

POLICY & PROCEDURES OF JINGELLIC HUB INC

ABN 25 314 742 717

ADHERENCE TO THESE GUIDELINES BY OFFICE BEARERS, VOLUNTEERS, MEMBERS AND CONTRACTORS WILL REDUCE LEGAL LIABILITY EXPOSURE OF THE COMMITTEE AND MEMBERS AND DEMONSTRATE ACCEPTABLE COMPLIANCE WITH RISK MANAGEMENT STANDARDS OF THE INSURER.

This is a living document and will be reviewed and amended by the Jingellic Hub Inc on an annual (or as needs) basis to ensure it is current and compliant with legislation and accepted conventions of similar organisations.

This document must be read in conjunction with the policy and procedure documents as produced by our insurer,

Anne Cooper⁺ | Assistant Account Executive - Commercial, Consumer & Affinity

Jardine Lloyd Thompson Pty Ltd | Level 1, 148 Frome Street, Adelaide. SA 5000
t: +61 8 8418 0272 | e: anne.cooper@marshadvantage.com |

w: www.marshadvantage.com.au

The JLT Group is a part of the Marsh & McLennan Companies (MMC) group of companies.



VERSION CONTROL

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Description	Policies and Procedures			
Created By	Janice Newnham in consultation with JINGELIC HUB INC			
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Maintained By	Janice Newnham (JN)			
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V1.0	JN	Constitution, Code of Conduct, NSW SES MOU	3 Dec 2017	Modified
V 1.0./2018	JN	Insertion of Hot Weather Policy Guidelines as per ASC recommendations	30 Dec 2017	Modified
V2.0/2018	JN	Review	11 Sept 2018	Modified
V3.0/2019	JN	Review and update event management and risk assessment matrix. Some minor adjustments (change of insurance details etc)	18 August 2019	Modified
V1/2019	JN	Upgrade document to reflect name change as ratified at AGM on 24/9/19	13 November 2019	Updated Name of entity

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GOVERNANCE POLICY & PROCEDURES

1 Governance:

Jingellic Hub Inc. (JH) is an incorporated body as per the NSW Associations Incorporations Act 2009 (Inc No: 72778830). The entity owns and manages the Jingellic Showgrounds and creates events for the amenity of our community and visitors. Historically it produced the annual Jingellic Show (members at a community and special meeting in August 2018 voted to cease this event) and until November 2017, was trustee under the Crown Lands legislation for the former Jingellic School buildings and grounds. (The withdrawal from position as trustee was formerly ratified and documented by mention in parliamentary hansard Gazette 2 November 2018).

The entity is governed as per a model constitution a copy of which is attached P50.

A number of user groups are associated with the showgrounds and contribute to management and maintenance of the showgrounds.

These groups include:

- The Jingellic Pony Club Inc.
- Jingellic Cricket Club
- Jingellic Rural Fire Service

1.1 Constitution and amendments P50

1.2 Code of Conduct

All members, committee members and volunteers of the Jingellic Hub Inc shall always act in the best interests of the organisation. They shall conduct themselves in an ethical, responsible, honest and constructive manner to assist the society to manage and promote the goals of Jingellic Hub Inc and enhance the Jingellic Showgrounds for the benefit of the community. Members are obliged to abide by the policy and procedures of Jingellic Hub Inc and act in a financially responsible and impartial manner. Members who fail to comply with the code of conduct shall, at the discretion of the committee be expelled from the Jingellic Hub Inc. We have adopted the ASC's advisory document as the Jingellic Hub Inc Code of Conduct. Printed below is a copy of said document (Insert Jingellic Hub Inc for "Show Society"):

Show Society Committee Members' Code of Conduct

1. Each Show Society Committee Member is bound by the Society's Constitution when acting in that capacity and the Committee collectively is bound to adhere to the provisions of that Constitution.
2. The focus of Committee Members must be on producing a financially sustainable exhibition (in case of Jingellic Hub Inc insert events and entity) which provides stimulating community involvement, entertainment and competition in a well-managed, safe environment.
3. A Committee Member must always act honestly and in good faith, must strictly comply with the law, in letter and in spirit, and must never behave in a manner likely to bring discredit to the position or to the Jingellic Hub Inc.
4. A Committee Member must always exercise strict decorum in dealing with other Committee Members, show officials, other voluntary workers and the general public.
5. A Committee Member must exercise care and use diligence in carrying out the duties of that office and must only employ the powers of the office for a proper purpose.
6. A Committee Member must not take advantage of holding a position on the Committee and must not make improper use of any information gained as a member of the Committee.
7. A Committee Member must accept that confidential information received as a member of the Committee remains the property of the Society and may not be disclosed or allowed to be disclosed by a Committee Member unless that disclosure is authorized by the Committee.

8. A Committee Member must declare any personal pecuniary interest in any relevant matter before the Board and withdraw from any part in the Committee's dealing with that matter and must behave in like manner should matters affecting family members, close associates or organizations with which the Committee Member is closely associated come before the Committee.
9. During Committee Meetings, a Committee Member must be prepared to adhere to the agenda, to respect others and their opinions by genuinely listening, to avoid monopolizing discussion and never making derogatory or inflammatory remarks.
10. A Committee Member has a duty to be independent in judgement and to take all reasonable steps to be satisfied of the soundness of all decisions including policy, practice and financial ones taken by the Committee but must accept majority decisions made after proper formal discussion.

In order to foster the continuity and prosperity of the organisation each Committee member must participate in giving recognition to the efforts of other Committee members, members and volunteers as well as being welcoming towards new Committee members, especially younger ones and, at the same time, open to new ideas and suggestions.

1.3 Conflict of Interest

Committee members are expected to be very aware of any potential conflicts of interest they may have in relation to decisions made by the committee and will declare any conflicts as soon as they become evident. If the committee wishes, a committee member declaring a conflict shall withdraw themselves from discussion and voting on the decision. Committee members cannot act in manner which would positively prejudice their personal interests (or those of a close family member/friend)

1.4 Meeting procedure- standing agenda;

Meetings shall be conducted in accordance to the constitution.

1.5 Executive term of office and roles and responsibilities

The term of office of all committee members shall be the period between AGM's. They shall be elected to a position at an AGM (or at a later Special Meeting, in the event of a committee member retiring before the end of term) and serve until they asked to stand down at an AGM so that an election can be held and a new committee elected. Roles are as per the constitution and recognised guidelines (NSW Fair Trading).

1.5.1 President and Vice President

1.5.2 Secretary

This role may be a divided role (For example: Executive secretary and Show secretary /warden)

1.5.3 Treasurer

1.5.4 Public Officer (who may also occupy another committee role)

1.5.6 Risk and Compliance officer (who may also occupy another committee role)

1.5.6 Communications officer (who may also occupy another committee role)

1.6 Communication/media policy:

MEDIA: All drafts of communications aimed at the public to be published via electronic media such as Community Emails, or newspaper and other print media reports need to be proof read by the communications officer and one other member of the executive committee to ensure that the information is accurate and meets with the spirit and objectives of the Jingellic Hub Inc.

EMAIL: We acknowledge that email communications cannot be considered to be confidential or secure, but with this in mind we will ensure that personal details supplied to the Jingellic Hub Inc by members of the public will only be used for the purpose for which they were provided. Email addresses will only be added to email lists for group dissemination of information only when specifically requested by the individual (verbal/email request or acknowledgement on an application form) and will not be supplied to a third party, without permission.

EVENTS: Ensure there is an adequate Public Address system that can be heard across the entire audience (the entire showgrounds at large events or within a reasonable distance of or within the pavilion for smaller events)

Mobile phone communication tree to be distributed to all judges/officials and volunteers for prompt effective communications. Any issues arising will be coordinated through the designated trouble shooter official for the day, usually the warden. Efforts will be made to have UHF radios available to key personnel for effective communications.

Adopt a coded alert system for public address system to avoid general panic/concern from public and induct the MC and officials in the use there of. *For example: Code Red in pavilion = medical emergency. First aid officers and Risk Manager should attend with haste.*

1.7 Annual Incorporations and insurers compliance audit policy

Insurance policies are due for renewal in February (Or date set by the Insurance Underwriter) and prior to renewal a compliance audit of responsibilities in terms of the Incorporations Act and Insurance Obligations should be conducted prior to renewal date.

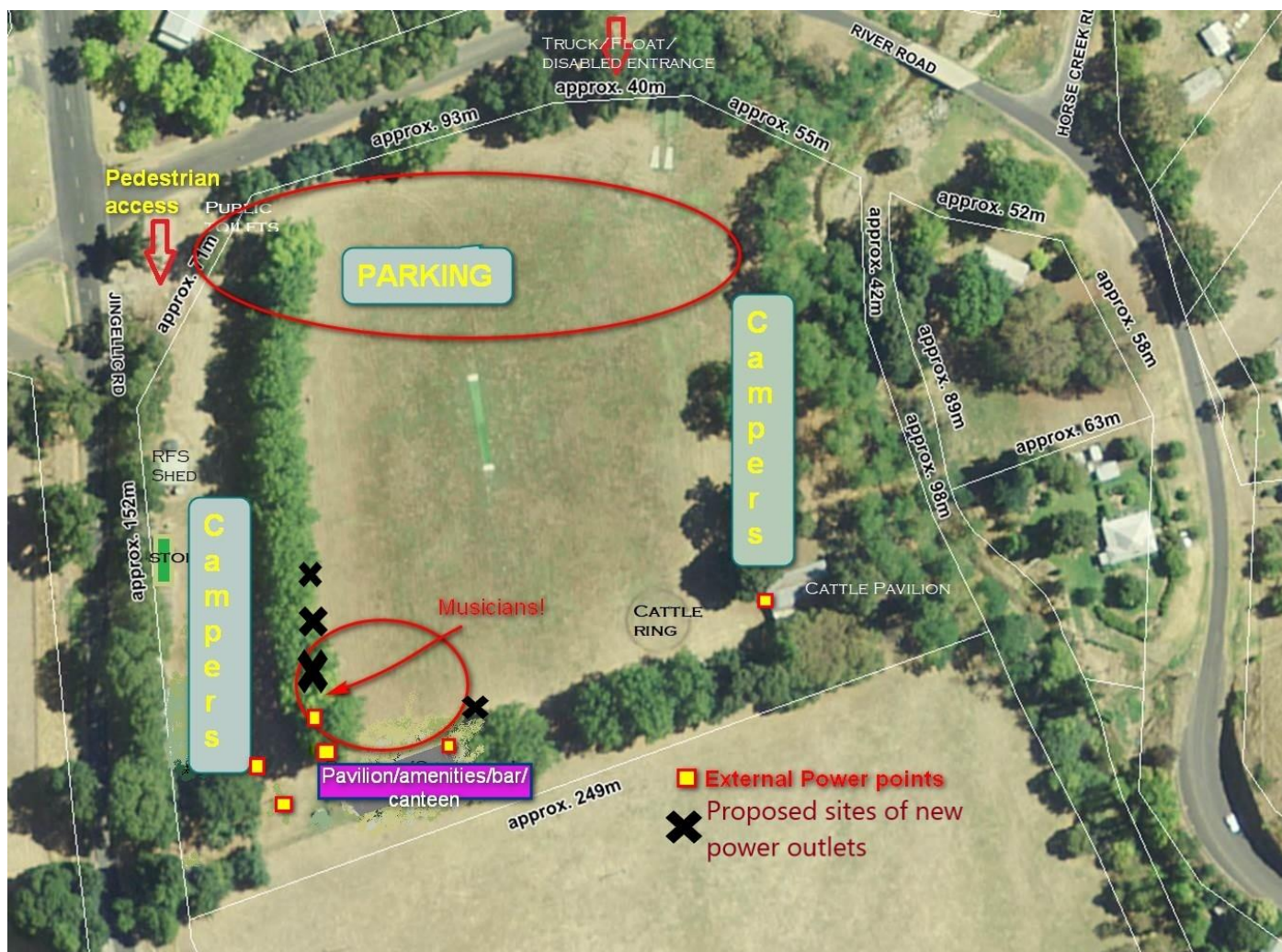
1.8 Sub Committees and terms of reference

