

THE LYCEUM CLUB
MELBOURNE | FOUNDED 1912



CONVENORS
INDUCTION KIT 2022

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Introduction

The Lyceum Club's circles are at the heart of the Club and provide members with a place where likeminded members can meet to share their research and interests in a broad range of topics and activities.

The Board and management recognise the circle convenors' role and seeks to assist them in delivering a wide range of educational, informative, and inspiring activities throughout the year. With over 50 circle convenors and 20 reading circles, this resource should help ensure the smooth planning and delivery of speakers and events in the Club.

This pack is designed to provide a set of fundamental resources to assist convenors with their tasks and confirm the manner in which the Club will deliver key events on a regular basis.

The Board circle liaison person, Judith Troeth is available to answer general questions. Annita Robson is responsible for reading groups. The General Manager, Sandra Willis is responsible for the Club's management and either she or Dan Blagoi, Operations Managers are to be consulted for any operational issues as appropriate.

The pack includes the following updated information, including the:

1. Introduction
2. Guidelines for Convenors
3. Guidelines for Guest Speakers
4. Guidelines for Lyceum Club Newsletters
5. Guidelines for Finance and Expenses
6. Guidelines & Information for Circle COVID-19
7. Guidelines for Zoom Circles
8. Code of Conduct 2021 for Circle Convenors & Committee Members
9. Code of Conduct for Members 2021
10. Contact List - Circle Convenors and Reading Convenors 2022

Guidelines for Convenors

Circle convenors perform a key role in the Lyceum Club. Their efforts to identify, approach and book speakers for our members are both valued and impressive. The following information is provided to assist Convenors when making arrangements for their circles. Please check with the Chair of Programme Committee (currently Paula Giles), Convenor Liaison, Judith Troeth, General Manager Sandra Willis or Operations Manager Dan Blagoi if you have any queries.

NEW MEMBERS

Convenors play a crucial role in welcoming new members and guests to the Club. Please lookout for new members attending your circle, welcome them and introduce them to other members. All club members and their guests are welcome to participate in circle events. As stated in By-Law 5, members may bring up to six guests.

DINING ROOM

Convenors are encouraged to organise optional pre/post circle dining. Dining allows members to mingle informally either before or after the meeting. Please discuss dining options with Dan Blagoi, Operations Manager.

POPULAR SPEAKERS

If an intended speaker is likely to have a popular appeal within the Club, the occasion may be suitable for a combined circle and club lunch or club evening. Our programme's variety and success thrive with such collaborations, and the Programme Committee appreciates all suggestions. Please contact the chair if you believe your guest speaker will have widespread appeal.

When combined circle/club lunch or dinner events are held, please ensure the Chair of Programme has a copy of the guest speaker form at least a week before the event. On these occasions, it is usual for the President to introduce the guest speaker and for the convenor to take questions, thank the speaker at the conclusion of the presentation, and write a letter of thanks to the speaker.

INVITATIONS TO SPEAKERS

The guest speaker's invitation should include the information that the Club offers them lunch or dinner (where appropriate). Also, the guest speaker must be informed of club etiquette, dress code, club policy regarding no social media posts, the opportunity to bring a guest, but that we do not pay fees to speakers. The expected duration of a talk is 35-40 minutes, followed by 15 minutes for questions.

GUEST SPEAKER FORM

Convenors should ensure that the guest speaker receives a Guest Speaker Form ([Appendix 1](#)) and that it is returned in a timely manner and forwarded to the Operations Manager, containing all relevant information, at least 2 months prior to the event date.

Guidelines for Convenors cont.

CHANGE OF ROOMS

You may be requested to hold your circle meeting in a different room to accommodate other events at our remarkably busy club. Your understanding in these circumstances is appreciated.

AUDIO-VISUAL (AV) EQUIPMENT

Please ensure your speaker's AV requirements are stipulated in the Guest Speaker Request Form ([Appendix 1](#)). All AV presentations should preferably be presented via a USB. To ensure compatibility with the Club's equipment, all AV presentations should be forwarded to the Operations Manager at least 48 hours before the scheduled event. Where appropriate, a staff member can assist in setting up in time for your circle.

If you wish the presentation to be recorded, please discuss with the Operations Manager. Please ensure your speaker agrees to a recording taking place. Please assure your speakers that all recordings are made available to members only.

CONFIRMATION

Please confirm all arrangements with your speaker a week before the event.

THE DAY OF THE CIRCLE EVENT

The Convenor should:

- Greet the speaker on arrival and help with the equipment setup.
- Ensure the speaker has water near the lectern.
- Offer the speaker tea or coffee at a morning or afternoon function and introduce her/him to other members.
- Act as hostess at lunch or dinner.
- Introduce the speaker.
- Supervise question time.
- Thank the speaker (or arrange for another member to do this) and present a gift to be pre-arranged with reception or Jennifer Harrison, Member Services.
- Finally, the convenor should farewell the speaker from the Club and write a letter of thanks.

NEWSLETTER NOTICES

For your guidance on format, there are Newsletter Guidelines included in this pack. The deadline for printing is the Friday of the first week of the preceding month: e.g., entries for the April newsletter must be submitted by the end of the first week in March. Public holidays may affect the submission date.

Guidelines for Convenors cont.

Any specific arrangements for a circle event should be communicated to members through the newsletter. If there is an unexpected event that requires a change of date or venue, please contact the Operations Manager who will advise availability.

CONVENORS' EVENT

An annual event for convenors is held in February. This event provides an opportunity for convenors to mingle, liaise and collaborate. Convenors vote for a country to be featured in August, our International Month. The country will be chosen from the voting that had been submitted by this date to the Circle Convenor Liaison. Speakers at circle events and club functions are encouraged to focus on this country during that month.

APPOINTMENT OF CONVENORS

Retiring circle convenors should seek to identify a successor and are encouraged to discuss potential candidates with the Board circle convenor liaison. Once a successor has been selected, the President should be formally notified so that she can inform the Board.

CONVENOR SUCCESSION PLAN

It is good practice for a convenor to have someone who can step into the position in her absence.

PROCESS FOR CHANGE OF CONVENOR

In line with Board proposals for Board member tenure of 3 years, the Board has recommended that circles look to changing circle convenors every 6 years. This will be at the discretion and will of each circle, but the Board feels that this is one avenue to bring fresh ideas to the Club and strengthen the Club's fabric with more members able to contribute. Any changes to circle convenor should be sent to the Circle Convenor Liaison (currently) Judith Troeth: troeth.judith@gmail.com.

Guidelines for Guest Speakers

GUEST SPEAKER INVITATION

Convenors are to personally invite the guest speakers of their choice and advise them of the opportunity to bring a guest, as well as the offer of a lunch or dinner for them and their guest (where appropriate). Guest speakers should also be advised of the Club etiquette, dress code, club policy regarding no social media posts and that we do not pay fees to speakers. The expected duration of a talk is 35-40 minutes, followed by 15 minutes for questions.

GUEST SPEAKER REQUEST FORM

Convenors are to complete the Guest Speaker Request Form and submit to reception@lyceumclubmelb.org.au.

See [Appendix 1](#) for the Guest Speaker Request Form, this can be downloaded from the Document Repository on the Lyceum Club website.

GIFTS FOR GUEST SPEAKERS

Gifts for the guest speaker are to be prearranged by the convenor with reception@lyceumclubmelb.org.au and presented with thanks to the guest speaker at the end of the event.

DINING FOR SPEAKERS AND THEIR GUESTS

The Lyceum Club will offer the guest speaker and their guest a complimentary lunch or dinner, on the day of the circle, as appropriate (meal dependant on the time of event, convenor to advise the guest speaker). Dietary requirements and guest details to be provided on the Guest Speaker Request Form.

See [Appendix 2](#) for the Lyceum Club Complimentary Food & Beverage Policy.

Submission Dates for Newsletter

NEWSLETTER SUBMISSION DATES

The following are the deadline dates for each month for the newsletter submissions.

Newsletter Month:	Deadline for your submission:
MARCH 2022	Friday, 4 February 2022
APRIL	Friday, 4 March 2022
MAY	Friday 1 April 2022
JUNE	Friday, 6 May 2022
JULY	Friday 3 June 2022
AUGUST	Friday, 1 July 2022
SEPTEMBER	Friday, 5 August 2022
OCTOBER	Friday, 2 September 2022
NOVEMBER	Friday, 7 October 2022
DECEMBER	Friday, 4 November 2022
FEBRUARY 2023	Friday 9 December 2022

Note – There is no guarantee that entries received after the deadlines will be published in that month's newsletter. Please notify Helen at membercomms@lyceumclubmelb.org.au if your entry will be delayed so alternative arrangements can be made. Extended deadlines will only be considered where 3rd party arrangements i.e., Guest speaker, external venues or excursions cannot be finalised by the above dates.

WEEKLY 'WHAT'S ON' BULLETIN

The What's On weekly bulletin should be submitted by COB on the Tuesday prior to the Friday publication. All submissions should be emailed to membercomms@lyceumclubmelb.org.au.

NEWSLETTER SUBMISSION FORM

See [Appendix 3A & 3B](#) for submission guidelines and templates for monthly circle entries, these can be downloaded from the Document Repository on the Lyceum Club website.

Guidelines for Finance & Expenses

GUEST SPEAKER FEE AND MERCHANDISE

Please ensure your guest speakers understand that no fee is paid for appearing at Club or circle events. From time-to-time speakers may wish to offer publications or recordings for sale. The sale of items can be accommodated under club rules on an honour system. Please direct your guest speaker to speak to the club finance department about the correct procedure (email: accounts@lyceumclubmelb.org.au). Goods cannot be paid for on the day and no cash may change hands.

CIRCLE EXPENSES & REIMBURSEMENT

Where the circle has a Board approved annual budget and the convenor is required to fund a purchase (which should be rarely required), convenors are to complete the Member Reimbursement Form, together with your tax receipt/invoice so the Club is able to claim the GST (a credit card receipt is not suitable for tax purposes) and submit to accounts@lyceumclubmelb.org.au for approval and payment. Please see [Appendix 4](#) for the Member Reimbursement Form. If you have any questions, please email Lyn on accounts@lyceumclubmelb.org.au. If you wish to discuss the budget please email Faith, Financial Controller on faith@lyceumclubmelb.org.au

Guidelines & Information for Circle COVID-19

Please see below the current Circle and Club COVID-19 Plan as per the Victorian Government – COVID Safe Summer restrictions. See [Appendix 5](#) for the Lyceum Club COVID-19 Safety Plan.

