



Membership Form 2020

About Puckapunya and District Neighbourhood Centre

The PDNC is a not for profit centre and receives funding from the Department of Health and Human Services, the Department of Defence and other special funding grants for the coordination of services, programs and activities for the Puckapunya and surrounding community. Currently there are over 270 military families living on the base.

The PDNC was first opened in 1987. The Centre has established a program of Occasional Child Care and has regular Community morning teas, a Lego Club, Op Shop, Rhyme Time, Toy Library, Men's Shed, Mums support group and craft groups if there is interest. There are also several fitness and wellbeing programs for the community including Swimming lessons, Ladies Fitness Classes, Zumba, and Pilates. The PDNC also runs the Donovan Joynt (DJ's) for the Youth in the community. The Centre is also capable of running women's programs, jobs skills programs, craft courses and adult education dependent on interest.

The Centre also runs several community events each year, they include a Family Fun day, Halloween Party, Easter celebrations and annual Christmas Carols. The PDNC is always working on putting together more programs and activities for the community.

The PDNC relies heavily on volunteers to help run these activities, a successful organisation is dependent on volunteer numbers.

Cost:

There is a family membership fee of \$20.00 per year to join the PDNC. All new members can apply to join at any time after the 13th January 2020. All memberships will cease on the 4th January 2020. Membership after the 01 July 2020, is reduced to \$10.00 per family. It is a requirement that anyone wishing to participate in a PDNC program or activity is a PDNC member.

Membership Details

First Name: _____ Surname: _____

Partners Name: _____

Address: _____

Suburb: _____ Post Code: _____

Date of Birth: _____ Gender: Male/Female (Please Circle)

Defence Family: Y/N

Telephone: (Home) _____ (Work) _____

(MOBILE) _____

Email: _____

Emergency Contact Information

Name: _____

Relationship: _____

Telephone: (Home) _____ (Work) _____

(Mobile) _____

Child/ren's Name:

Photography

The PDNC does take photos at its organised community events, activities and during some programs. This is only done for publicity and promotion purposes, such as our Facebook Page, Website and Newsletter. If you do not wish to have your photograph taken please let us know at the time so that we can ensure your privacy.

Agreement

I _____ agree to support the PDNC and will agree to comply with the Model Rules and Policies determined by the Committee of Management (CofM) of the PDNC.

I also agree to my name being added to a volunteer register, and understand that I may be contacted by the Centre Coordinator or a Committee Member should volunteers be required for an event or activity.

Signature _____ Date _____

Admin Use

Data Recorded Y/N _____ Member Number _____

The Model Rules for the Puckapunyal and District Neighborhood Centre

The PDNC is an Incorporated Association. Under section 23 of the *Associations Incorporation Reform Act 2012*, the PDNC has adopted in full the Model Rules which are taken to constitute the terms of a contract between the Association and its members. You may request a copy of the Model Rules at any time

The Policies and Procedures for the Puckapunyal and District Neighborhood Centre

In addition to the Model Rules, the PDNC has developed several other **policies**. These are regarding:

1. Model Rules Policy
2. Anaphylaxis Management and a NO NUT Products Policy
3. Sun Smart Policy
4. Photography Policy
5. Access and use of the Centre Policy
6. Equity and Diversity Policy
7. Privacy Policy (in accordance with Privacy Act 1988)
8. Complaints and Grievances Policy (in accordance with Model Rules)

In addition to the Policies, the PDNC must adhere to **procedures** for the management of the following:

1. Volunteer Register
2. Emergency Evacuation and Fire Orders
3. Occupational Health and Safety (OH&S) procedures and compliance
4. Monitor/Volunteer working with children procedures and police checks
5. First Aid compliance
6. Government reporting and compliance

Note: There are also policies regarding Little Footsteps and the enrollment form for this service has been written in accordance with Victorian Government regulations and templates.

LFS is governed by DEECD and as such is bound by the NO JAB NO PLAY Legislation. Children MUST be up to date with Vaccinations to be enrolled in this service. More Information at www.health.vic.gov.au/immunisations

PLEASE NOTE The PDNC Building and other Programs run by the PDNC ARE NOT bound by the No Jab No Play Legislation.

If you wish to have a copy of any of the policies and procedures please approach the Centre Coordinator. The PDNC is happy to discuss any concerns you may have during operating hours or you can send us enquiries through our Facebook page or website.