1. The Jingellic Hub Inc has elected a subcommittee of representatives of the user groups: *Jingellic Hub Inc. User Group Sub Committee (the Sub Committee)* and we have a statement relating to terms of reference:
[Jingellic Showground User Group Terms of Reference.pdf](#)
2. The Jingellic Hub Inc elected a subcommittee of representatives to progress the aim of the project to construct a multipurpose building on the Jingellic Showgrounds to replace existing aged and condemned infrastructure. This project was completed in August 2017. The subcommittee remains as *Facility Maintenance Subcommittee* and shall be responsible for ongoing maintenance of the facilities.
3. The Jingellic Hub Inc has tasked a subcommittee of representatives to source funding via grants. This committee is comprised of the Treasurer and other willing committee members. This committee can act independently in order to be time efficient, but all documents must be sent electronically to the executive for review before submission.

Other subcommittees are established as necessary, from time to time to progress projects and manage events. Each subcommittee is provided with a limited budget and an expenditure limit which it can utilise to progress the project with expediency at the discretion of the subcommittee. It must report to the committee

on a regular basis and request permission to proceed before embarking on a pathway which may incur a cost to the organisation above the limit set at the meeting at which the subcommittee was established.

Jingellic Showgrounds 2019



1. General condition of showgrounds and amenities checklist

Apply this checklist prior to an event or whenever members of the public are expected to access the facilities (including building contractors/tradesmen):

Review licenses and permissions for events.

Liquor license – expiry, ensure licensee available and is type of license a match for event.

*Complete the form: Limited licence functions: police notification (Risk Management package)..[\RISK MANAGEMENT POLICY AND PROCEDURES\Policy 2019\Police event notification am0530-limited-licence-functions-police-notification version 030119.pdf](#) and send to area command **Michelle Grinter** | Senior*

*Constable | Licensing Constable Riverina Police District | **NSW Police Force** | Phone: 02 69222671 | Eaglenet: 83671 | Fax: 02 69222665 | Eaglenet Fax: 83665 | Email: grin1mic@police.nsw.gov.au*

Notify insurance company as to details of event

Notify Snowy Valleys Council as to details of event

Are grounds in good order as far as practicable?

Check for, and remedy to practicable extent or signpost any slip/trip/overhead hazards:

Potholes, boggy areas, check condition of grassed areas, check that irrigation infrastructure is not posing any hazard, check for overhanging tree branches and hazardous trees.

Remove any waste/garbage/equipment that is unnecessary for event and which might pose a risk.

Is car parking adequate?

Where practicable, during an event, exclude vehicles from general showgrounds area and manage parking beyond perimeter.

Vehicular parking managed: ingress / egress to be controlled and separated from pedestrian traffic as far as practicable.

Emergency (CERT / Police / ambulance / Fire service) vehicle access to be assured. Note: ensure RFS vehicles to be able to access the fire shed at all times.

Show and entertainment contractor heavy vehicles / merchants vehicles / exhibitor vehicles and caterers' vehicles and parking thereof to be considered and managed.

At events involving animals: Separate traffic and parking from animal holding areas, animal exhibition areas and public thoroughfares

Clearly mark out parking areas.

Have marshals present and inducted with Jingellic Hub Inc policies to ensure traffic flows are enhanced and parking / traffic congestion and accidents are avoided. (See section: 8. TRAFFIC PLAN)

Review projected participants 14 days prior to event and if necessary, seek permission from Rob Bulle 0407 369 203 / ardrossan@bigpond.com to access his paddock, North of the Jingellic Store to use as additional parking area.

Pedestrian Access

Remove or reduce any trips / slips hazards. Power cables, hoses, guy ropes must be covered/suspended or clearly sign posted to avoid any accidents.

Safe access of pedestrians from parking areas / gate ways separated from traffic flows.

Check signage

Disabled and pram access considered and arrangements made for disability access close to pavilion.

Animal Access and control **NOT APPLICABLE to J@J**

Check arrangements in place for holding / tethering / yarding /penning exhibitors' animals

Ensure there is adequate separation of classes of animals and public from the animals

Water points for washing and water supply

Waste removal facilities and storage (containment areas for dung)

Is drainage adequate to avoid slip/trip hazards in pedestrian areas

Owners of dogs in particular (a noted hazard at shows) are to be instructed that dogs are to be restrained with a leash at all times when not actually working and that the owner is responsible for picking up and disposing of the dog's faeces.

Review judging rings/arenas are in sound order and that fences have adequate visibility (preferably white washed to improve visibility).

Ensure that there are adequate arrangements in place for rapid response in the case of a veterinary emergency. Arrange with duty veterinarian at Walwa Veterinary Practice to be on call - 02 6037 1399 /0427 371 399.

(ANIMAL HOUSING AND EXHIBITION POLICY & PROCEDURE)

Communication and crowd control

Mobile phone communication tree to be distributed to all judges/officials and volunteers for prompt effective communications. Any issues arising will be coordinated through the designated trouble shooter official for the day (the warden).

Designated Trouble-shooter contact number for the event will be:

Janice Newnham  **0427 371 434** or whomever is warden for the day.

Efforts will be made to have UHF radios available to key personnel for effective communications.

Ensure there is an adequate Public Address system that can be heard across the entire showgrounds

Adopt coded alert system for public address system to avoid general panic/concern from public and induct the MC and officials in the use there of. For example: Code Red in pavilion – medical emergency/first aiders required. (COMMUNICATIONS POLICY)

Key personnel and officials to be identified by uniform or Hi Vis vests.

Showground security

Have arrangements been made for security of collected monies. Lock box / transfer arrangements/ secure storage.

Do all volunteers and officials responsible for monies as far as is practicable have a valid police record check.

Security company contracted to event and contact numbers:

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First Aid and Medical

Certified first aid officers in attendance (current certification on file) with adequate mobile phone communications to coordinate additional care such as Remote Area Nurses, CERT and ambulance service.

First Aiders (FA) need basic first aid kit as a minimum. If FA staff are qualified to make decisions associated with these, a spine board/stretchers and cervical collars in addition to kit, would be ideal. Jingellic Hub Inc will review first aid kit annually to ensure all supplies are within use by date and kit is complete. Kit is available from secretary's office.

AED (defibrillator) is available in fire shed.

Establish a designated first aid post with an area for managing and attending injured/unwell persons (when it is appropriate to move the patient before ambulance crew arrives). First Aid area and details as to how to contact the duty first aid officers needs to be well sign posted and announced over PA at regular intervals.

Supply of sunscreen needs to be on hand for the public and volunteers/officials. (FIRST AID POLICY)

Review hazard and safety issues:

Check show attractions/entertainments for sharp projections, unsafe moving parts, slip trip hazards, drowning hazards such as unfenced or unsupervised ponds /pools etc.

Lost Children

Arrangements for managing lost children need to be in place:

Lost children should be taken to secretary's office. Their name or description should be announced over PA and the child should be occupied by a suitable volunteer (Copy of Working with children card on file) until parent / guardian is found.

Secretary and volunteers need current working with children checks completed.

Waste Management

Sufficient rubbish bins? Arrangements in place to empty bins and refresh regularly.

Particular note of sufficient bins near catering facilities.

Confirm arrangement in place for waste collection after event.

Temporary and permanent structures

Are structures stable and safe to occupy, no loose cladding or projections which could potentially injure participants or damage vehicle.

Are access points free of slip/trip hazards

Adequate signage, handrails and lighting

Check fire escapes are clearly marked and access unimpeded.

Check fire safety equipment: fire blankets and extinguishers in appropriate positions.

Restrict access to storage areas and equipment on grounds. (remove keys from mowers, lock storage and restrict access to rear of pavilion.

Other hazards:

Review checklist from previous event to ensure that noted issues were acted upon.

Additional observations: *Collect insurance details from trade stall vendors* *Hand sanitisers and wash facilities for food vendors*

Additional Comments / Notes:

Completed by:

Name:

Signature:

Date:

1. Biosecurity

Responsibility for biosecurity rests with exhibitors of animals **and** Jingellic Hub Inc. Biosecurity refers to managing and reducing risk associated with biological contamination and disease transmission between exhibited animals and other animals and the public.

Refer to Animal Health and Biosecurity for links to forms and guidelines:

www.agshowsnsw.org.au/downloads/animal-health-bio-security

Biosecurity Risk Management Plan based on following principles:

Jingellic Hub Inc responsibilities:

- Assign an office bearer to role of biosecurity officer.
- Ensure pens and yards are cleaned prior to show day and note a disclaimer in the exhibitors' waiver documentation to assign responsibility for cleaning pens/yards during occupation to the occupying exhibitor.
- Consider waste management issue
- Ensure separation of public from exhibited animals as far as is practicable to avoid cross contamination.
- Map the areas where animals are held/housed and insert locations of watering points/cleaning and handwashing areas/waste disposal sites/public access ways etc
- Barriers around waste dump points
- Signage to educate and advise about biosecurity
- Apply strict quarantine area for animals that become unwell during event
- Johnes Disease and Bovine Pestivirus (BVDV) – JDPAH facilities have no provision for segregation of tested-free or assessed-free animals from untested animals. Exhibitors must be made aware of this risk and it is their responsibility to take appropriate measures to manage the risk. Exhibitors must absolve the Jingellic Hub Inc of any responsibility for any health impacts on their livestock associated with participation in the event.