PHYSICAL DISTANCING

- All rooms used for circles, events, dining, meetings, and staff areas are subject to a density quotient. At time of writing February 2022 – it is 1 person per 2 square metres.
- All areas have been assessed and checked to ensure that the maximum capacity for the room does not exceed the regulated quota.

Circle Meetings

- Circles have been assessed in detail to ensure the most appropriate space is allocated to ensure the quota of 1 person per 2 square metres.
- Rooms have been specifically allocated to accommodate every circle. In some cases, the pre COVID room that was used may have changed.
- A daily list will be present throughout the Club to ensure members are aware of individual room allocations.
- Members should be seated or standing so they are 1.5 metres away from any patron from an adjacent group.

FACE COVERINGS

- As per current Government regulations (February 2022) – mask wearing is mandatory within the Club except when eating and dining. When the government reduces restrictions, it is expected masks will no longer be mandatory, however, it will always be highly recommended members and guests wear masks if they feel they cannot physically distance 1.5 metres from each other.

PRACTICE GOOD HYGIENE

- Hand sanitiser will be available in all rooms and public spaces of the club.
- Members and guests will be encouraged to use sanitiser and to practice good hand hygiene.
- Signage as to how to wash hands is on display in each bathroom and kitchen as a reminder for members and staff.
- Staff are required to wash hands.
 - prior to all food service in food & beverage areas
 - before and after cleaning of surfaces
 - more frequently throughout shifts
- Gloves are available for staff to use when cleaning and clearing where appropriate.

For higher risk circle activity, where members will be sharing equipment, or when additional breath is expelled, Convenors will need to put in place an individual COVID plan for approval. These circles are:

- Bridge
- Chess/Scrabble
- Sketching
- Mah-Jong
- Solo
- Music Circle
- Drama
- Choir
- Occasional Singers

Guidelines & Information for Circle COVID-19 cont.

Any shared equipment used in these circles must following Government regulations for cleaning of shared surfaces.

Separate cleaning must be completed for the following circles.

- Mah-Jong – all tiles to be sanitised and cleaned after play.
- Bridge & Solo – all cards must be cleaned and sanitised after play.
- Scrabble – all tiles must be cleaned and sanitised after play, participants to use had sanitiser prior to using shard tile bag.
- Chess – all chess pieces and boards to be sanitised after play, Hand sanitiser to be used prior to touching opponent's chess pieces.

RECORD KEEPING

Member Contact Tracing

This will be in 2 parts – tracking all members inside the building and then tracking members inside individual circles and groups. This can enable for clearer tracing of main and secondary contacts if the need arises.

- Members & guests are required to check in via the Victorian Government QR code system when entering the Club.
- Circles
 - For smaller circles and classes (language, reading circles etc) the convenor will fill in an attendance sheet.
 - For larger circles (Art, Science, Garden, History etc) members will need to book via the Club website and these lists will be kept on site.
- Dining – Booking lists will be kept via the Booking platform

CLEANING

Public Areas

Detailed cleaning of public areas will be conducted at greater intervals. Deep cleaning will occur during afterhours to minimise member impact.

Cleaning of High Touch points, including:

- Doors and door handles
- Lift buttons
- Handrails on stairs
- Sanitiser stations
- High use tabletops (e.g., Club Room)
- Counter tops - reception desk, level 1 bar

Guidelines & Information for Circle COVID-19 cont.

Further cleaning of bathroom areas after peak times in the club

- Lunch periods
- Arrival & departure times of circles
- Dinner periods

Deep Cleaning of Rooms after Circle Meetings

- Internal tables and high touch points on leading edges of furniture
- High touch points on chairs
- Meeting materials used (pens etc)

Food & Beverage Areas

- Tables cleaned and sanitised after each use.
- Chairs cleaned and sanitised.

Food & Beverage

- Morning & Afternoon Teas
 - Smaller circles – food items delivered into the room to avoid co-mingling. Tea & coffee served by a staff member from a central buffet area.
 - Larger circles – Tea, coffee & food items served by a staff member. Queuing controlled and physical distancing measures in place
- Dining
 - Tables sanitised before and after use.
 - Single use, individual salt, pepper, and butter portions to be in use.
 - Bread rolls served to tables.
 - Menus to be single use.
 - Staff to use gloves to clear dirty table ware once guests have departed dining area.

Kitchens

- Kitchens and serveries will be deep cleaned daily.
- High touch points cleaned on a more regular basis.
- Physical distancing protocols in place for staff.

Library

- Daily deep cleaning
- Sanitiser station and wipes in library
- Cleaning of high touchpoints
- Separate drop off area for return books.
- Returns “quarantined” for 72 hours prior to being placed back in circulation.

Accommodation

- Room keys cleaned and sanitised between uses.
- Sanitiser in individual rooms
- Removal of amenities after each stay
- Removal of self-service items in accommodation kitchenette.
- Deep cleaning of room after checking out.

In the Event of Future Lockdowns – Guidelines for Zoom Circles

PROTOCOL

A list of instructions should be given to the chair/host at the start of the session. Including:

- Explain to attendees that the chair/host has the ability to mute everyone remotely from her/his device and will do so at the start of the session. After which the speaker will be invited to unmute her/himself.
- Explain that the audience is to stay muted for the duration of the talk. If there are any questions or comments arising during the talk they are to be entered on “Chat” and will be addressed at the end of the talk. If time permits and the speaker is in agreement, questions may be taken from “the floor.” “A ‘hand in the air’ is the correct way to alert the chair/host that you would like to ask a question.
- Either introduce the speaker yourself or introduce the person who is doing so.
- Manage the questions at the end.
- Either thank the speaker yourself or introduce the person who is doing so.

AUDIENCE ETIQUETTE

Turn off all electrical appliances in proximity to your device, including radio, television and phones (both landline and mobile) as they can interfere with your reception.

Make sure you stay “muted” unless you have been invited to speak by the host. No-one wants to hear conversations occurring in other rooms, your dog barking, front doorbells or telephones ringing or even someone crunching on an Anzac biscuit.

Turn video off if you need to move around or to leave the room.

If you wish to ask a question or make a comment during a talk enter them on “Chat” and they will be addressed at the end of the talk. If at the conclusion of the talk there is further time for questions from “the floor”, alert the host that you wish to do so, by raising your hand and then wait to be invited.

Align the camera on your device with your face.

Lyceum Club Code of Conduct

LYCEUM CLUB CODE OF CONDUCT FOR ALL MEMBERS

Board Approved September 2021

The Lyceum Club is a special place to be cherished and safeguarded. In order to fulfil the Club's purpose, namely:

To provide intellectual, artistic, social and professional enrichment for our members in a warm and welcoming environment.

Directors, members, guests, staff and contractors are expected to enhance the Club's culture and reputation by:

1. Treating everyone with dignity, courtesy and respect.
2. Contributing positively and interacting with all others in a considerate manner, ensuring that the Club is a safe, respectful place for all and free from all forms of discrimination, harassment, and bullying by any means, including electronic.
3. Respecting and valuing diversity of age, gender, ethnicity, cultural background, length of membership, professional background, sexual orientation and religious belief.
4. Respecting the right of others to enjoy the Club's facilities and services to the fullest extent.
5. Acting honestly, in good faith and with integrity in the best interests of the Club as a whole and avoiding situations in which your personal interest could be in conflict with obligations to the Club.
6. Informing the Office Bearers or General Manager if you see or hear about behaviour that a reasonable person would consider offensive, intimidating, humiliating, aggressive, threatening or abusive.
7. Respecting the privacy and confidentiality of information about others, and the Club.
8. Respecting the roles of the Office Bearers of the Club and the General Manager as the representatives of the Club, especially in public forums and the media.
9. Complying with laws, the Club's Constitution, By-Laws, policies, signage and lawful directions of employees.

At all times members are responsible for the behaviour of their guests.

Code of Conduct

FOR CIRCLE CONVENORS & COMMITTEE MEMBERS

Board Approved September 2021

The Lyceum Club is a special place to be cherished and safeguarded.

In order to fulfil the Club's purpose, namely:

To provide intellectual, artistic, social and professional enrichment for our members in a warm and welcoming environment.

Circle Convenors and Committee members are expected to comply with the Club's Code of Conduct for Members of the Club, with the objective of supporting the Club's values and ensuring respectful behaviour by all.

In addition, by virtue of their role, Circle Convenors and Committee members should abide by the following standards of conduct:

- 1. Demonstrate leadership and stewardship of the Club.**
 - a) Acknowledge and act in accordance with the responsibilities of your role.
 - b) Recognise that your primary responsibility is to the Club as a whole and to use your position for proper purpose in the best interests of the Club.
 - c) Act as an advocate for the Club and welcome new members.
 - d) Promote and support the application of the Club's values.

- 2. Act honestly, in good faith and with integrity in the best interest of the Club as a whole in fulfilling your role.**
 - a) Be open and transparent in your dealings.
 - b) Demonstrate respect for others by acting in a professional and courteous manner.
 - c) Ensure that any personal information coming to your attention in your role is handled in compliance with the Club's privacy obligations.

- 3. Use due care and diligence in fulfilling your role.**
 - a) Fulfill your role responsibly.
 - b) Accept responsibility for your decisions.
 - c) Ensure that any possible conflict of interest is disclosed and avoided.
 - d) Avoid activities that may bring you or the Club into disrepute.

Several other Code of Conduct matters are governed by the Club's Constitution and By -Laws and are not reproduced here. In the event of any inconsistency, provisions contained in the Constitution take precedence over the Code.

By-laws Relevant to Circle Events

Our Club has always been a place where members can relax and enjoy good company, fellowship, and intellectual stimulation. Our by-laws outline the standards of conduct and courtesy expected of members and guests, to ensure everyone continues to experience the club's warm and welcoming environment. The key by-laws relating to standards of conduct and courtesy are outlined in the by-laws and in our code of conduct available on the website and included in your induction pack.

