise prep coordinator in advance of any special requirements
- Provide weekly list (via whiteboard) to Food & Beverage Manager of all requirements for kitchen
- Make suggestions to Food & Beverage Manager on Chef's Special
- Meal service to take place from 5.30pm to 7.30pm Fridays
- Make recommendations to Food & Beverage Manager
- Report any concerns to Food & Beverage Manager

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Welcome Pack

The Vice President of RHPA is responsible for overseeing the production of a Welcome Pack to all new residents of River Heads.

The Welcome Pack contains the following:

- A letter of welcome
- A sheet of general information eg. Garbage days, nearest shops, emergencies services, schools, nearest medical centres, hospital, River Café & Bar open times etc.
- A copy of the current edition of the Review
- A RHPA membership application form

The Vice President (or delegate) will liaise with River Heads Property Sales to ascertain the address of any new residents and will arrange for a Welcome Pack to be printed and delivered to the new residents.

The Welcome Pack can be found on the website at www.riverheads.org.au

Disciplinary

The Management Committee of the Association may take disciplinary action against any member who conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.

Disciplinary action will normally, but not necessarily, take the following form:

1. First offence - verbal warning issued
2. Second offence - written warning issued
3. Third offence - membership cancelled and member barred from attending the community hall for a period of time to be decided by the Management Committee

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Friday Evening use of pool table

The pool table is available for members/visitors use on Friday evenings. However, Friday evening is not a designated pool night and normal competition pool rules will not apply. The pool table is not available for private functions.