Ideally all cattle should be tested Pestivirus (PI) free and be vaccinated.

www.dpi.nsw.gov.au/-data/assets/pdf_file/0015/226041/Bovine-pestivirus-infection.pdf

www.animalhealthaustralia.com.au

Exhibitor responsibilities:

- Sign an Animal Health Certificate to confirm that only healthy animals are brought to event
- Animals owned by different exhibitors should not share water troughs/ bedding / equipment
- Satisfy themselves as to the hygiene of the pen / stable before use
- Ruminant exhibitors should complete an NLIS form and appropriate National Health Statement (beef cattle, dairy cattle, sheep, goats)
- Maintain hygiene of pens/yards and dispose of waste appropriately
- Monitor their animals for signs of stress/disease. If animal noted to be unwell the biosecurity officer needs to be notified and the animal needs to be quarantined immediately.
- Observe quarantine periods for returned exhibited animals on their own property for a reasonable period of time (10 days minimum) to ensure they have not contracted a disease whilst at event

☐ Petting zoos /pets' parade

Stressed animals in close contact with the public can lead to out breaks of disease particularly, E. coli. Hygiene management is a priority. Education of the public and reduction of stress measures applied to exhibited animals is very important.

- Signage
- Provision of hand washing facilities (waterless soap/antiseptic dispensers)
- Management of animals
- Map location of petting zoo or areas of close contact animals and the public exist and note hand washing facilities, waste disposal points, drainage points and access ways.

REVIEW ANIMAL HOUSING / EXHIBITION POLICY IN CONJUNCTION WITH THIS POLICY P30-31

- Showground PIC number NG321958
- Consultant Veterinarian Name: Walwa Veterinary Practice – Principal David Hall

Contact Number 0427 371 399 Landline: 02 6037 1399

- District Veterinary Officer Murray Local Land Services

Mark Corrigan

District Veterinarian

Phone: 02 6051 2208

Mobile: 0428 256 431

Email: mark.corrigan@lls.nsw.gov.au

Eve Hall

District Veterinarian

Phone: 02 6051 2210

Mobile: 0439 078 989

Email: eve.hall@lls.nsw.gov.au

- Emergency Animal Disease Watch Hotline 1800 675 888
- Chief Steward Name..... Contact Number.....

2. Risk response

☐ Identify Risk

Each Risk needs to be: identified, evaluated (Likely – unlikely), Consequence (Minor, Moderate, Major), Level of risk (Low-High) and the response to the risk should be noted (eliminate, reduce, manage, modify). The person (or team) responsible for managing risk should be identified and response detailed.

RISK	Degree of risk			Responsibility	Response Type: eliminate E, reduce R, manage M, modify #	Description of response
	Evaluation Unlikely (U) Likely (L)	Consequence Minor (1) Moderate (2) Major (3)	Level Low (L) Moderate (M) High (H)			
Power failure	L, 3, M Moderate risk			Grounds manager	Manage	Review meter board and reset trip switches Have electrician attend. Electrician Phone Number: Initiate backup generator once established safe to do so.
Water supply failure	U, 3, M Moderate to High risk			Grounds Manager;	Manage	Review pump, water supply and tap function prior to event Have plumber on standby and suitable fittings to make temporary repairs. Darren Hallsbree phone number: In the event water supply cannot be re-established consider having a water tanker available for use.

Traffic and Parking congestion creating an issue	L, 1, L Low risk	Nominated Traffic marshal	Manage	Signage in place to create efficient traffic flow and indicate parking spaces. Parking marshals to ensure reduction in congestion. Endeavour as far as practicable, to separate vehicular traffic from pedestrian traffic
Catering quality and food safety legislation compliance from vendors	L, 3, M Moderate risk	Contractor/entertainment s coordinator	Manage	Check and obtain copies of Certs Of Currency for insurance and preferably note interested party being Jingellic Hub Inc Check food service certification and compliance. Assess catering vendors as per protocol
Fire	U, 2, H Moderate risk	RFS / Risk Management Officer	Manage	Ensure adequate fire suppression equipment available (extinguishers and blankets) particularly near catering venues. Have a method of alerting appropriate persons without panicking crowds (mobile phone comms to 000, direct to local RFS) Protocol for fire evacuation. Calm voice on PA system to alert public to move to safe zone, and assurance that matter is in hand.
Plumbing failure (Toilets)	U, 3, H High risk	Grounds manager	Manage	Have signs available to advise of out of order toilet Have methodology and responsible person available to check toilets and restock supplies regularly. Have plumber on standby – Darren Hallsbree as above.
Pedestrian traffic	U, 3, M Moderate risk	Traffic marshal	Eliminate and Manage	As far as practicable separate pedestrian and vehicular traffic Ensure pedestrian traffic is directed by appropriate signage and marshals
Medical emergency on grounds	L, 3, H High risk	First aid crew	Manage	Have appropriate trained first aid staff on site Have designated first aid post and adequate

				<p>communications to ensure medical emergency is attended ASAP.</p> <p>Signage to alert public and staff as to site of first aid post and how to contact First aiders.</p> <p>Policy to be that first aid staff assess patient and if required call ambulance (000) or remote area nurses as appropriate or treat patient as required.</p> <p>Ensure communications system is used effectively to alert ground staff to issue and ensure access for ambulance/medical staff to patient is unimpeded.</p> <p>Maintain a record of incident details.</p> <p>Call 000 as priority.</p>
Lost child	L, 2, M Moderate	Office staff / Secretary	Manage	<p>PA system utilised to announce lost child and where parent or carer can collect child. If child identified parents contacted by mobile phone where possible.</p> <p>Child to be occupied by office staff (staff to have working with children checks)</p>
RFS Call out whilst event in progress	U, 3, H Moderate to High	Office staff/grounds manager	Manage	<p>Path to fire shed needs to be cleared of pedestrian traffic</p> <p>Announcement made over PA system to alert public that RFS vehicle will be exiting fire shed and path way needs to be clear.</p> <p>Gate keepers to clear access way.</p>
Unruly participant	L. 2, Moderate	Security staff/ Bar staff	Manage	<p>Ensure all bar staff and trade stall staff abide by obligations under RSA accreditation to minimise risk, but in the event of occurrence, utilise security guards to control situation /escort patron from grounds/ organise ride home</p>

Weather	L, 1. Low risk and impact	Grounds manager	Manage	<p>Hot weather: review shade, ensure adequate sunscreen available and access for patrons to free water to drink.</p> <p>Inclement weather: Grounds person and President to make a call if weather is a major safety risk and to call the event off.</p> <p>Other wise manage conditions. Priority I to ensure there is no issue with exposed power cords and equipment and rain.</p> <p>Try to increase availability of shelter for participants. Be aware of parking and bogging of grassed areas.</p>
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Comment:

Signed off for event by: Name:

Signature:

Date:

3. ALCOHOL & DRUGS POLICY & PROCEDURE

Purpose:

- To demonstrate that Jingellic Hub Inc acknowledges and embraces the responsibility and duty of care for wellbeing of its members, officials, patrons, contractors and user groups of the society's facilities.
- To ensure practices are in place to reduce risks associated with alcohol and drug use.
- To provide a venue free of discrimination with clear guidelines which consider the Jingellic Hub Inc's social and legal obligations/responsibilities.

Objectives:

- To identify practices and tasks which pose a risk
- Prevent alcohol and drug misuse on property controlled by the Jingellic Hub Inc
- To gain the commitment of members, officials, patrons and user groups to cooperate to achieve a safer and healthier environment
- To raise awareness of risks and issues associated with alcohol and drug misuse
- To provide a pathway to assist members, officials, patrons and user groups in need of assistance or advice in a confidential, non-judgemental and sensitive manner.

Scope:

This policy is applicable to members, patrons, office bearers, contractors and user groups of the property under control of the Jingellic Hub Inc.

Definitions:

BAC - Blood Alcohol Concentration

0.05BAC - 0.05g of alcohol/100ml of blood the legal limit of BAC: Over 0.05BAC driving is prohibited and unsafe

0.00BAC - 0g/alcohol/100ml of blood. All L/P Plate drivers and MC and truck drivers need to remain at 0.00BAC to remain behind the wheel.

Drugs - Any substance ingested, inhaled or injected into a person's body which adversely affects the person's judgement, behaviour or ability to perform duties in a safe manner and in accordance to legal parameters. A drug may be legal prescribed or an illegal substance

Substance abuse - Misuse or dangerous use of alcohol or drugs

Jingellic Hub Inc premises Any property under the control of the Jingellic Hub Inc and includes temporary "premises" such as the path taken during a trail ride.

Background:

Under common and statute law it is the duty of the Jingellic Hub Inc to protect its members, officials, patrons, contractors and user groups and any other authorised persons on the premises from damage or accident caused by a person affected by drugs or alcohol.

Alcohol, drugs and other substances can impair an affected persons motor skills and judgement for hours and sometimes days after consumption. Elimination of substances from the body is variable depending on the individual. Factors which impact on excretion times of a substance from a person's body and hence BAC level in the case of alcohol consumption are:

- A person's weight
- Health status and metabolism – particularly the health of their liver
- Degree of exposure to alcohol (is the person a regular drinker)

Policy:

- All officials, members, contractors, user groups are to remain below 0.05BAC when performing their duties
- The Jingellic Hub Inc will not allow alcohol to be provided to members, officials, patrons, user groups except under the terms and legal requirements of a liquor license under the control and supervision of the licensee at an authorised event.
- The Jingellic Hub Inc requires that all members, officials, patrons, contractors and user groups be responsible for their own safety and wellbeing and be aware of the safety and wellbeing of others and comply with the requirements of this policy whilst on the Jingellic Hub Inc premises.
- The Jingellic Hub Inc will ensure that if it becomes aware that a member, official, patron, contractor or user group member is under the influence of drugs or alcohol which impacts on their behaviour, execution of duties, impacts on other persons or poses any degree of risk, it will take all reasonable measures to remove the affected person from the grounds whilst preserving, as far as is practicable the confidentiality of the affected person.