The key by-laws relating to standards of conduct are listed below.

BY-LAW 2.5 GUESTS

Members are responsible for the behaviour of their guests and must make them aware of expected behaviour. Members should arrive at the club before their guests. Guests should be advised that if the member is late arriving, they will be admitted but must remain in the foyer or in the gallery until they can be accompanied by the member. Guests should not go into other areas of the Club, including the club room, unless in the company of a member. Only members may place an order with a staff member, either for themselves or for a guest.

A guest is not permitted to make a complaint or express dissatisfaction to staff. Only club members may lodge a complaint, directed either to the General Manager, Sandra Willis.

BY-LAW 10 STANDARD OF DRESS

Members and guests are expected to dress neatly and suitably at all times, Members and guests (women and men) may not wear jeans, sports shoes, or thongs in the Club rooms. In the evening men are requested to wear a jacket/coat and tie in the dining room. A tie is not necessary during the day. Please refer to the newsletter for the dress code for specific functions. Members and circle convenors should advise guests and speakers of the club's dress code before they arrive at an event.

BY-LAW 12 RESERVATION AND CANCELLATION POLICY

Reservations must be made for all events with a set menu or set price. 50% of the event fee will be charged for cancellations received after 12 noon and before 5.00pm on the business day prior to the event. 100% of the event fee will be charged for cancellations received after 5.00pm on the business day prior to the event.

Some events will be listed as members-only events, as determined by the Programme Committee and/ or General Manager. For all other paid events, members may book for a maximum of two guests. A waiting list will be established for all fully subscribed events, and priority will be given to members. Additional guests may be included if vacancies still exist one week before the event. In the event of declared public health events or exceptional circumstances, the cancellation policy may be waived or altered as appropriate by the General Manager, Sandra Willis.

By-laws Relevant to Circle Events cont.

BY-LAW 20 MOBILE DEVICES

To ensure the club continues to provide a quiet and respectful environment, members and guests must switch off mobile phone when arriving at the club. Phone calls may be made in the foyer or in the Kinsman and Cooper Rooms if they are unoccupied. Devices may be used discretely throughout the club for diary reference, to read newspapers, books, and articles, and to show photographs. Please remind you guests of these requirements when they accompany you.

BY-LAW 14.9, 19, 20.5 AND 20.6 PHOTOGRAPHY

Members and guests are not permitted to take photographs in the club unless the President or General Manager gives special permission. Staff and representatives of the Photography Circle may take photographs to record events.

BY-LAW 25 STAFF

Members are not permitted to reprimand club employees or give directions or orders to employees about the performance of their duties. If a member has a complaint about an employee, the complaint should be directed to the General Manager, Sandra Willis for action.

BY-LAW 31 SOCIAL MEDIA

Members may acknowledge their club membership on their LinkedIn profile but are discouraged from posting comments about the club or its activities on social media platforms. Events or activities may not be advertised on social media sites.

LATECOMERS

Please arrive before the commencement of a talk or performance at a Club or circle event and ask your guest to arrive on time. Latecomers disrupt speakers and performers and diminish the enjoyment for those in attendance. Several circles have asked that anyone who is only a few minutes late enter the room with as little disruption to others as possible.

Latecomers may not be admitted to some club events until a suitable break or when there will be no disruption to the speaker or the performance.

Contact List – 2022 Circle Convenors, Reading Convenors & Committees

ANTIQUES & COLLECTABLES

2.00pm	1st Wed. monthly
Venetia Patchett	0407 518 326
Elizabeth Douglas	

ART ADVISORY (HANG)

12.30pm	Wed. every 4-6 weeks
Sue Simpson	0419 897 376

CHESS

5.15pm	4th Thurs. monthly
Maggie Edmond	0414 306 141
Annette Webb	

CREATIVE & CLASSY COUTURE

9.30am	3rd Mon. monthly
Norma Sullivan	0419 120 939
Pam Craig	0412 332 259

DISCUSSING AUTHORS

11.30am (Drinks), 12.00pm (Lunch)	1st Thurs. monthly
Elaine Cornwell	0408 342 260
Carmelle Cant	9859 2480
Sandra Mc Combe	

ENVIRONMENT

6.30pm	3rd Tues. every 2 months
Penny Johns	0419 366 507
Sarah Brenan	0435 538 656
Elizabeth Barraclough	0408 388 430
Gillian Trahair	0427 245 869

ARCHIVES

Shirley Goldsworthy	0412 054 748
Helen Moylan	0411 046 926

BRIDGE (MORNINGS)

10.00am	Every Fri.
Katherine McGrath	0408 214 728
Clare Buckley	0404 235 524
Libby Jones	0438 116 446
Janet Duke	0417 104 059

CHOIR

4.30pm	1st/3rd Thurs. monthly
Dianne Vale	0419 506 326
Esther Benjamin	0409 576 184

CREATIVE TEXTILES

10.30am	4th Tues. monthly
Jackie Knell	0400 913 166
Anne Coghlan	0411 161 862

DRAMA

8.00pm (Play),	3rd Wed. monthly
Jane Daish	0439 331 479
Lizzie Douglas	0405 773 223

FILM

5.30pm	4th Wed. monthly
Anne Cronin	0408 324 002
Rhonda Day	0447 096 379
Helen Fleming	0402 891 030

ART

2.00pm	4th Thurs. monthly
Chris Collingwood	0407 555 877
Vivienne Reed	9853 9789

BRIDGE (EVENINGS)

6pm (Dinner), 7.15pm (Play)	3rd Thurs. monthly
Andrea King	0407 810 651
Mitty Costello	0418 124 616

CLASSICS

Tuesdays	Approx. 3 x p.a.
Robyn Riddett	0419 873 311
Jenny Milne	0418 319 633

DAYTIME SCRABBLE

10.30am	2nd Tues. monthly (Cap 16)
Margaret Farmer	0407 887 416

EPICUREAN

6.30pm	2nd Thurs. monthly
Jane Peck	0433 561 521
Jeanette Fry	0413 300 545

FINANCE & INVESTMENT

6.00pm	3rd Mon. monthly
Deb Johnson	0418 510 587
Dianne Vale	0407 324 700 / 0419 506 326

Contact List - Circle Convenors and Reading Convenors cont.

FLOWERS

-	Every Monday (refer roster)
Elizabeth Brown	0417 522 450
Barbara Batistich	0417 146 378

FRENCH - Intermediate

12.30pm	2nd & 4th Mon. monthly
Frances Bevington	0419 312 176
Wendy Hughes Chuck	0408 440 833
Helena Hughes	0407 332 436

FRENCH - Advanced

12.30pm	1st & 3rd Mon. monthly
Frances Bevington	0419 312 176
Wendy Hughes Chuck	0408 440 833
Helena Hughes	0407 332 436

GARDEN

2.00pm	1st Thurs. monthly
Helen Page	0418 546 979
Sophie MacKinnon	0488 482 236
Libby Peck	0419 396 641

GERMAN - Beginners

9.30am	1st & 3rd Wed. monthly
Roswitha Horgan	

GERMAN - Advanced

11.30am / 1.00pm	1st & 3rd (Lunch in Dining Room) Wed. monthly
Roswitha Horgan	

HISTORY

2.00pm	2nd Thurs. monthly
Anne Gibbs	0403 943 533
Anne Thompson	0403 103 795

ITALIAN

12.30pm	Every Thursday
Judie Shaw	0401 283 026

LIBRARY

Susan Liepa	0418 510 587
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LITERATURE

10.45am	2nd Wed. monthly
Sandra McComb	0419 889 738
Susan Feldman	0412 274 329

MAH-JONG

10.30am	2nd & 4th Mon. monthly
Roslyn Stokes	0418 108 010
Lyn Waldron	0419 899 011

MUSIC

2.00pm & 7pm	3rd Tues. monthly (occasionally)
Anne Findlay	0437 127 159
Rosia Pasteur	0413944 266
Sharon Lierse	0403 790 363
Susan Pierott	0437 127 159

OCCASIONAL SINGERS

4.30pm-5.45pm	3rd Tues. monthly
Joanne Fenton	0419 100 538
Anne Varley	0413 345 740

ORAL HISTORY PROJECT

	Ongoing.
Jillian Graham	0413 134 764

PHILOSOPHY

6.00pm	1st Mon. monthly
Zita Marks	0400 377 779

PHOTOGRAPHY

9.30am Coffee, 10:30am Start	1st Thurs. monthly
Angela Kirsner	0405 413 089
Fran Valentine	0401 278 707

PLAY READING

11.00am - 3.00pm	3rd Fri. monthly
Irene Kearsey	9435 8404

POETRY

10.30am & 1.30pm	3rd Mon. monthly
Maree Bowman -AM	0407 091 147
Margot Chalk -PM	9836 1947

Contact List - Circle Convenors and Reading Convenors cont.

PROFESSIONAL WOMEN

6:30pm	1st Tues. monthly
Anne Frankenberg	0412 243 835
Hannah Piterman	0412 865 454
Miranda Crawle	0417 542 642

PSYCHOLOGY CIRCLE

6.00pm	2nd Wed. monthly
Lyn Littlefield	0438 518 778
Trang Thomas	0417 145 027
Erica Frydenberg	0419 333 361

RAMBLERS

	Monthly – As Advised
Anne Bottomley	0438 082 230
Beverley Gorr	0418 329 987

ROUND TABLE

11.00am	3rd Tues. monthly
Kathy Sanders	0422 349 256
Helen Murray	0423 776 469

SCIENCE & MEDICINE

6.30pm	4th Mon. monthly
Christine Sweeney	9822 5608
Norma Sullivan	0419 120 939
Emanuela Handman	0411 080 140
Daine Alcorn	9755 1074

SERENDIPITY

12.30pm	1st Mon. monthly
Virginia Cable	0418 765 486

SKETCHING CIRCLE

10.00am (2nd Thurs) /	2nd & 4th
11.00am (4th Thurs)	Thurs. monthly
Lyn Wheat	0417 417 306
Gwen Carruthers	0402 129 830

SOLO

10.30am	Every Monday
Maureen Capp	9836 6200 / 0418 146 061

SPEAKERS CORNER

5.30pm	2nd Mon. monthly
Kerry Cue	0419 336 484

TRAVEL

2.00pm	3rd Thurs. monthly
Rosemary Dowling	0412 013 668
Lindy Clark	0419 155 267
Rosemary Condron	

TECHNOLOGY

	As Advised.
Vicky Papachristos	0419 417 404
Sarah McSweeney	

TECHNOLOGY WORKSHOP

3.00pm -	1st & 3rd Wed. monthly
5.00pm	
Paula Johnson	0400 245 778

WRITERS

1.15pm	1st & 4th Mon. monthly
Tasma Wischer	0421 788 991
Anne Vines	0402 217 587

WINE APPRECIATION

6.00pm	2nd Wed. monthly
Lorraine Godfrey	0419 005 441
Margaret Bristow	0416 221 647

Contact List - Circle Convenors and Reading Convenors cont.

Reading Circles

COMBINED READING CIRCLE CONVENOR: ANNITA ROBSON - 0409 936 802

1ST TUESDAY

1.30pm	1st Tues. monthly
Judy Firkin	0428 546 511

1ST WEDNESDAY

1.00pm	1st Wed. monthly
Ronnie McGinley	0437 242 911
Judy Wilkinson	

1ST FRIDAY

10.30am	1st Fri. monthly
Judy Milne-Pott	9866 6631

2ND FRIDAY

11.00am	2nd Friday monthly
Venetia Patchett	9527 2095

4TH TUESDAY

2.00pm	4th Tuesday monthly
Jill Fenwick	0404 820 030

4TH WEDNESDAY

1.30 pm	4th Wed. monthly
Eva Nagy	9439 8044
Clare McCormack	0437 550 049

AUSTRALIAN CLASSICS

1.00pm	2nd Wed. monthly
Elsbeth Riggall	0437 424 715

1ST BIOGRAPHY/MEMOIR

5.30pm (with opt. dinner)	2nd Tues. monthly
Leigh Mackay	0409 017 244

2ND BIOGRAPHY/MEMOIR

5.00pm	2nd Tues. monthly
Annita Robson	0409 936 802

DANTE READING CIRCLE

10.30am	2nd Mon. monthly
Suzy Nixon	0417 031 160
Kathy Sanders	0422 349 256

EVENING READING

6.30pm	2nd Wed. monthly
Kay Bodna	9888 2003
Fiona Gordon	0417 225 514

THURSDAY EVENING READING

6.30pm	3rd Thurs. monthly
Helen Madden	0417 589 987

4TH FRIDAY NON-FICTION

11.00am	4th Fri. monthly
Dorothy Morgan	0417 311 984

INTERNATIONAL

10.30am	3rd Monday monthly
Dr Liz Douglas	0405 773 223

JOYCE READING

10.30am	3rd Wed. monthly
Gwynedd Hunter-Payne	0418 558 294

MAN BOOKER & OTHER AWARD BOOKS

10.30am	2nd Thurs. monthly
Jill Evans	0409 141 931
Jennifer Holmes	0437 757 627

MURDER INK

11.00am	1st Tues. monthly
Anne Smith	0409 509 006

MYSTERY MONDAY

11.00am	1st Mon. monthly
Janet Fricke	0419 001 842

NON-FICTION

3.00pm	4th Thurs. monthly
Liz Oley	0439 636 505

WHODUNIT

11.00am	1st Tues. monthly
Heather Barker	0412 398 113



GUEST SPEAKER REQUEST FORM 2022

Speaker Details

Name and Title of Speaker:	Click or tap here to enter text. (Including Post-Nominals)		
Contact Mobile Phone #:	Click or tap here to enter text.	Contact Email:	Click or tap here to enter text.
Postal Address:	Click or tap here to enter text.		
A brief C.V. of the Speaker (for introductory purposes. Can be sent as a separate attachment):			
Click or tap here to enter text.			

Presentation

Date of Presentation:	Click or tap here to enter text.	Time:	Click or tap here to enter text.
Circle/Event Title:	Click or tap here to enter text.		
Title and brief précis of your presentation (for club newsletter, 100 words or less):			
Click or tap here to enter text.			

PLEASE NOTE: Presentations should be between 35 – 40 minutes. There may be compatibility problems when using a personal laptop. If possible, please have a copy of your audio-visual presentation on a USB memory stick. Alternatively, please email your presentation to reception@lyceumclubmelb.org.au with the topic clearly stated in the subject line, at least 48 hours before your presentation, to ensure all is compatible with our equipment. PowerPoint is the preferred format. NB: if a large file, please use DROPBOX to send. Presentations can also be mailed or dropped in personally with the topic clearly marked and to the attention of: Reception, The Lyceum Club, 2-18 Ridgway Place Melbourne VIC 3000

Audio Visual Equipment: Please indicate with a cross (X) the equipment you require

- Microphone – Handheld
 Lectern Microphone
 Notebook Computer
 Data Projector
 CD Player
 Microphone – Lapel
 Whiteboard
 Display Table
 DVD Player

Catering:

If the event you are speaking at includes a lunch or dinner before or after the event, would you like to attend?
 (Complimentary, meal and time dependant on the event – Club representative to inform you) YES NO

If so, do you wish to bring one guest? YES NO **If yes, name of guest:** Click or tap here to enter text.

Do you or your guest have any special dietary requirements? Click or tap here to enter text.

Do you have any other requirements? E.g., Accessibility Issues:
 Click or tap here to enter text.

GUEST SPEAKER REQUEST FORM 2022 cont.

Security and Consent

As the Lyceum Club is a private club, speakers may not advertise their forthcoming appearance at the Lyceum Club either in print or digitally, including on social media. Photographs of speakers may be taken of you with the Club President and organiser, uploaded to the secure pages of our 'members only' website and images kept for archiving in the Club's photographic records.

Do you consent to a photograph being taken for the Club's archives? YES NO

Entry Standards

Standard of Dress: Members and guests are expected to dress neatly and suitably at all times. Members and house guests (women and men) may not wear jeans, sports shoes or thongs in the Club rooms. In the evening men are requested to wear a jacket/coat and tie in the dining room. A tie is not necessary at lunch time.

COVID-19 Vaccination Requirements (as of 6 December 2021): In line with the Victorian Government mandate, everyone on the premises of a hospitality venue including members, guests, staff and contractors will be required to provide **government-approved evidence of their full vaccination upon arrival**. **Please Note:** A vaccine appointment card or doctors note is not sufficient evidence. A COVID-19 digital certificate is required. This includes using the Service Victoria App and showing their Digital COVID-19 Certificate, or by presenting a hard copy of their digital vaccination certificate.

Circle convenors, please return the completed form to the designated Lyceum Club organiser **two (2) months prior** to the event:

Name: _____ Phone: _____
Email: _____

Contact: reception@lyceumclubmelb.org.au or operations@lyceumclubmelb.org.au



THE LYCEUM CLUB

COMPLIMENTARY FOOD & BEVERAGE POLICY (and other benefits)

Version:	1.0	Author:	Honorary Treasurer
Date Adopted:	July 2021	Policy Review Schedule:	July 2022 (biannually after 2022)
Related Policies:	Budget	Distribution of Policy:	All Staff, Website

PURPOSE

Food and beverages are an important part of the “social fabric” of the Lyceum Club. The purpose of this policy is to articulate the food and beverages (and on limited occasions other items such as parking) that will be offered to members, and in some instances non-members, on a complimentary basis.

POLICY

The table below summarises the complimentary food and beverage that will be offered within the Club.

President

- 100% discount for anything that the President has or consumes while in the Club.
- The President shall be provided with a parking bay at the Club without charge.
- Take away food and beverages purchased for use outside the Club are a personal expense. Personal guests are a personal expense at all times, other than as noted below.

Office Bearers

- 50% discount for Vice Presidents and the Honorary Treasurer when attending club events (Lunches and Dinners) and any other special events organised by the Program Committee.
- Take away food and beverages purchased for use outside the Club are a personal expense. Personal guests are a personal expense at all times, other than as noted below.

Board and Committees of the Board

- Tea & coffee & small food item (e.g. muffin, biscuit)
- Up to four Board meals per annum (lunch or dinner). Alcohol to be personal expense
- Board Sub-committees including ARF, Membership, Program and Rules Committees (and any others created from time to time) – Tea & coffee & small food item (e.g. muffin, biscuit)

Guest Presenter(s)

- This includes guest speakers and performers at events (but does not include outside club members performing at Drama Circle or Cabaret, which are discussed separately below)
- 100% discount for meals (and reasonable alcohol) for guest presenter, up to one complimentary guest of guest presenter
- Guest presenters are usually to be provided with a simple gift: e.g. wine from the Club collection.
- Complimentary parking would be provided on an exception's basis, at the discretion of the General Manager (for example an artist in a hardship situation).
- Accommodation in the Club would be provided on an exception's basis (e.g. interstate presenter)

COMPLIMENTARY FOOD & BEVERAGE POLICY cont.

Events (100% discount unless noted)

- Presidents from other clubs and up to one guest when being entertained by the Lyceum Club President in an official capacity
- Senior office bearers from the broader Lyceum Club network, when being welcomed or entertained in the Club in their official capacity
- President's Dinner
 - Up to three guests of the Lyceum Club President
 - Guest presenter/performer and up to one guest (if applicable)
 - Presidents from other clubs and up to one guest
 - Honourary Members (no guest) Invited at 50% discount rather than 100%
 - The immediate Past President and up to one guest
 - Vice-Presidents, Honorary Treasurer and up to one guest
- City Presidents Lunch (note on a rotation basis, generally only once in six years)
 - All Presidents of Melbourne city clubs
- Past Presidents Event
 - Either one lunch or two smaller (i.e. morning or afternoon tea) per annum
 - All past Presidents
- New Members (Ridgway) lunch
 - All attending new members
 - Any attending board members
- Convenors
 - Up to two "tea" events per annum – i.e. morning or afternoon tea
 - May include something more than the usual "muffin"
- Opening of Art Exhibitions
 - Where the event is for a named individual artist, the artist and up to one guest
 - All other attendees will be charged. The cost for the event will be determined by the General Manager (taking into consideration the nature of the F&B offered).
 - No discount to be provided where exhibition is from a range of artists: e.g. photography circle exhibition from all photography circle members

All Other Committees/Official Activities

This includes (but is not limited to):

- Archives, Art Advisory, Flower Roster, Library, Margaret Sutherland, Oral History and Scrutineers.
 - Tea & coffee station (ie filtered coffee) & small food item (e.g. muffin, biscuit)
- All Circles (Members)
 - Tea & coffee station (ie filtered coffee) & small food item (e.g. muffin, biscuit)
- Drama and Cabaret
 - Tea & coffee station (ie filtered coffee) & small food item (e.g. muffin, biscuit) for both members and non-members participating in rehearsals
 - At actual performances, meals and reasonable alcohol (e.g. house wine) for non-member participants in the production

COMPLIMENTARY FOOD & BEVERAGE POLICY cont.