Procedure:

- Alcohol storage: Alcohol shall only be stored at the premises for the period of time directly associated with the preparation for, duration of and in the reconciliation phase of an event. All stored alcohol shall be the responsibility of the licensee for the event.
- The Jingellic Hub Inc approves the distribution and sale of alcohol by the event licensee and RSA accredited persons under the licensee's direction in accordance with this policy and under the lawful requirements of the liquor license obtained for the event.
- The Jingellic Hub Inc emphasises that always it is entirely inappropriate for excessive amounts of alcohol to be served to members, officials, patrons, guests or user group members and cognisance of legal requirements under the responsible service of alcohol guidelines needs to be maintained by the licensee and his/her staff. All persons on premises should be aware that persons who in the assessment of Jingellic Hub Inc officials, are behaving in an anti-social manner under the influence of alcohol (or drugs) will be rendered appropriate assistance to leave the premises (and police presence may be requested)

- The Jingellic Hub Inc does not condone the use of illegal drug or misuse of prescription drugs by any person on Jingellic Hub Inc premises. It will retain the right to evict persons considered to be under the influence of such substances or suspected of distributing drugs.
- Persons who have a duty to perform on behalf of Jingellic Hub Inc during an event (volunteers, members, officials, contractors etc) are not to be under the influence of drugs or alcohol as their judgement may be impaired and safety may be compromised. If a person is found to be in such a state, they will be asked to absent themselves from the event. These persons are to be advised not to drive themselves from the venue and alternative transport arrangements should be made. (If the person insists on driving any insurance for them in the event of an accident under the Jingellic Hub Inc policy is void).

- **Plant /Machinery and vehicle operation:**

Any member, volunteer, official, user group member or contractor shall not operate plant/machinery or drive a vehicle on Jingellic Hub Inc premises or in the course of performing a duty for the Jingellic Hub Inc with a BAC >0.00 and shall be free from the influence of any drugs.

NOTE: Any person who may be involved in an accident or become injured whilst undertaking a duty for the Jingellic Hub Inc during an event should be aware that any insurance benefit to compensate for injury or loss may be nullified by a positive alcohol or drug test.

LICENSEE DETAILS:

Name: ... Jingellic Hub Inc - Secretary: Jen Vinge.....☎ ...0411 030 939.

Attach copy of Liquor Licence here.

4. HARRASSMENT POLICY

The Jingellic Hub Inc is committed to an environment free from any harassment. Any incident of harassment shall be investigated and if proven will be regarded seriously and appropriate action taken against the offender. This may include expulsion from the Jingellic Hub Inc, eviction from premises, period of exclusion from the Jingellic Hub Inc premises and events or police action.

Harassment causes distress, anxiety, hurt (physical and emotional) and is unacceptable.

Harassment includes any behaviour or activity on a face-to-face basis, via electronic media, by telephone communication or on paper that is hostile, intimidating or offensive and interferes with an individual's role or enjoyment of participating in, volunteering for, or interacting socially with Jingellic Hub Inc coordinated activities.

The Jingellic Hub Inc will not accept any excuses for harassing behaviours - being under the influence of alcohol or drugs is not considered excusable.

Harassment takes many forms:

- Physical contact (from unsolicited/unnecessary touching to serious assault)
- Oral and written harassment (from gossip/slander, jokes and teasing, offensive language, racism, ageism to any form of discrimination)
- Visual displays of offensive pictures, posters, gestures
- Isolation of, or non-cooperation with a person
- Coercion
- Intrusion by pestering, sexual pressures
- Bullying or any form of discrimination

Prevention of Harassment:

- Ensure all members are aware of the policy and rules of appropriate behaviour
- Ensure all members are aware of procedure if they feel they are being harassed
- Ensure the environment is free of potentially offensive material
- Ensure processes and the working environment do not encourage harassment to occur
- Speak up to support a victim and investigate if harassment is suspected, reported or observed.
- Act immediately and with due consideration to all parties.

How to handle complaints of harassment and /or discrimination:

The Key points:

Be Confidential	Be Impartial	Act promptly	Handle issue with sympathy, sensitivity and seriously!
Investigating officer needs only discuss the issue with the parties concerned and ensure the parties do not discuss it with anyone else (unless of course, it becomes a legal issue)	Be fair and non-judgemental	Resolve the issue as quickly as possible so all parties can move on	Try to see the issue from the complainant's perspective....what you might consider silly and inconsequential may have a much greater impact on the complainant.

- ☞ Gather information from complainant and ask how they want it resolved: LISTEN and RECORD
- ☞ Decide if you are the appropriate person to resolve the issue: do you have bias, do you have knowledge of the issue, are you too junior in the hierarchy? If necessary, refer the issue to a more appropriate person but ensure that the matter is resolved, not forgotten about!
- ☞ Present the information gathered from the complainant to the person/s about whom the complaint was made. LISTEN and RECORD
- ☞ Decide if, based on the information you have received, the alleged harassment occurred or not, or whether you need to speak to witnesses, or refer back to the Jingellic Hub Inc committee.
 - CAUTION WITH WITNESSES: only speak to witnesses if appropriate to do so, don't do so if you are biased or may be seen to be biased. Confidentiality: Do not tell a witness any more than they already know about the case. Ensure they do not talk about the issue to anyone else. Limit witnesses: Only speak to as many witnesses as is necessary to decide if there is a justified case of harassment.
- ☞ Decide on how best to resolve the issue. If issue is minor, mediation and counselling of the parties might be appropriate. If the situation is more serious the Jingellic Hub Inc committee may have to consider the issue and decide on a fair and consistent mode of resolution or penalty.
- ☞ Enact your decision and communicate process and outcome to both parties. Advise parties of other avenues parties may want to pursue if unsatisfied with outcome.
- ☞ Monitor the situation to ensure harassment does not reoccur or situation escalates.
- ☞ NOTIFY THE INSURANCE BROKERS of the issue in case of escalation to a claim against insurance.

WHAT TO DO IF:

You are accused of harassment:	You are the victim of harassment
An accusation of harassment does not signify a judgement of guilt.	Make note of incidents/issue. Record dates, relevant details and how it has affected you emotionally/socially/other
You will be formally advised by Jingellic Hub Inc that a complaint has been brought against you and the details of such.	Approach a suitable mediator to act on your behalf to informally find a resolution in discussion with harasser.
A non-judgemental investigation by a Jingellic Hub Inc committee member will ensue in order to attempt to facilitate a resolution of the issue.	Make a formal written complaint to the Jingellic Hub Inc
You have the right to have a support person sit in on these discussions.	Communicate with the society to ensure that your issue is addressed by an appropriate committee member of the Jingellic Hub Inc.
If resolution cannot be achieved in simple terms (an apology, for example) then the case may be mediated between the parties.	Cooperate with an investigative process and mediation where appropriate. Jingellic Hub Inc. will ensure that progress of investigations on the complaint is adequately communicated to you.
If the Jingellic Hub Inc. considers the findings of the investigation to indicate a serious matter of harassment it reserves the right to penalise the harasser - For example: by revoking membership and /or access to events and the Jingellic Hub Inc. premises, or refer the case to a solicitor.	If unhappy with degree of resolution achieved discuss options for progressing complaint to a higher authority. (Such as a solicitor/community mediator etc)

5. DUTY OF CARE POLICY

Health and Safety of all persons associated with the JDPA&H Society Inc. is paramount.

Jingellic Hub Inc. is committed to ensuring the health and safety of all associated persons by engaging with Risk Management initiatives aimed to eliminate, reduce or avoid practices or procedures that have an element of risk of causing injury as far as is practicable.

Responsibilities of Jingellic Hub Inc:

- ☞ Identify risks and where appropriate reduce, eliminate or avoid the risk as far as is practicable.
- ☞ Provide information, instruction, training and competent supervision.
- ☞ Provide safe equipment, items, and work systems
- ☞ Ensure that appropriate first aid is available for any injuries sustained.

Responsibilities of the individual (committee member/ volunteer/user group member etc)

- ☞ Cooperate with Health and Safety policy and procedures to ensure everyone's safety.
- ☞ Work /participate in a safe manner observing all safe work methods and safety rules
- ☞ Use equipment as instructed
- ☞ Immediately report any safety issues (unsafe practices/equipment/conditions) to the Risk Management officer of the Jingellic Hub Inc. Current RMO: Janice Newnham ☎ 0427 371 434
- ☞ Report any injuries/accidents to the Risk Management officer of the Jingellic Hub Inc. (via another official if necessary)
- ☞ Do not misuse or otherwise negatively interfere with items/equipment provided to uphold health and safety.

Responsibilities of the Jingellic Hub Inc. executive:






- ☞ Commitment to and compliance with the Work Health and Safety policies of the Jingellic Hub Inc. to set a good example.
- ☞ Effectively implement the Work Health and Safety policies of the Jingellic Hub Inc
- ☞ Provide instruction and supervision when necessary
- ☞ Investigate accidents/incidents and take remedial action where appropriate
- ☞ Enforce relevant legislation requirements that apply
- ☞ Ensure regular safety audits are conducted
- ☞ Ensure visitors and patrons conform to safety requirements

Responsibilities of Contractors/Subcontractors:

- ☞ All persons contracted to engage with any work/activity in a paid or voluntary capacity on behalf of the Jingellic Hub Inc, must comply with the Work Health and Safety policies of the Jingellic Hub Inc.
- ☞ They must accept directions given to them in relation to Health or safety provisions by the Jingellic Hub Inc official
- ☞ Failure to comply with safety directives will be considered a breach and sufficient grounds for termination of contract.