- All Classes (including language) (Members)
 - Tea & coffee station (ie filtered coffee) & small food item (e.g. muffin, biscuit) to be charged as part of class fees

For the avoidance of doubt:

For all special events relating to circles or classes, e.g., Christmas events for groups, these will be charged on the normal club basis at the time of the event. Class fees cannot be used to create a “pool” of funds to be used at a later date.

Other activities

In addition to the above, from time-to-time office bearers of the Club or the General Manager may entertain (i.e. provide a meal) where the entertainment directly relates to the activities of the Club. This would generally only include general professional service providers to the Club, e.g., auditor, lawyer, broker, professional service etc.

The reasonable cost of these meals will be complimentary but will be subject to the approval of the President (or the Honorary Treasurer if the President is the person hosting the professional service provider). Where entertainment is provided by the General Manager the President will, for the purposes of the by-laws, be the responsible Member. High level details of this will be provided to the ARF committee (and hence Board) for transparency (e.g., date, who present). Under no circumstances will the complimentary offering include the provision of spirits.



GUIDELINES FOR NEWSLETTER SUBMISSION

In the interests of uniformity and clarity, circle convenors are requested to use the following guidelines and template for newsletter submissions. All circle entries must be emailed to membercomms@lyceumclubmelb.org.au by the corresponding submission dates on page 8.

Date(s): Monday 11 April or Mondays 1, 8, 15, 22 February
(not Monday March 3rd, 10th etc)

Font: Arial 12

CAPITALS only for the name of the circle; bold only as in examples below

Titles of books, plays, films: in italics. No inverted commas.

Times: ... at 6.30pm; ...at 11.30am for 12.00 noon; ...at 5.00pm to 7.00pm; ...at 8.00pm (optional drinks 6.30pm, dinner 7.00pm). No space between the numeral and am/pm.

Word limit: except possibly for Club events, circle notices should not exceed 100 words, including the event title and the speaker details.

Convenors are requested to avoid expressions like '... the circle members...' since all circles are open to all Lyceum Club members (only the Reading Circles have a limit and requests to join are handled by the reading circle convenor).

Sample Circle Entry

ART CIRCLE

Tuesday 24 February at 2.00pm

Speaker: Judith Ryan AM, Senior Curator, Indigenous Art, National Gallery of Victoria

Subject: Aboriginal art matters: encountering its power and beauty and truth.

Text

The current art of Indigenous Australian is a powerful and mesmerising art form that continues to evolve from the world's longest continuing art tradition ... etc.

Convenors: Lindy Clark, Rosemary Condron and Rosemary Dowling

NB: If there is a hospitality/catering element to the circle meeting, please ensure the most-up-to date price is provided and a brief description of what this includes ie. \$62.50 for 2 courses plus wine. Contact Operations Manager, Dan Blagoi at operations@lyceumclubmelb.org.au if you require confirmation.

Sample Reading Circle Entry

MAN BOOKER READING CIRCLE

Thursday 11 February at 10.30am

Book: *Shuggie Bain* by Douglas Stuart

Leader: Gabrielle Cavanough

Convenor: Jenny Holmes



TEMPLATE FOR CIRCLE ENTRIES

Convenors are invited to use the following templates and either cut and paste the completed template into the body of an email or save into a word document and email to: **membercomms@lyceumclubmelb.org.au**.

Circles

CIRCLE NAME: Click or tap here to enter text.

Date and time: Click or tap here to enter text.

Speaker: Click or tap here to enter text.

Subject: Click or tap here to enter text.

Text

Convenor/s: Click or tap here to enter text.

Reading Circle Entries

CIRCLE: Click or tap here to enter text.

Date and time: Click or tap here to enter text.

Book: Click or tap here to enter text.

Leader: (optional) Click or tap here to enter text.

Convenor/s: Click or tap here to enter text.

Important Information

Entries submitted to the newsletter are also uploaded into the monthly calendar on the Club's website where members can book to attend. Entries are also used to form the weekly What's On and are cross checked with Operations and hospitality to help achieve a high level of accuracy and consistency. Circle convenors are asked to please submit an entry for all circle events and activities whether held in the Club, or externally by the nominated deadline. This ensures correct information is captured and communicated to members in a timely and friendly manner.

The Operations Manager will nominate where meetings will be held on the day in order to avoid overcrowding, so please remind members to check on the noticeboards in the foyer. **Bookings are essential**, even to attend a circle meeting.

Editor: Caroline Travers



**MEMBER
REIMBURSEMENT**

Claimant: _____

Date of Claim: _____

Reason for Claim: _____

Date	Item	Expenditure	GST	Total (including GST)	Cost Code
Total Reimbursement Claimed					

Certification by Member :

I certify this member reimbursement is a true and accurate accounting of expense incurred on authorised Lyceum Club business.

Account Name:	
BSB:	
Account Number:	

Signature

Name:

Date: / /

Authorisation:

I approve payment of this Member Reimbursement

Name:
.....

Date: / /


Signature

Name :
Position:



COVID-19 SAFETY PLAN


APPROVAL	PREPARATION DATE	REVIEW DATE
Sandra Willis, General Manager	23 rd October 2021	As Relevant with current COVID Safe Regulations. This is a live document and will be updated in accordance with changes from the Victorian Department of Health and Human Services.


	PHYSICAL DISTANCING	
	ACTION	RESPONSIBLE
	<p>All rooms are subject to a density quotient of 1 person per 4 square metres.</p> <p>Density quotient of 1 person per 4 square metres applies as a Covid Marshall is in place to ensure Check In.</p> <p>Seated service only for dining. Group limit of 10 with a total cap of 100 px in the venue.</p> <p>Specialist High Risk Circles- Drama, Choir, Bridge, Scrabble, Mah-Jong, have separate COVID plans which indicate specific physical distancing needs.</p>	<p>GM and Ops Manager</p>


	FACE COVERINGS	
	ACTION	RESPONSIBLE
	<p>As per current Government Regulations, face masks are now Mandatory indoors & outdoors within the Club for all Members, Staff and visitors.</p> <p>Mask can only be removed when consuming food & beverage.</p> <p>Staff members are trained and empowered to monitor and address noncompliance issues in the Club.</p>	<p>GM and Ops Manager, Supervisors</p>


	PRACTICE GOOD HYGIENE	
	ACTION	RESPONSIBLE
	<p>Hand Sanitiser will be available in all rooms and public spaces of the club.</p> <ul style="list-style-type: none"> Members and guests will be encouraged to use Sanitiser and to practice good Hand Hygiene. Signage as to how to wash hands is on display in each bathroom and kitchen as a reminder for members and staff Daily signature checklist is in place for physically checking all the Sanitizers locations throughout the building Staff will be encouraged to wash hands prior to all food service in food & beverage areas before and after cleaning of surfaces more frequently throughout shifts <p>Gloves will be available for staff to use when cleaning and clearing where appropriate.</p>	<p>GM and Ops Manager, Supervisors</p>


	<p>For higher risk Circle activity, where members will be sharing equipment. Convenors will need to put in place an individual Covid plan for approval.</p> <p>These Circles are</p> <ul style="list-style-type: none"> • Bridge (Currently being developed, Bridge returning after April 2021) • Chess/Scrabble • Mah-jong • Solo (Covid Plan has been received and approved) • Drama <p>Any shared equipment used in these circles must following Government Regulations for cleaning of shared surfaces.</p> <p>Separate Cleaning / Sanitizing must be completed for the following circles.</p> <ul style="list-style-type: none"> • Mah-Jong – all tiles to be sanitised and cleaned after play. • Solo – all cards must be cleaned and sanitized after play. • Scrabble – all tiles must be cleaned and sanitised after play, participants to use hand sanitiser prior to using the shard tile bag. • Chess – all chess pieces and boards to be sanitised after play, Hand sanitiser to be used prior to touching opponent's chess pieces. <p>See Appendix 3 – Circle Covid Plans</p>	
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	<h2>KEEP RECORDS & ACT QUICKLY IF WORKERS BECOME UNWELL</h2>				
	<table border="1"> <thead> <tr> <th data-bbox="411 1010 1198 1066">ACTION</th> <th data-bbox="1198 1010 1388 1066">RESPONSIBLE</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1066 1198 1682"> <p>Member Contact Tracing This will be in 2 parts – tracking all members inside the building and then tracking members inside individual circles and groups. This can enable for clearer tracing of main and secondary contacts if the need arises.</p> <ul style="list-style-type: none"> • Members & Guests will be required to check in via the Victorian Government QR code system when entering the Club. • Circles <ul style="list-style-type: none"> • For smaller Circles (language, reading circles etc) the convenor will fill in an attendance sheet. • For larger Circles (Art, Science, Garden, History etc) members will need to book via the Club website and these lists will be kept on site. • Dining – Booking lists will be kept via the Reserve If platform <p>Staff, Contractor Tracing No Staff & Contractors will be allowed on the Club premises without being fully vaccinated and being able to provide the certificate of proof before entering the premises. They will check in via the Victorian Government QR Code as well as with the reception desk. Temperatures of all staff and contractors will be taken and recorded. A pre shift questionnaire will be filled in regarding staff & contractor suitability to work.</p> <p>See Appendix 4</p> </td> <td data-bbox="1198 1066 1388 1682" style="text-align: center;"> <p>Ops Manager, Supervisors, Staff</p> </td> </tr> </tbody> </table>	ACTION	RESPONSIBLE	<p>Member Contact Tracing This will be in 2 parts – tracking all members inside the building and then tracking members inside individual circles and groups. This can enable for clearer tracing of main and secondary contacts if the need arises.</p> <ul style="list-style-type: none"> • Members & Guests will be required to check in via the Victorian Government QR code system when entering the Club. • Circles <ul style="list-style-type: none"> • For smaller Circles (language, reading circles etc) the convenor will fill in an attendance sheet. • For larger Circles (Art, Science, Garden, History etc) members will need to book via the Club website and these lists will be kept on site. • Dining – Booking lists will be kept via the Reserve If platform <p>Staff, Contractor Tracing No Staff & Contractors will be allowed on the Club premises without being fully vaccinated and being able to provide the certificate of proof before entering the premises. They will check in via the Victorian Government QR Code as well as with the reception desk. Temperatures of all staff and contractors will be taken and recorded. A pre shift questionnaire will be filled in regarding staff & contractor suitability to work.</p> <p>See Appendix 4</p>	<p>Ops Manager, Supervisors, Staff</p>
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	AVOID INTERACTION IN ENCLOSED SPACES	
	ACTION	RESPONSIBLE
<p>The Club has had an expert report & audit completed into the air conditioning system. Resulting from this report, the following has been put into practice:</p> <ul style="list-style-type: none"> • Filters – all air conditioning units will be fitted with new filters that capture more micro droplets than current filters. • Outside Air – All spaces will have windows and doors facing outside areas open before space is used and where possible to remain open during use, to increase the air flow throughout the space. 		<p>GM and Ops Manager, Supervisors, Staff</p>


	CREATE WORKFORCE BUBBLES	
	ACTION	RESPONSIBLE
<p>Staff areas have been analysed to ensure the correct density quotient is in place in all offices and Back of House areas.</p> <ul style="list-style-type: none"> • 2 x spaces have been allocated to staff as offices to enable the correct quotient as per government regulations. • The following spaces have been re-allocated as staff areas. <ul style="list-style-type: none"> • The Old Members Dining Room on the 1st floor, • The Cooper Room on the second floor • To avoid co-mingling, members will be unable to access these areas. 		<p>GM and Ops Manager</p>

	STEPS FOR SUSPECTED OR CONFIRMED CASES AT WORKPLACE	
	ACTION	RESPONSIBLE
<p><u>Workplace guidance for suspected or confirmed cases (COVID-19) in the workplace</u></p> <p>The Club must respond quickly when become aware of a suspected or confirmed case of coronavirus (COVID-19) in your workplace. The sense of urgency will assist the Department of Health and Human Services (DHHS) to limit further exposure and contain potential outbreaks.</p> <p>Key points</p> <ul style="list-style-type: none"> • People who get tested should stay home until they get their results. • People who do not have symptoms must also isolate after testing unless specifically told otherwise by the Department of Health. • If a worker finds out if they have tested positive for COVID-19 and attended the workplace while potentially infectious, they must notify their employer. • If an on-site worker tests positive for COVID-19, employers must follow the steps below to protect workers, contractors, visitors, customers and the wider community from potential transmission. • Employers must notify the department of a confirmed case of COVID-19 in the workplace. <p>If there is a confirmed case of COVID-19 at your workplace, you must:</p>		<p>GM and Ops Manager, Supervisor, Staff</p>

	<p>Immediately</p> <ol style="list-style-type: none"> 1. Direct the worker to return home and isolate immediately, whether or not they have symptoms. Once home, the worker must wait for further instructions from the Victorian Department of Health. 2. Notify the department by completing the Employer COVID-19 notification form 3. and emailing covidemployernotifications@dhs.vic.gov.au, if the Department of Health has not contacted you within 24 hours of notification, please call 1300 651 160. 4. Notify your workers, suppliers and customers that there is a confirmed positive case. 5. Notify WorkSafe and other relevant industry bodies. <p>Within 48 hours</p> <ol style="list-style-type: none"> 1. Complete the Workplace risk assessment Form 2. Identify workplace close contacts by completing the Close Contact Spread sheet. Your immediate action assists the Department of Health with contact tracing. The department will review the spreadsheet to confirm and identify any additional close contacts. 3. Submit the Workplace risk assessment and Close Contact Spreadsheet Form by emailing: covidemployernotifications@dhs.vic.gov.au 4. Notify identified close contacts - ask them to quarantine and watch for symptoms. The Department of Health will also contact close contacts to explain what they need to do, offer assistance, and offer support to them for their quarantine period. 5. Consider closing or vacating the workplace if required. The Department of Health will work with you on the measures you need to take and provide information when it is safe for your business to reopen. 6. Deep clean the workplace or areas identified in the Workplace risk assessment. See <p><u>Cleaning and disinfecting to reduce COVID-19 transmission in the workplace</u></p> <p>If you need help with any of these steps, please call The Department of Health on 1300 651 160.</p> <p>All forms required are available Electronically at below location: <u>Company Files\FOOD + BEV\COVID\Collaterals & Forms COVID\Forms Covid</u></p>  <p>Alternatively, can be downloaded from the website: https://www.coronavirus.vic.gov.au/confirmed-case-workplace</p>	
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	UPDATE PROVISION OF VACCINATION INFORMATION	
	ACTION	RESPONSIBLE
	<p>The Club is having in place by the Foyer Main Entrance a COVID Check-in Marshal and maintain a system that requires all members, guests, visitors (except a patron under 16 years of age) that attend the premises, on each occasion that they attend:</p> <p>To show a person working at the premises (i.e., COVID Check-in Marshal) acceptable evidence that records that they are either:</p>	<p>GM and Ops Manager, Supervisor, Staff</p>

	<ul style="list-style-type: none"> • fully vaccinated; or • an excepted person. <p>Club COVID Marshals</p> <ul style="list-style-type: none"> • The designated COVID Check-in Marshals is an experienced Club worker and will be provided with practical guidance to ensure understanding of the role and what they are required to do as per Marshal Guidelines provided by the local • The COVID Marshal is an important role, aimed at keeping workers and patrons COVIDSafe. The principal purpose of COVID Marshals is to monitor the implementation of COVIDSafe Plans and, where necessary, additional industry specific obligations. This is a key role to educate and coach co-workers and patrons to comply with COVIDSafe Plans. <p>Check in to their premises (per the Workplace Directions):</p> <ul style="list-style-type: none"> • The COVID Check-in Marshal is to request each person attending the premises to show acceptable evidence and check-in to the premises. • The Marshal will be provided with practical guidance where to ensure COVID Check-in Marshals understand their role and what they are required to do • Reciprocal patron obligation: a patron (except a patron under 16 years of age) who attends an open premises must comply with the requests of the COVID Check-in Marshal, i.e., to show acceptable evidence and check-in to the premises. <p>Update Clause 6 – No entry to particular patrons</p> <ul style="list-style-type: none"> • The Club will take all reasonable steps to ensure that a patron who: <ul style="list-style-type: none"> • is not fully vaccinated; and • is not an excepted person; or • does not comply with the requests of the COVID Check-in Marshal does not enter, or remain on, the premises. • Reciprocal patron obligation: a patron who is not fully vaccinated or an excepted person must not enter, or remain on, the premises of an open premises. <p>Update Clause 7 – Worker requirements</p> <ul style="list-style-type: none"> • The Club will not permit any person to work at the premises unless the person is fully vaccinated or an excepted person. • The Club collect, record and hold vaccination information about each fully vaccinated person and each excepted person who works at the premises (noting that compliance with the same obligation under the Vaccination Directions will meet this requirement). <p>See Updated Appendix 4 for posters</p>	
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	CLEANING AND SANITISING	
	ACTION	RESPONSIBLE
	<p>Cleaning removes dirt and organic matter from surfaces using soap or detergents.</p> <ul style="list-style-type: none"> • Ajax is the Designated Cleaning Chemical Agent of choice <p>Surfaces that need cleaning: Tabletops, kitchen equipment, floors, windows, door handles etc. need to be wiped down.</p> <p>Sanitisation kills bacteria on surfaces using chemicals. It is not intended to kill viruses. Sanitisation is also considered as the post-cleaning process.</p> <ul style="list-style-type: none"> • Air Drying Sanitiser for Hospitality Essentials is the Designated Sanitizing Chemical of choice 	<p>Supervisor, Staff</p>

	<p><u>Surfaces that need sanitisation:</u> Sanitisation needs to be regularly done on high frequently touched surfaces which come into contact with food, bathrooms, high traffic or communal areas etc.</p> <p><u>Disinfecting</u> - kills viruses and bacteria on surfaces using chemicals.</p> <ul style="list-style-type: none"> • Origin and Pine O'Clean Wipes is the Designated Disinfectant product of choice (when sanitize) <p><u>Public Areas</u> Detailed cleaning of Public Areas will be conducted at greater intervals:</p> <ul style="list-style-type: none"> • Designated trained staff in place during pick service hours to constantly sanitize frequently touched surfaces • Daily Sanitation Log, in place with signature of designation person that is sanitising every 20 minutes during pick service hours. <p><u>Cleaning Sanitizing of High Touch points, including:</u></p> <ul style="list-style-type: none"> • Doors and door handles • Lift Buttons • Handrails on Stairs • Sanitizer Stations • High Use tabletops (e.g., Club Room) • Counter Tops - reception desk, level 1 bar <p><u>Further Cleaning Sanitizing of bathroom areas after peak times in the club</u></p> <ul style="list-style-type: none"> • Lunch Periods • Arrival & Departure Times of Circles • Dinner Periods <p><u>Deep Cleaning and Sanitizing of Rooms after Circle Meetings</u></p> <ul style="list-style-type: none"> • Internal tables and high touch points on leading edges of furniture • High Touch points of chairs • Meeting materials used (pens etc) <p><u>Food & Beverage Areas</u></p> <ul style="list-style-type: none"> • Tables cleaned and sanitised after each use. • Chairs cleaned and sanitised. <p><u>Food & Beverage</u></p> <ul style="list-style-type: none"> • Morning & Afternoon Teas • Smaller Circles – food items delivered into the room to avoid commingling. • Larger Circles – Tea, Coffee & food items monitored by a staff member. Queuing controlled and physical distancing measures in place <p><u>Dining</u></p> <ul style="list-style-type: none"> • Tables cleaned and sanitised before and after use. • Single use, individual salt, pepper, and butter portions to be in use. • Bread rolls served to tables. • Menus to be single use or laminated and sanitised after use • Staff to use gloves to clear dirty table ware once guests have departed dining area. (Remove this section) • Deep cleaning & sanitizing at the end of the shift /day <p><u>Kitchens</u></p> <ul style="list-style-type: none"> • Kitchens and serveries will be deep cleaned daily. • High touch points cleaned Sanitised on a more regular basis. • Physical distancing protocols in place for staff. <p><u>Library</u></p> <ul style="list-style-type: none"> • Daily deep cleaning – NO need daily deep cleaning just proper sanitation • Sanitiser station and wipes in library • Cleaning and Sanitising of high touchpoints • Separate drop off area for return books. • Returns "quarantined" for 72 hours prior to being placed back in circulation. <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Room keys cleaned and sanitised between uses. • Sanitiser in individual rooms • Removal of amenities after each stay • Removal of self-service items in accommodation kitchenette. • Deep cleaning of room after checking out. <p>See Appendix 5.</p>	
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APPENDIX 1