6. EMERGENCY PROCEDURES:

(Complete details of responsible persons on date of event)

<p style="text-align: center;">LIVESTOCK ESCAPE</p> <ul style="list-style-type: none"> • Notify event warden • Warden to contact gate keepers to close gates • Use PA to alert public of the incident and remind them to make their own safety a priority and not to attempt capture of the animal. • Employ staff and owners experienced in handling the type of escaped animal. • Seek assistance of emergency services if necessary • Report incident and actions to Warden 	<p>If an animal becomes loose on the showgrounds:</p>	
	<p>Warden name :</p> <p>Gate keepers contact:</p> <p>PA Contact:</p>	<p>:</p> <p>:</p> <p>:</p>
FIRE	<p>If the fire is not confined and controlled and deemed a risk to public safety call 000 and make the following PA announcement and repeat twice.</p>	
<p>MC /PA Announcer: :.....</p>	<p>MC to announce over the PA:</p>	<p><i>This is an important announcement: There is a fire (state location) Persons in the immediate area please move in an orderly fashion to a safe area. Do not take an action which may endanger yourself or others. We have mobilised the RFS and will have the incident controlled as quickly as possible.</i></p>
PERSONAL OR PUBLIC THREAT		
<ul style="list-style-type: none"> • Notify the warden • Alert emergency services: 000 request Police assistance • Remain calm and do not say or do anything to offender to induce irrational behaviour • Take necessary action to restrict public access to area of incident and /or if safe to do so, evacuate public from the area. • Avoid PA announcements • Record details of the incident • Have a number of witnesses complete a description of offender form 	<p>Warden's name:</p>	<p>:</p>
MEDICAL EMERGENCY	<p>REVIEW ADDENDUM RE FIRST AID POLICY P30</p>	

<ul style="list-style-type: none"> • Check for any danger associated with medical emergency and control/remove. • Assess the casualty, reassure the casualty and ensure a responsible person remains with the patient until assistance arrives. • Notify first aid officers • Call 000 if warranted • Notify warden: • Advise gate staff to escort ambulance to casualty's location • Provide appropriate support and assistance to casualty and first responders. • Report incident to Risk Management Officer • Complete incident form and submit copy to insurers. • Defibrillator available in RFS shed 	Duty First Aid Officer: Warden: Gate Keeper Risk Management Officer: WBNC A/H service:	☎: ☎: ☎: ☎: ☎ 0427 371 220
HAZARDOUS MATERIAL SPILL		
<ul style="list-style-type: none"> • Call 000 request fire brigade assistance • Notify the warden • Be prepared to provide as much information about nature of chemical spill • If spill is in a confined space/building evacuate the building (to an upwind location), prevent re-entry by the public and ventilate the building • If spill is flammable isolate from ignition sources. • Record details of incident and report to Risk Management Officer • Complete incident report 	Warden: Risk Management Officer:	☎: ☎:
LOST CHILD		
If a child is thought to be lost or left unattended follow this procedure		
<ul style="list-style-type: none"> • Reassure the child • Ensure the child is with 2 responsible adults at all times • Accompany the child and walk around the area in which the child was found to look for parent or 	Warden name : PA Contact:	☎: ☎: :

<p>guardian and ask the public for assistance.</p> <ul style="list-style-type: none"> • If nobody claims the child, take him/her to secretary's office and have a staff member remain with the child at all times until parent/carer located. • If the child can provide any information about him/herself or a contact number act upon the information. • Have a lost child announcement and description be broadcast on the PA. • If parent/carer fails to attend contact police. 		
CHILD REPORTED AS BEING LOST:		
<ul style="list-style-type: none"> • Provide a name and description to PA announcer to broadcast a message at 10-minute intervals • Have a number of staff members check facilities, including toilets, buildings and creek! • Advise gatekeepers of description of child and have them apprehend any matching children at the gate and contact the secretary's office • With parent's permission after a judicious amount of time contact the police. • If child is found, ensure all staff/gatekeepers are advised and the MC announces the fact to the public. 	<p>If a parent/carer reports to an official that a child is missing:</p> <p>Secretary/Warden name :</p> <p>Gate keepers contact:</p> <p>PA Contact:</p>	<p>☎:</p> <p>☎:</p> <p>☎:</p>

☎ EMERGENCY NUMBERS ☎

POLICE / FIRE / AMBULANCE	000 (request specific service required)
SES	132 500
ELECTRICITY: FAULTS ELECTRICIAN:	132 080
WBNC	02 6037 1220 / 0427 371 220
POISONS INFORMATION	131 126
WORKCOVER	
GROUNDS MANAGER	Wok Vinge 0427 376 250
BIOSECURITY: Emergency Animal Disease Watch Hotline	Risk Manager: Janice Newnham 0427 371 434 1800 675 888
Veterinarian	WVP: 02 6037 1339
INSURANCE:	Anne Cooper⁺ Assistant Account Executive - Commercial, Consumer & Affinity Jardine Lloyd Thompson Pty Ltd Level 1, 148 Frome Street, Adelaide. SA 5000 t: +61 8 8418 0272 e: anne.cooper@marshadvantage.com w: www.marshadvantage.com.au

7. TRAFFIC MANAGEMENT PLAN

Detail on map where vehicles will be directed to park on the showgrounds and in surrounding roadways. Specify areas for horse floats and trucks, side show / entertainment contractor vehicles, catering vehicles, etc.

Advise Snowy Valleys Council, police, RTA and neighbouring residents of the parking plan prior to show day by email/mail.

Advise patrons of arrangements by way of notices in local newspaper/ community email tree prior to show day.

Ensure that no public roads are compromised by parked vehicles and free access is available to emergency vehicles to the grounds on show day.

Traffic arrangements will be the responsibility of:
(name)..... 

8. CHECKLISTS:

Jingellic Hub Inc, have adopted the following checklist templates as provided via the ASC website:

Pre-Opening General Inspection checklist

Exhibitor checklist

Food and Catering Checklist

High risk Entertainment Acts Checklist

Seating Checklist

Parking Area Checklist

Emergency Management Checklist

Site Holder Checklist

AUDITS: Health and Safety Internal Audit

TEMPLATES:

Offender Description form

Contractor Workplace safety details

Signage

Waivers

Amusement Provider Contract

Risk Management Safety Officer

ADDENDUM FIRST AID POLICY:

At all events where there will be more than 10 participants, a certified first aid officer/s shall be in attendance

Ensure adequate mobile phone communications to coordinate additional care such as Remote Area Nurses and ambulance service where necessary.

First Aiders will be supplied with basic first aid kit (additional spine board/stretchers and cervical collar to be used by knowledgeable personnel is ideal).

Defibrillator available in fire shed.

There shall be a designated first aid post with an area for managing and attending injured/unwell persons (when it is appropriate to move the patient) before ambulance crew arrives. Usually secretary's office or designated marquee.

First Aid area shall be sign posted and details as to how to contact the duty first aid officers needs to be clearly stated/sign posted and announced over PA at regular intervals.

Supply of sunscreen and hand sanitiser needs to be on hand for the public and volunteers/officials.

Review hazard and safety issues:

Check show attractions/entertainments for sharp projections, unsafe moving parts, slip trip hazards, drowning hazards such as unfenced or unsupervised ponds /pools etc

ADDENDUM ANIMAL HOUSING AND EXHIBITION P&P:

Check arrangements in place for holding / tethering / yarding /penning exhibitors' animals

Ensure there is adequate separation of classes of animals and public from the animals

Water points for hand washing and animal drinking water supply

Waste removal facilities and storage (containment areas for dung)

Is drainage adequate to avoid slip/trip hazards in pedestrian areas

Owners of dogs in particular (a noted hazard at shows) are to be instructed that dogs are to be restrained with a leash at all times when not actually working and that the owner is responsible for picking up and disposing of the dog's faeces.

Review judging rings/arenas are in sound order and that fences have adequate visibility (preferably white washed to improve visibility).

Ensure that there are adequate arrangements in place for rapid response in the case of a veterinary emergency. Arrange with duty veterinarian at Walwa Veterinary Practice to be on call - 02 6037 1399.

All animals and handlers have to have waivers and declarations completed and filed with secretary before being allowed to unload on grounds.

- Temporary Electric fences are banned from the grounds
- Waivers:
 - ✓ Refer to ASC website for general waiver form

- ✓ National Vendor Declarations
- ✓ Animal Health Certificate
- ✓ Entry Forms (including origin PIC)

NSW SES Community Cache:

- NSW SES has asked Jingellic Hub Inc Secretary to look at a draft template of a Community Emergency Flood Plan for Jingellic and have invited the community to add specific information relating to Jingellic to the Plan
- With reference to the Cache and its contents –
 - Everything inside the Container is a gift to the Jingellic Community to assist them during flood emergencies
 - The Container itself is still owned by the NSW SES (as it was purchased from capital funding) and therefore will be part of the NSW SES stocktake each year
 - The NSW SES will replace all consumable items within the cache such as sandbags, black builder's plastic, sand and tarps when exhausted due to emergencies – the Community can contact John Mansfield Unit Controller Tumbarumba SES direct or call 13 2500 when these items need to be replenished
 - The NSW SES will not replace any other items within the cache eg shovels, sandbag jigs, shelves, chairs etc. These are one off gifts and it is the responsibility of the community to ensure these items are available during emergency events
 - Most tools and resources within the cache are manual and should only need minimal maintenance (ie cleaning shovels, washing PPE etc)
 - The community is welcome to set up the cache in any format that meets their needs
- The Community have been given 3 sets of keys to the container. Keys are held at Bridge Hotel, Jingellic Shop and the Jingellic RFS has a set.
- Should the Community wish training regarding sandbag laying, throw bag techniques etc the local NSW SES Unit are than happy to provide this.

Contact Details:



Shoshanna Griffin

Acting Community Engagement Officer

NSW State Emergency Service - Murray/Murrumbidgee Regions

P 02 6058 5300 M 0407 942 106 F 02 6058 5320 E shoshanna.griffin@one.ses.nsw.gov.au

25 Catherine Crescent Lavington NSW 2641

PO Box 523 Lavington NSW 2641

FOR EMERGENCY HELP IN FLOODS AND STORMS CALL THE NSW SES ON 132 500

www.ses.nsw.gov.au

HOT WEATHER POLICY (In accordance to ASC Advisory document)

Arrangements and planning for extreme weather conditions during events held on the showgrounds need to be addressed prior to such an event and needs to be incorporated into the Risk Management Plan. Excessive heat can have negative consequences for animal health. Some animals are more susceptible than others. Heat stress can be fatal if severe and can adversely impact healthy livestock reproduction even at low levels.

Veterinary experts also advise that extreme heat can result in lower milk and egg production and reduce growth rates. For example, dairy cows decrease milk production by between approximately 20 to 50 percent in a single day during periods of moderate heat stress.

Section 9 of the *Prevention of Cruelty to Animals Act 1986* defines cruelty offences and requires that proper and sufficient shelter, water and feed is provided for animals.

Exhibitors are bringing prize animals to agricultural shows to compete. Bearing this in mind, consideration and careful planning should be given to the wellbeing of animals attending shows.

In addition, certain people are at greater risk of developing heatstroke or suffering serious complications from severe dehydration. Persons suffering any symptoms consistent with heat complications should be referred to medical assistance immediately:

- babies and small children,
- elderly people,
- people with Kidney, Heart or Circulation problems,
- people with Diabetes who depend on insulin.

CAUSES OF HEAT STRESS

Heat stress is caused by three factors: humidity, temperature and air movement. High humidity impacts an animal's ability to cool down by sweating and panting. Therefore, heat stress can occur at lower temperatures on days of high humidity. Air movement can assist an animal to cool as can providing cooler air.

An additional factor specifically affecting animals is physical activity related to shows including travelling, parading and performing.

Wet Bulb Temperature considers humidity and temperature together. Wet Bulb Temperature is used by peak bodies such as Equestrian Australia and Pony Club Australia. Measurements for regional areas of NSW are available at <http://www.bom.gov.au/products/IDN65179.shtml>.