Example Room Limits Signage



APPENDIX 2

Face Mask Signage





THE LYCEUM CLUB

APPENDIX 3

Circle COVID Plans

Document:	COVID-19 Safety Plan
	Solo Circle
Approval:	Sandra Willis
	General Manager
Preparation Date:	9 th February 2021
Review Date:	In line with main club Covid Plan – reviewed monthly starting 1 st March or as per Government Regulations

	Action	Responsible
Physical Distancing	<ul style="list-style-type: none"> When not playing all members must keep 1.5 meters apart when moving around the club Tables will be 1.5 meters from adjacent groups. 	Operations Manger Supervisor Convenor
Face Coverings	<ul style="list-style-type: none"> All members to follow Club Covid Face Covering Regulations, wearing a mask whilst inside the club, unless consuming food or drink Staff members are trained and empowered to monitor and address noncompliance issues in the Club. 	Operations Manger Supervisor Convenor
Practice Good Hygiene	<p>Hand Sanitiser to be available at all times inside Solo Room.</p> <ul style="list-style-type: none"> Only Solo Players to touch the playing cards. Surface of Card Table to be wiped and sanitized before and after play by members. 2 sets of cards to be used – alternating a different set each week, with the alternate set of cards being sanitized and isolated. These cards will remain with the Convenor whilst in isolation. 	Operations Manger Supervisor Convenor
Keep records	<ul style="list-style-type: none"> As per the Clubs contact tracing policy, attendance lists will be completed by Convenor at each session. Member will need to Check into the club using the Services Victoria QR Code 	Operations Manger
Avoid interactions in enclosed spaces.	<ul style="list-style-type: none"> Windows to be opened by Club staff in room prior to members arriving to facilitate fresh air flow throughout space. 	Operations Manger Supervisor

Document:	COVID-19 Safety Plan
	Mah-Jong Circle
Approval:	Sandra Willis
	General Manager
Preparation Date:	9 th February 2021
Review Date:	In line with main club Covid Plan – reviewed monthly starting 1 st March or as per Government Regulations

	Action	Responsible
Physical Distancing	<ul style="list-style-type: none"> Whilst moving around Club, members must practice social distancing, keeping 1.5 metres away from other members where practical. Tables will be 1.5 meters from adjacent groups. Players to remain at the same table throughout play, not switching tables between games. 	Operations Manger Supervisor Convenor
Face Coverings	<ul style="list-style-type: none"> All members to follow Club Covid Face Covering Regulations, wearing a mask whilst inside the club, unless consuming food 	Operations Manger Supervisor

	<ul style="list-style-type: none"> or drink Staff members are trained and empowered to monitor and address noncompliance issues in the Club. 	Convenor
Practice Good Hygiene	<p>Hand Sanitiser to be available at all times inside Mah-Jong room</p> <ul style="list-style-type: none"> Hand sanitizer to be used between each round and at regular intervals when needed. At the start and end of the session members playing at each table should pack up and store their own set of tiles and racks. Tiles and equipment will be wiped down and sanitized prior to putting away. Sanitizer wipes will be made available for wiping down of equipment by members. 	Operations Manger Supervisor Convenor
Keep records	<ul style="list-style-type: none"> As per the Clubs contact tracing policy. All participants to check into the Club using the Services Victoria QR Code attendance lists will be completed by Convenor at each session 	Operations Manager
Avoid interactions in enclosed spaces.	<ul style="list-style-type: none"> Windows to be opened by Club staff in room prior to members arriving to facilitate fresh air flow throughout space 	Operations Manager Supervisor

Document:	COVID-19 Safety Plan
	Drama Circle
Approval:	Sandra Willis
	General Manager
Preparation Date:	9 th February 2021
Review Date:	In line with main club Covid Plan – reviewed monthly starting 1 st March or as per Government Regulations

	Action	Responsible
Physical Distancing	<ul style="list-style-type: none"> Specific Physical Distancing to be in place for individual roles. Cast – to remain 1.5 metres apart whilst waiting back and side of stage and whilst on stage. Stage Manager to be at the end of front row of audience. Directors – behind both sides of curtains - 1.5 metres away from other cast Cast to use all entrances and exits ensuring spacing between each other. Cast to be 5m away from audience during performance, except for occasional player exiting via stairs and out past audience to vestibule. Audience members to be socially distanced 1.5 metres apart. 	Operations Manager Supervisor Convenor
Face Coverings	<ul style="list-style-type: none"> All participants to wear masks whilst off stage – following Club mask wearing policy. Cast to wear mask when not on stage Staff members are trained and empowered to monitor and address noncompliance issues in the Club. 	Operations Manager Supervisor Convenor
Practice Good Hygiene	<p>Hand Sanitizer to be available at all times.</p> <ul style="list-style-type: none"> Stage Manger to have gloves for each scene change and sanitize between change overs. Stage manager to clean and sanitize any scenery and props after use. Cast responsible for own costumes and take home to launder and clean. Cast bring own hand-held props in sanitised bag, retrieve them, and return them to the same bag Stage Manager to sanitize Drama Circle props after use and return to cupboard. 	Operations Manager Supervisor Convenor
Keep records	<ul style="list-style-type: none"> As per the Clubs contact tracing policy. 	

	<ul style="list-style-type: none"> All participants to check into the Club using the Services Victoria QR Code attendance lists will be completed by Convenor at each session 	Operations Manager Convenor
Avoid interactions in enclosed spaces.	<ul style="list-style-type: none"> Windows to be opened by Club staff in room prior to members arriving to facilitate fresh air flow throughout space 	Operations Manager Supervisor

Document:	COVID-19 Safety Plan
	Chess/scrabble Circle
Approval:	Sandra Willis
	General Manager
Preparation Date:	9 th February 2021
	Refer to Lyceum Club Covid Plan
Review Date:	In line with main club Covid Plan – reviewed monthly starting 1 st March or as per Government Regulations

	Action	Responsible
Physical Distancing	<ul style="list-style-type: none"> When not playing all members must keep 1.5 meters apart when moving around the club Tables will be 1.5 meters from adjacent groups. 	Operations Manager Supervisor Convenor
Face Coverings	<ul style="list-style-type: none"> All members to follow Club Covid Face Covering Regulations, wearing a mask whilst inside the club, unless consuming food or drink <i>Staff members are trained and empowered to monitor and address noncompliance issues in the Club.</i> 	Operations Manager Supervisor Convenor
Practice Good Hygiene	<p>Hand Sanitiser to be available at all times inside Solo Room.</p> <ul style="list-style-type: none"> Only Players to touch the chess pieces. Surface of Chess Board to be wiped and sanitized before and after play by players. Chess pieces to be cleaned and sanitised before and after play by players. Players to sanitize their hands prior to each chess move. 	Operations Manager Supervisor Convenor
Keep records	<ul style="list-style-type: none"> Members will need to check into the Club using the Services Victoria QR Code. As per the Clubs contact tracing policy, attendance lists will be completed by Convenor at each session 	Operations Manager
Avoid interactions in enclosed spaces.	<ul style="list-style-type: none"> Windows to be opened by Club staff in room prior to members arriving to facilitate fresh air flow throughout space. 	Operations Manager Supervisor



THE LYCEUM CLUB

APPENDIX 4

Updated Posting

PROOF OF VACCINATION STATUS REQUIRED

Proof of vaccination status required



1.

Make sure you've added your COVID-19 digital certificate to the Service Vic app or have an alternative proof of vaccination status



2.

Scan the Service Victoria QR code or show your alternative proof of vaccination status



3.

Show staff the two green ticks — you're good to go!



4.

Wait for a staff member to confirm it's OK to enter

Thank you for doing your part to keep us safe

**For more information go to
[CORONAVIRUS.vic.gov.au](https://www.coronavirus.vic.gov.au)**

Authorized by the Victorian Government, 1 Treasury Place, Melbourne
Poster updated October 2021



ACCEPTABLE PROOF OF COVID-19 VACCINATION STATUS

Acceptable proof of your COVID-19 vaccination status



COVID-19 Digital Certificate via the Service Victoria app



COVID-19 Digital Certificate saved to smart phone



Printed copy of COVID-19 Digital Certificate together with photo ID



Printed copy of Immunisation History Statement together with photo ID



Medical Exemption together with photo ID



Vaccine Appointment Card



Negative COVID-19 test results

For more information go to [CORONAVIRUS.vic.gov.au](https://www.coronavirus.vic.gov.au)

Authorised by the Victorian Government, 1 Treasury Place, Melbourne



How to add your COVID-19 digital certificate to the Service Victoria app

Download your COVID-19 proof from myGov by following these simple steps:

- Step 1.** Create a **myGov account**, if you don't have one
- Step 2.** Link **Medicare** to **myGov**, if it's not already linked
- Step 3.** Select the **'Proof of COVID-19 vaccination'** quick link, then select **'View history'**
- Step 4.** Select your name to download your **COVID-19 digital certificate** or **immunisation history** statement from your Medicare online account
- Step 5.** Link your **COVID-19 digital certificate** to the Service Victoria app by selecting **'Share certificate'**
- Step 6.** Tap **'share'** to Service Victoria, click **'Accept and share'** and then **'Add certificate'**
- Step 7.** To prove your vaccination status with a business or venue, **scan** their **Service Victoria QR code**. Your check-in confirmation will reveal an additional **green tick** to prove you are vaccinated.