For dairy cattle, the Thermal Humidity Measurement is used which can be seen under *Dairy Cattle* in this document.

SIGNS OF HEAT STRESS

Signs of heat stress in animals include:

- seeking shade
- panting
- increased respiration rate
- increased thirst/drinking
- loss of appetite and lethargy
- increased salivation
- sweating and excessive drooling
- reduced appetite
- unconsciousness in severe cases

MOST AT RISK

Certain animals are more vulnerable to heat stress than others, such as:

- young
- sick

- pregnant
- dark coated
- heavy animals

HEAT STRESS IN DIFFERENT ANIMAL SPECIES

Each species of animal reacts differently to heat exposure. For example, cattle and alpacas are more prone to heat stress than sheep and goats. British breeds of sheep and cattle are less tolerant than merino or tropical beef breeds. Under normal conditions, animals maintain their body temperature at a fairly constant level by using strategies. For example, shivering will produce heat whereas panting will help the animal lose heat.

The RSPCA note the ability to regulate temperature is best achieved in the thermoneutral zone – a temperature range in which the rate of heat production and heat loss is in equilibrium.

Different animals have different thermoneutral zones (approximate figures):

Beef cattle 15 – 25°C

Dairy cattle 5 – 20°C

Pigs 16 – 25°C

Sheep 21 – 31°C

Poultry 10 – 20°C

Goats 10 – 20°C

Horses 5 - 25°C

Dogs 20 – 30 °C (variable depending on breed, hair and other

Alpacas information not available – estimate 5 – 20°C

4

GENERAL PREVENTATIVE COOLING MEASURES

Shows held in summer should plan for extreme hot weather. Preventative measures that shows can use to assist in reducing animal heat stress are:

1. **Conducting animal judging events as early as possible in the coolest part of the day.**
2. Providing **shade** (eg trees with large canopies - trees have a cooling effect due to absorption of heat by the leaves - tarps, shade cloths, canvas, timber, etc).
3. Providing fresh, **cool water**. Care should be taken when placing shelter near water so it does not result in animals milling around the water source preventing other animals from accessing water.
4. Providing good **air circulation** (eg well ventilated facilities, fans, etc).
5. Providing space for all animals to lie down – **no overcrowding in pens and sheds**.
6. **Avoiding handling or transporting animals**. This is best done in the cooler parts of the day as activity leads to increased body temperature).
7. **Feeding animals later in the day**: heat production from feed intake peaks 4 to six hours after feeding (*Iowa State University*).
8. Providing ways to cool off such as **water pools, misting, mud wallows, ice-cube licks**. Note caution should be used with cold water as it causes blood vessels in animal's skin to constrict which limits how much blood can be cooled so should be avoided (Ridgway).

Spraying legs or providing pools of water animals can stand in is a way of effectively using water to cool animals. Please note that misting is unsuitable for some species (eg alpacas).

Please refer to the individual animal recommendations

Heat stressed animals that show no signs of improvement from cooling measures should be attended to by a vet.

ANIMAL SPECIFIC HOT WEATHER ADVICE

Where available, the Agricultural Societies Council of NSW recommends that shows follow the hot weather policies of the peak bodies governing an activity. Where a hot weather policy does not exist, please see the recommendations that follow.

DOGS

Please refer to Dogs NSW regulations on hot weather management (**Appendix 1 - Part 2, Section 19**) for dog competitions or visit http://dogswsw.org.au/images/Part_02_Show-November_2017-2.pdf.

HORSE

The following peak bodies have hot weather policies for horse competitions that the ASC recommends shows follow in the case of extreme heat:

EQUESTRIAN AUSTRALIA – see Appendix 2 or visit

http://www.equestrian.org.au/sites/default/files/EA_Hot_Weather%20Policy_26092017.pdf.

Follows the Web Bulb Temperature guidelines (see below)

PONY CLUB AUSTRALIA - see Appendix 3 or visit

http://www.pcansw.org.au/docs/general/41/pca_hot_weather_final_draft_may_2017.pdf.

Follows the Web Bulb Temperature guidelines (see below)

Wet Bulb Temperature measurements for regional areas of NSW are available at

<http://www.bom.gov.au/products/IDN65179.shtml>.

TEAM PENNING AUSTRALIA INC – Team Penning Australia states that competitions must be cancelled when temperatures exceed 38°C. See Appendix 4.

http://www.teampenningaustralia.com/uploads/2/4/9/7/2497204/201407_rules_-_animal_welfare.pdf

BEEF CATTLE

Days with temperatures in the high 30s may have negative outcomes for cattle and intensive cooling strategies are required.

Calves, pregnant cattle and dairy cattle (see *Dairy Cattle*) are more at risk of heat stress due to their lower heat threshold, as are animals with a history of respiratory disease due to a decreased ability to dissipate heat through panting.

General Preventative Cooling Measures should be employed such as:

- a plentiful supply of clean, cool water and shade is essential
- minimal handling of cattle at high temperatures.
- shows should make sure that any cattle judging is done in the cool of the day and that cattle have access to water and water pools to stand in
- if adequate shelter does not exist, consideration should be given to erecting temporary shade access
- stocking densities of pens and sheds should be reduced capacity to ensure good air flow between animals.

Crowding around water sources can be an issue. If possible, more than one water source should be provided.

Exhibitors should be advised to only transport animals during the cooler hours of the day.

For more detailed information, please visit

(<http://agriculture.vic.gov.au/agriculture/livestock/beef/handling-and-management/cattleshelter-guidelines>).

DAIRY CATTLE

The following information comes from the Australian Dairy Cool Cows website –

<http://www.coolcows.com.au/go-on-alert/thi.htm>

Temperature Humidity Index (THI) - accounts for the combined effects of environmental temperature and relative humidity, and is a useful and easy way to assess the risk of heat stress. Please see the graph below:

- When the THI exceeds 72, cows are likely to begin experiencing heat stress.
- When the THI exceeds 78, cows milk production is seriously affected.

- When the THI rises above 82, very significant losses in milk production are likely, cows show signs of severe stress and may ultimately die.

A number of important points should be made about the THI:

- High milk producing cows are more sensitive to heat stress (eg Holstein-Friesian).
- THI does not account for solar radiation or air movement – those two factors, along with air temperature and relative humidity, determine the heat gained and lost between the cow and the environment. For example, a THI of 78 occurs at:
 - 31°C and 40 % relative humidity; or
 - 27°C and 80% relative humidity

General Preventative Cooling Measures should be employed. Crowding around water sources can be an issue. If possible, more than one water source should be provided.

POULTRY

Poultry are particularly susceptible to hot weather. Hens that are heavier should be monitored. Hens exposed to temperatures 29-35°C will require heat management measures. *General Preventative Cooling Measures* should be employed such as:

- Hosing down roof housing hens
- Cool water misting
- Fans
- Lots of drinking water
- In severely heat affected birds, it may be necessary to place them in shallow tubs of cool water

In temperatures up to 37°C heat exhaustion is highly possible and egg production will suffer.

Temperatures over 37°C bird survival is a concern and intensive cooling management should be employed.

Poultry should not be wet down unless there is a breeze to aid the cooling process.

GOATS

Goats experience heat stress at temperatures above 30°C.

General Preventative Cooling Measures should be employed as well as adequate shelter and water should be provided to goats in hot weather and handling kept to a minimum. Refer to sheep for more information.

PIGS

Pigs cannot sweat and therefore must have specific conditions met in order to cope with hot weather. Pigs are very prone to sunburn and become heat stressed at lower temperatures. When pigs get too hot they will begin to pant in an effort to cool down and reduce their food intake.

During very hot weather (35°C or more) adult pigs are **very** susceptible to heat stress, and steps should be taken to alleviate distress and avoid deaths. Lactating or pregnant pigs are particularly susceptible to heat stress and heat stroke. Pigs may die if loaded for transportation in very hot conditions.

General Preventative Cooling Measures (eg water application followed by increasing airflow, provision of ice blocks as a lick, access to wallows or mist sprays) should be employed for a pig showing signs of heat stress.

Note: It is not advisable to hose down a hot pig with cold water; this can cause shock to the system. If a pig is over heated, cool down their feet first by providing them with some water to walk in or by hosing their feet.

For more information visit <http://agriculture.vic.gov.au/agriculture/animal-health-andwelfare/animal-welfare/animal-welfare-legislation/livestock-management-legislation-andregulations/pig-welfare-standards-and-guidelines>.

SHEEP

The following information is sourced from

Provision of shelter for sheep

Healthy sheep can tolerate a wide range of temperatures if they are acclimatised and have adequate feed and water. Animals must be provided with shelter in times of above or below average temperatures. This can minimise the impact of climatic extremes and prevent suffering or possibly death. Periods of extreme heat can cause heat stress, with lambs again more susceptible than adult sheep. Heat stress can reduce productivity, cause reproductive problems such as reduced semen quality and lower birth weights, and compromise the immune system.

Hot weather

While the Merino is considered to be better adapted to hot and shadeless conditions than British breeds, all sheep experience heat stress to some degree on days of above average heat. Sheep cool themselves primarily by increasing their respiration rate, and can also lose a small amount of heat through sweating. Heat stress and exhaustion should not occur if sheep are able to find shade and rest during the hottest part of the day.

Lambs and pregnant ewes are more at risk of heat stress due to their lower heat threshold, as are sheep with a history of respiratory disease due to a decreased ability to dissipate heat through panting. Wind flow is important for keeping animals cool and should be considered when deciding type and location of shelter. Shelter should also be provided to recently shorn sheep to prevent sunburn.

Shelter suitable during hot weather

The best type of shelter during extreme heat protects animals from the sun and allows for the cooling effect of the wind. Some options for shelter in hot weather are:

- constructed shelters using materials such as shade cloth, corrugated iron or timber
- trees with large canopies.

It is important that sufficient shelter is available for all animals at the same time to prevent sheep crowding and smothering. It is preferable that all animals are able to lie down as this helps them cool themselves.

Shelter and water

The importance of clean fresh water during periods of extreme heat should not be underestimated. An adult sheep requires an average of two to six litres of water a day, and up to 80 per cent more on days over 35°C.

ALPACA

Alpacas are particularly susceptible to heat stress and cooling efforts should be planned for in hot weather. Cooling efforts could include:

Shade

Keeping alpacas out of direct sunlight will assist in reducing heat stress.

Water

Heat stressed alpacas will readily accept being sprayed with cool water. Wet down legs, belly, tail and front of the neck all the way to the skin. If not wet to the skin, the layer of wet wool may create heat and make the animal hotter. Spraying with cool water does not damage the fibres.

If practical, alpacas may benefit from standing in baby pools. However, hosing down legs with cool water can assist them with cooling. Misting may cause fleece to matt and inhibit the animal's ability to lose heat. Alpacas have been known to sit down in water buckets during hot weather or guarding it to prevent others from drinking. Multiple water buckets in various areas can assist with this problem. Note that alpacas who lie down in water may damage the fibres below the waterline.

Misting, while effective for cooling is inefficient for alpacas as it can trap heat close to the skin, rather than release it.

Sand

Damp sandy soil in a shaded area can provide a cooling means for alpacas to stand and lie on.

Air

Airflow is critical to cooling alpacas. Fans will help cool alpacas by increasing air flow. Coupled with cool water, as mentioned above, can be a highly effective method.

Excessive Handling

Alpacas can become stressed by handling if they are unaccustomed to it. Competitions should be arranged to keep handling to a minimum.

Transport

Transporting alpacas during the hot weather can be very dangerous. Trailers do not insulate from the heat coming off the road or from the sun beating down. Alpaca competitors should be advised to travel during the cool hours and maintain air flow and stop for water.

SOURCES

Ryan Ridgway, DVM, mixed animal veterinarian, Canada. <http://www.hobbyfarms.com/7-cool-tips-to-help-your-livestock-survive-summer/>

Grant Dewell, Iowa State University Beef Extension veterinarian

<https://extension.psu.edu/hot-weather-management-of-poultry>

<http://www.quirindivetclinic.com.au/AnimalCare/LargeAnimalArticles/ArticleDetails/tabid/4048/ArticleID/2280/Managing-Animals-During-Hot-Weather.aspx>

<https://guineahogs.org/caring-for-pigs-in-hot-weather/>

<http://www.coolcows.com.au/go-on-alert/thi.htm>

<http://agriculture.vic.gov.au/agriculture/livestock/beef/handling-and-management/cattleshelter-guidelines>

<http://www.gatewayalpacas.com/alpacas/health-and-wellness/heat-stress.htm>

https://www.researchgate.net/publication/223127344_Thermoneutral_zone_and_critical_temperatures_of_horses

<https://www.extension.purdue.edu/extmedia/VA/VA-16-W.pdf>

<http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animal-welfare/animalwelfare-legislation/livestock-management-legislation-and-regulations/pig-welfare-standardsand-guidelines>

<https://www.australiawidefirstaid.com.au/heat-stroke-vs-heat-exhaustion/>

APPENDICES

Appendix 1: Dogs NSW Regulations, *Rules and Regulations Part II, Section 19*

Appendix 2: Equestrian Australia, *Hot Weather Policy*

Appendix 3: Pony Club Australia, *Hot Weather Policy*

Appendix 4: Team Penning Australia Inc, *Animal Welfare Policy*

REGULATIONS

PART II - SHOW

Amended November 2017

DOGS NEW SOUTH WALES

PO BOX 632, ST MARYS NSW 1790

TEL: (02) 9834 3022 FAX: (02) 9834 3872

Part II – Show (Latest Amendment November 2017)

SECTION 19

(04/10)

EXTREME WEATHER & SAFETY GUIDELINES

Extreme Weather – Impact on Shows

19.1 Legal responsibility for the care and welfare of all dogs at shows rests with their owner/s, or other person/s authorised by the owner/s, who have taken the dog to the showground. Dogs NSW cannot regulate to absolve any party of that responsibility.

This Part of the Regulations is provided to assist those parties in making responsible decisions in extreme weather conditions. If the exhibitor cannot ensure that the dog is, or will be, safe in the heat, it is safest to either not attend in the first place or leave at the first sign of possible discomfort. The Regulations are an attempt to reduce the exposure of a dog during times of high temperature or humidity, however, they should not be taken as any guarantee or indication that conditions compliant with the Regulations will be safe for any dog (or exhibitor) and the ultimate responsibility for a dog's welfare (and an exhibitor's welfare) remains with the exhibitor.

19.1.1 If, at any Show, an exhibitor considers that the heat conditions are or may be prejudicial to the comfort or welfare of their exhibit/s, they may leave the grounds immediately with no penalty or other consequence in relation to any award that may have previously been made at that show.

19.1.2 Where the Bureau of Meteorology NSW ("BOM") forecast on the BOM App (<http://www.bom.gov.au/app/>) for the location at or nearest to any show at 10.00am on the day before the scheduled commencement time of the show, indicates Extreme Weather for the date of the show, the following will apply:-

(a) If the forecast maximum temperature is 38° Celsius or higher, the show or shows are to be immediately cancelled.

(b) If the forecast maximum temperature is in the range of 35° to 37° Celsius, the Show Committee conducting the show must make a decision as to whether to maintain the existing arrangements, cancel the show or amend the start time and/or day for the show. This decision must be made no later than 10am on the day before the show.

(c) At its own option, if the Show Committee is required to make a decision under 19.1.2, it may include decisions in relation to any other shows which are scheduled to be held on subsequent day/s as part of the same cluster of shows.

Part II – Show (Latest Amendment November 2017)

(d) Any decision which is taken in accordance with (a) or (b) or (c) must be made available to exhibitors within four hours by recording the decision on the extreme weather status phone number shown in the show advertisement or schedule and, when staff are available to do so, upload the information onto the Dogs NSW website and APP.

(e) Notwithstanding the foregoing provisions a Show Committee may make a decision to amend arrangements of a show or cancel the show earlier than 10 am on the day before the show.

(f) Extreme Weather- Impact on Dog Sports

Herding, Drafting, Lure Coursing and Earthdog events, including tests and trials, must be cancelled when the forecast temperature available at 10.00am from the closest Bureau of Meteorology station to the venue (www.bom.gov.au/) two days prior exceeds 35 degrees Celsius. If the forecast temperature exceeds 30 degrees, Herding, Drafting and Lure Coursing trials and tests must commence by 8.00am, and be cancelled when the temperature exceeds 30 degrees as measured at the closest Bureau of Meteorology station to the venue.

19.1.3 (i) In the months of December to February inclusive, an Affiliate has the option of conducting either a day show (or trial) or an evening show. During this period, day shows must be scheduled to commence no later than 8.00am and evening shows must be scheduled to commence no earlier than 6.00pm. Outside of this period, commencement times remain optional.

(ii) In the months of December to February inclusive, an Associate Affiliate has the option of conducting either a day show (or trial) or an evening show. During this period, day shows may be scheduled to commence no later than 9.00am providing all other requirements of the Extreme Weather Guidelines are adhered to. However, if the forecast temperature at 10.00am the day prior is between 35 to 37 degrees inclusive the start time will automatically revert to 8.00am. This must be communicated to exhibitors in the gazette advertisement. Automatic cancellation of the event still applies if the forecast temperature at

10.00am the day prior is 38 degrees or more. Evening shows must be scheduled to commence no earlier than 6.00pm. Outside of this period, commencement times remain optional.

19.1.4 The only exception to 19.1.3 is where a Club has two separate events scheduled to be held on the same day and, in such case, the first must commence no later than 8.00am. The second may be scheduled to commence at the conclusion of the first, however, if the BOM maximum temperature forecast on the BOM App for the location at or nearest to the show at 10.00am on the day before the show, is 35° to 37° Celsius, the second event must immediately be rescheduled to commence no earlier than 6.00pm.

19.1.4.1 Any decision which is taken in accordance with 19.1.4 must be made available to exhibitors within four hours by recording the decision on the extreme weather status phone number shown in the show advertisement or schedule and, when staff are available to do so, upload the information onto the Dogs NSW website and APP.

19.1.5 Where, at any show, it appears the temperature is rising to levels of approximately 35° or higher, it is the responsibility of the Show Committee to monitor the temperature on at least 30 minute intervals.

19.1.5.1 These readings should be taken using the official BOM observations for the location at or nearest the show venue on the BOM App.

19.1.5.2 Where the Show Committee does not have access to the BOM App observations, the temperature is to be taken using a thermometer in accordance with the following instruction issued by the BOM NSW Climate Services Centre.

19.1.5.3 “Locate the thermometer in full shade on a southern facing wall or on a southern verandah which has plenty of wind flow. Make sure early morning or late evening sunshine does not hit the thermometer. Full shade and plenty of air flow is recommended.”

19.1.5.4 On any occasion where the temperature observation on two successive readings taken in accordance with 19.1.5 exceed 38C the show is to be immediately cancelled with no further judging to take place after the announcement.

19.1.5.5 If the reading taken at the scheduled commencement time of the show is 38° or above, commencement of the show may be delayed for no longer than two hours, and if by that time the temperature has not fallen below 38°, the show shall be immediately cancelled.

19.1.5.6 Where any show is cancelled before its conclusion, any award made at the show prior to the announcement of the cancellation shall stand.

19.1.6 All show advertisements or schedules are to contain an extreme weather status phone number. The phone numbers are to be maintained by the Show Committee which shall be responsible for ensuring that any cancellations of the show are recorded on the telephone number.

19.1.7 Whenever a show or trial is being conducted in hot or humid conditions, such conditions to be determined at the sole discretion of the Show Committee, the following recommendations are made to assist in expediting completion of the event. They are not intended to be exhaustive and affiliates, clubs and members are reminded to consider carefully their individual conditions and circumstances:-

Clubs conducting events should:-

- Ensure that fresh water is easily available for exhibitors and dogs, ie, provide the location of taps – there should be several taps available at large shows.
- Ideally, provide some child wading pools pre-filled with water in shady areas so that distressed dogs can be rapidly cooled.
- Provide shade for exhibitors and dogs in the assembly areas.
- Ensure Judges are aware that exhibitors and dogs can be directed to leave the ring for shelter and then come back into the ring for the final selection (ie, large class, Group or General Specials).
- Provide towels or similar covers to be placed on the examination tables.
- Provide regular announcements about the dangers of dogs being left in cars, trailers and closed tents (heat exhaustion).
- Postpone the luncheon break until after the conclusion of the show or trial.
- Postpone or cancel scheduled events which do not form part of the main competition (eg, Junior Handler heats, demonstrations, etc).

- Consider future scheduling of your show as an evening event.

Exhibitors should:-

- Obtain advice from their veterinary surgeon as to their dog’s fitness/good health to be comfortable and well hydrated throughout the day.
- Bring suitable shade for protection from the sun and sufficient supplies to ensure that their dog is comfortable and well hydrated throughout the day.
- If they cannot keep their dog comfortable at a show or trial, leave the event.