Who can I call if I need help?

Staff may be able to assist you in checking in if you need help. If you need further assistance call the 24/7 Coronavirus Hotline.
1800 675 398

For more information go to
CORONAVIRUS.vic.gov.au

Authorised by the Victorian Government, 1 Treasury Place, Melbourne
Poster updated October 2021



Is your business **COVIDSafe?**

As more businesses reopen, vaccination is the most important way we can protect workers, customers and our community from COVID-19.

Every business must have an updated COVIDSafe Plan.

Visit coronavirus.vic.gov.au/plan to find out how.

Does your business:

- Comply with vaccination requirements for your sector?
- Ensure customers and workers check-in?
- Meet face mask requirements?
- Comply with density limits?
- Practise good hygiene?
- Maximise air flow and ventilation?
- Have a plan to manage any COVID-19 cases?
- Make sure all workers know what they need to do to be COVIDSafe?



To make sure your business is COVIDSafe visit
coronavirus.vic.gov.au/covidsafe-workplaces

Authorised by the Victorian Government, 1 Treasury Place, Melbourne

Poster updated October 2021



CONTACT TRACING

CHECK-IN

NOW



Lyceum Club

The Lyceum Club 2-18 Ridgway PI MELBOURNE

Lyceum Club



Location code AFE NPF

- 1 Use your phone to scan the code
- 2 Enter your first name and phone number
- 3 Look for the tick
You're now checked-in

Can't scan?

Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: AFE NPF

APPENDIX 5

COVID Cleaning Checklist

LYCEUM LOCKDOWN CLEANING SCHEDULE - HOURLY AND DAILY				Day and date.....							
Level	Room	Surface	Cleaner	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00
Three	Stairwell	Stair handrail	Clean then comm disinfect								
Three	Foyer	lift buffons	Clean then comm disinfect								
Three	Everywhere	Door handles	Clean then comm disinfect								
Three	Everywhere	Light/ service switches	Clean then comm disinfect								
Three	Bathrooms	Bathroom doors	Clean then comm disinfect								
Three	Bathrooms	Bathroom door handles	Clean then comm disinfect								
Three	Bathrooms	Toilets and urinals	Half disinfect/ half bleach								
Three	Bathrooms	Flush buffons	Clean then comm disinfect								
Three	Bathrooms	Toilet brushes	Dilute bleach								
Three	Bathrooms and servery	Taps	Clean then comm disinfect								
Three	Bathrooms	Soap and lotion dispensers	Clean then comm disinfect								
Three	Dining Room	Window Balustrade	Clean then comm disinfect								
Three	Bathrooms	Waste bins	Clean then comm disinfect								
Two	Stairwell	Stair handrail	Detergent, then disinfect								
Two	Foyer	lift buffons	Detergent, then disinfect								
Two	Everywhere	Door handles	Detergent, then disinfect								
Two	Everywhere	Light/ service switches	Detergent, then disinfect								
Two	Bathrooms	Bathroom doors	Detergent, then disinfect								
Two	Bathrooms	Bathroom door handles	Detergent, then disinfect								
Two	Bathrooms	Cubicle locks	Detergent, then disinfect								
Two	Bathrooms	Toilets and urinals	Half disinfect/ half bleach								
Two	Bathrooms	Flush buffons	Detergent, then disinfect								
One	Stairwell	Stair handrail	Detergent, then disinfect								
One	Foyer	lift buffons	Detergent, then disinfect								
One	Admin area	Photocopier, printers, computers	Detergent, then disinfect								
One	Everywhere	Door handles	Detergent, then disinfect								
One	Everywhere	Light/ service switches	Detergent, then disinfect								

One	Bathrooms	Bathroom doors	Detergent, then disinfect										
One	Bathrooms	Bathroom door handles	Detergent, then disinfect										
One	Bathrooms	Cubicle locks	Detergent, then disinfect										
One	Bathrooms	Toilets and urinals	Half disinfect/ half bleach										
One	Foyer & bathrooms	Tiles	Detergent, then disinfect										
One	Club Room, Old dining room, Admin area	Carpet/ rugs	Vacuum										
One	Gallery, Club Room, Stage, old dining room, FDR	Parquetry	Broom and dilute solution of detergent										
One	Old Kitchen	Linoleum	Dilute bleach										
One	Gallery, Club Room, Stage, old dining room, FDR	Tabletops	Detergent, then disinfect										
One	Admin area	Desktops	Detergent, then disinfect										
One	Servery	Service Bars	Detergent, then disinfect										
One	Servery	Built in appliances	Detergent, then disinfect										
One	Stairwell	Stairs	Detergent, then disinfect										
Ground	Everywhere	Door handles	Detergent, then disinfect										
Ground	Everywhere	Light/ service switches	Detergent, then disinfect										
Ground	Foyer	Lift buttons	Detergent, then disinfect										
Ground	Lift	Lift buttons	Detergent, then disinfect										
Ground	Outside Entrance	Front door/ doorbell	Detergent, then disinfect										
Ground	Outside Entrance	handrails	Detergent, then disinfect										
Ground	Foyer/ Lift	Tiles	Detergent, then disinfect										
Ground	Cloak room	Tiles/ Carpet	Detergent, then disinfect / vac										
Ground	Foyer/ Cloak room	Tabletops	Detergent, then disinfect										
Ground	Outside Entrance	tiles	Half disinfect/ half bleach										
BOH	Fire Exit	Handrail	Clean then comm disinfect										
BOH	Fire Exit	Door handles	Clean then comm disinfect										
BOH	Staff bathroom	Bathroom doors	Clean then comm disinfect										
BOH	Staff bathroom	Bathroom door handles	Clean then comm disinfect										
BOH	Staff bathroom	Cubicle locks	Clean then comm disinfect										
BOH	Staff bathroom	Toilets and urinals	Half disinfect/ half bleach										
BOH	Cellar	Door handles / floor	Clean then comm disinfect										
BOH	Carpark	Door handles /access locks	Detergent, then disinfect										
BOH	Fire Exit	Stairs	Half disinfect/ half bleach										
BOH	Carpark	Roller grill buttons	Detergent, then disinfect										



THE LYCEUM CLUB

**EVACUATION PLAN
FOR STAFF, MEMBERS AND VISITORS**

1. If you come across any of the following situations:

- Smoke / Fire
- Chemical / Gas Spill
- Burglary

Please **CALL RECEPTION** advise of the situation and possible consequences or dangers associated with it. If it is at a time when reception is not attended, dial 000.

2. Assist any person in immediate danger – *if safe to do so*.

3. If it is a fire, use the appropriate fire extinguisher on it – *if safe to do so*.

4. When the emergency siren or PA is announced, evacuate to the assembly area.

Assembly Area:	Café undercover area on Ridgway Place; to the left and across from the Lyceum Club entry/exit
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5. Assemble with your work colleagues or people in the area/room you came from, to ensure everyone has been accounted for.

6. Remain at the assembly area until the Warden provides further instructions.

7. If the Emergency involves a chemical spill, please ensure that **NO MOBILE PHONES** are used during an evacuation.

THIS PROCEDURE HAS BEEN DEVELOPED TO COVER MOST SITUATIONS. HOWEVER, MAY BE VARIED AT THE TIME OF AN EMERGENCY DEPENDING UPON THE CIRCUMSTANCES.



THE LYCEUM CLUB

The team at the Lyceum Club are here to help, please find below a list of useful contacts for common questions. We look forward to being of service.



How may we assist you?

BOOKINGS

To book into a circle event, a la carte dining, accommodation or car park

Visit our website to book online
OR email us at bookings@lyceumclubmelb.org.au
OR call us on 03 9654 5055.

To change a booking for a circle event, a la carte dining, accommodation or car park

Our website is still being updated to allow changes to be made online, however in the meantime, please email us at bookings@lyceumclubmelb.org.au

PRIVATE EVENTS

Enquiries about a private event

Our Events Co-ordinator role is still in the process of being filled, however in the meantime please email our Operations Manager, Dan Blagoi at operations@lyceumclubmelb.org.au or call 03 9654 5055.

To book or change a private event

Please contact our Operations Manager, Dan Blagoi at operations@lyceumclubmelb.org.au or call 03 9654 5055.

For the availability of rooms

Please email our Receptionist Niran Buttes at reception@lyceumclubmelb.org.au or call 03 9654 5055.

ACCOUNTS

To pay your account

Information on how to pay is included with monthly accounts. If you are still unsure, speak with reception when you are next in.

To raise an accounting question regarding charges with food & beverage, accommodation or car parks

Please email our Operations Manager, Dan Blagoi at operations@lyceumclubmelb.org.au

To raise a query on your account regarding circles or events

Please email our Operations Manager, Dan Blagoi at operations@lyceumclubmelb.org.au

To obtain your account balance or get a copy of an invoice or statement or queries regarding payments on your account

Please email Lyn in our Accounts department at accounts@lyceumclubmelb.org.au

To obtain a receipt of payment

Please email Lyn in our Accounts department at accounts@lyceumclubmelb.org.au

To find a specific form you need

Visit our Document Repository under News & Information on our website or call us on 03 9654 5055 or email at reception@lyceumclubmelb.org.au.

OTHER

For questions regarding new members or appointments for signing the register

Please contact our Executive Assistant, Rebecca Delves on 03 9654 5055 or email ea@lyceumclubmelb.org.au

To find out your membership status, renewal date or update contact details

Please email our Member Administration Officer, Zoe Wilson-Oakes at zoe@lyceumclubmelb.org.au

For questions regarding the building, safety, or maintenance issues

Please email our Operations Manager, Dan Blagoi at operations@lyceumclubmelb.org.au

Health or dietary safety

Please email our Operations Manager, Dan Blagoi at operations@lyceumclubmelb.org.au.

For feedback, including compliments or questions

Please email our General Manager, Sandra Willis at gm@lyceumclubmelb.org.au

For questions regarding the Board or Committees

Please email our President, Norah Breekveldt at president@lyceumclubmelb.org.au.

Please note: if you are unsure, please contact reception and Niran will direct your query to the best person.