19.1.8 For the purposes of this Regulation, “Extreme Weather” is defined as 35 Celsius or higher.

19.2 Safety Guidelines

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EA HOT WEATHER POLICY Page 1 © EQUESTRIAN AUSTRALIA LIMITED ACN 077 455 755

Hot Weather Policy

Effective from 1 September 2017

Last Review on 23 August 2017

This policy is also accessible on the Equestrian Australia (EA) website: www.equestrian.org.au

Reproduction in any form is not permitted without contacting EA

Disclaimer: Equestrian Australia believes all material produced for this publication is correctly and accurately researched. However, we give no warranty in relation thereto and disclaim liability for all claims against Equestrian Australia, its officers, employees or agents or any person associated, which may arise from any material contained within its pages that may be challenged by any persons.

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A GUIDE FOR HORSES

Horses exercising and competing in hot environmental conditions can be affected by heat stress. When environmental heat conditions are adverse, exercising horses require appropriate cooling measures to safeguard their welfare. The primary responsibility for the welfare of horses competing and exercising during hot weather lies with the rider of the horse. Riders must always take action to prevent, manage and treat heat stress in their horses.

Event organisers are responsible for providing adequate facilities and information that riders need to safeguard the welfare of horses. Access to ice and cooling water during competition is a compulsory requirement that arises under certain environmental conditions.

To assess the risk of heat stress in horses, the FEI uses the Wet Bulb Globe Temperature (WBGT) Index. WBGT information is published on the Bureau of Meteorology (BOM) website under their Thermal Comfort Observations webpages http://www.bom.gov.au/info/thermal_stress/ WBGT information is published on the BOM website for each Australian State and Territory

with regional indices. Wet Bulb Globe Temperature Approximation:

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WBGT Example

°C:%RH

Recommendations for Competitions Cooling Facilities/Methods

<28 30:45 No changes needed to the competition format or timing.

- Access to at least two wash bays with freely running water via hoses
- Shaded areas/shelters

Note: each horse may need to be hosed with two hoses for 20-40 minutes if heat stressed.

28 - 30 29:60 Some precautions to reduce heat load on horses will be necessary.

- Use shaded areas for competition and warm up areas
- Avoid non-grassed riding surfaces where possible
- Reduce overall effort (shorter distance, less jumping efforts, etc)
- Make competition PA announcements – repeat frequently
- Access to at least two wash bays with freely running water via hoses
- Shaded areas/shelters

Note: each horse may need to be hosed with two hoses for 20-40 minutes if heat stressed.

30 - 33 30:65 Additional precautions to those above to limit overheating of horses will be necessary.

- The timing of events/competition should be considered. Competitions **should** be held in cooler parts of the day, that is, between 7.00am - 11.00am and/or after 4.00pm.
- Higher level competitions should be run in the coolest part of the day.

Schedule the most demanding competition/competition phases when it is cooler. The lower level competitions generally make lower demands on horses.

- Avoid non-grassed riding surfaces where possible
- Make competition PA announcements – repeat frequently
- Access to at least two wash bays with freely running water via hoses
- Shaded areas/shelters
- **Aggressive cooling measures are compulsory for CCI 2*/3* Eventing horses with the mandatory provision of ad lib ice for use in cooling these horses after cross country phase.**

Note: each horse may need to be hosed with two hoses for 20-40 minutes if heat stressed.

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WBGT Example °C:%RH

Recommendations for Competitions Cooling Facilities/Methods

>33 32:60 **These environmental conditions are very high risk and are probably not compatible with safe competition.**

- Further veterinary consultation/advice will be required before continuing. Event organisers must consult with a veterinarian on the risks of heat stress.
- The timing of events/competition must be considered. Competitions or the “high exertion phase” of the event must be held during cooler parts of the day, that is, between 7.00am - 11.00am and/or after 4.00pm
- Higher level competitions should be run in the coolest part of the day. Schedule the most demanding competition/ competition phases when it is cooler.
- The lower level competitions generally make lower demands on horses
- Avoid non-grassed riding surfaces
- Make competition PA announcements – repeat frequently
- Access to at least two wash bays with freely running water via hoses
- Shaded areas/shelters
- Mandatory provision of ad lib ice for use in cooling horses
- **Aggressive cooling measures are compulsory for all horses**
- Additional **recommended** requirements for eventing competitions:
 - A shaded area with misting fans
 - A veterinarian to monitor horses

Note: each horse may need to be hosed with two hoses for 20-40 minutes if heat stressed.

Competition PA Heat Risk Announcements

- Explanations of the 6 Minute Threshold in any demanding exercise (not just crosscountry exercise) as being pivotal in heat overload
- Encouraging riders to pre-cool their horses by hosing them to place lower demands on the horses’ cooling systems while they work
- Encouraging abbreviated warm ups to lighten the load on horses’ cooling systems
- Explanations of aggressive cooling until the horse’s temperature returns to 38°C
- Encouraging use of ice and a shaded area with misting fans to cool horses after exercise
- Encouraging hydration of every horse with cool clean water, salt and electrolytes
- Encourage riders to “house” resting horses in shaded areas and/or on grass surfaces

The Signs of Heat Stress

The signs of heat stress include:

- Rapid shallow breathing (panting)
- Flared nostrils
- Staggering, apparently uncontrollable gait
- Very high body temperature (the skin can be hot to touch)

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- Agitated and distressed appearance
- Irrational behaviour such as lashing out with hind limbs
- Occasionally collapse Heat stress can occasionally be seen during the cooler months, especially in Spring when the days can be quite warm but horses might still be carrying a winter coat.

Factors that may contribute to Heat Stress

The susceptibility of a horse to heat stress does not solely seem to be influenced by temperature. Certain factors can adversely affect an individual horse's ability to withstand competition in hot weather and include:

- Travelling long distances prior to competition
- An excitable temperament
- Heavy sweating
- Withholding drinking water

Cooling systems in horses

Evaporative cooling is the most important means of dissipation of body heat for the exercising horse and that the liberal application of cold water in shaded, well ventilated places will greatly assist horses in dissipating excessive body heat on hot days.

- Evaporation & convection – 60% of cooling - horses shed excess heat through sweating and having air moving over them. Horses standing in the sun without shade or wind flow (breeze) in temperatures above 33°C start to accumulate heat.
- Radiation & conduction – 25% of cooling - once the air temperature is over 3°C, a horse even at rest needs to shed heat – the size and mass of a horse’s body makes this harder than for smaller animals, or even a lighter framed horse.
- Respiratory loss -15% of cooling – for horses during exercise

Key Principles

Any organiser of an event to be held in hot weather must understand the following key principles:

1. Humidity and heat – a dangerous mix causing heat overload

Combinations of high heat and humidity impact severely on a horse’s main cooling mechanism – sweating and evaporation. A heat stressed horse can have multiple organ failure – it may collapse and die. Heat stress after exercise is most likely to be seen on days when both the ambient temperature and relative humidity are high and wind speeds are low or absent (conditions of high environmental thermal load).

Unless cooling facilities equivalent to FEI standard are in place at an event, the FEI strongly recommends that riding activities be suspended when the WBGT Index reaches or exceeds 32-33°C.

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2. The 6 Minute Threshold - heat overload for horses working in the heat

Where the WBGT Index is high, horses which have just performed are at risk of suffering a dangerous temperature hike. When the WBGT Index is high, 6.0 - 6.5 minutes of continuous hard work – the ‘6 Minute Threshold’ is pivotal in causing heat stress. Dressage horses do work extremely hard in both the warm up and in their tests. For Showjumpers the effort is generally under 6 minutes, however for Dressage and Cross Country, horses are at risk in heat, because the effort will exceed the 6 Minute Threshold.

Aggressive cooling (see Appendix A) should be used after a performance for a horse when the WBGT is high.

3. Wind flow (breeze) dramatically reduces heat overload (heat stress)

Wind flow significantly increases evaporation. The primary cooling mechanism for both horses and humans is evaporation of sweat. On hot days, events should be scheduled early or late, when better wind flow is likely and outside of peak temperature periods

Horses *standing* in the sun without shade or wind flow in temperatures above 33°C, start to accumulate heat. Horses *working* in the sun without wind flow at or above 33°C are at risk.

4. Surface area to body mass (SA:BM)

As body mass increases, relative surface area decreases. An 80kg rider will have a SA:BM = 1:40, but a 500kg horse has a SA:BM = 1:100. Surface area to body mass ratio impacts negatively on a horse’s ability to shed heat through evaporation.

Greater muscling in some (Dressage) horses lowers their SA:BM ratios and makes them less effective than other equine athletes at shedding heat.

5. Arena and Surfaces

Shaded and grassy surfaces do not attract and retain as much heat as other surfaces that are soil based or exposed to full sunlight. Horses restrained next to vehicles/floats/trucks parked on black asphalt, road base or sand are more susceptible to heat stress on hot days.

6. Event Planning

Event organisers **MUST** conduct a risk management assessment if competitions/ training days are to be held during hot conditions. Decisions and actions that may be considered include:

- Alteration of time of day or time of year at which an event is run
- Reduction in overall effort (shorter distance, less jumping efforts etc.)
- Education of riders, grooms and officials
- Provision of shade
- Provision of adequate means of cooling horses including ice, fans, hoses, water baths etc.

- Provision of veterinary services for heat stressed horses

Appendix A - Aggressive cooling measures

Aggressive cooling should be used where a horse's temperature is elevated after any demanding exercise such as Dressage, Jumping, Endurance or Cross Country and when the WBGT Index is high.

Cooling includes use of high volumes of cold/ice water application, ice boots, repeatedly applying bucketful's of iced/cold water, and repeatedly hosing and immediately scraping water as it warms on the horse's body. Key areas to apply cooling/iced water to are the jugular veins (underside of neck), the femoral arteries (between hind legs) and the heat sink (lower abdomen).

Aggressive cooling measures should continue until water is no longer heating up on the horse or until the horse's temperature is back to a healthy 38°C.

Appendix B - Anhidrosis in horses (also called 'drycoatedness, or 'the puffs')

Anhidrosis, or the inability to sweat to dissipate heat after exercise, is a condition that develops in horses stabled and trained under hot, humid conditions. It is commonly described as 'dry coat' or 'non-sweating' disease.

An earlier form of the disease, referred to as 'the puffs' develops in 50 – 60% of horses under tropical conditions during peak daytime temperatures in the summer months. Horses that lose the ability to sweat efficiently are unable to maintain their body temperature within normal resting limits, and start to pant to blow off heat. During humid weather when the Relative Humidity (RH) exceeds 85%, the efficiency of sweat evaporation from the skin decreases by 5% for every 2% increases in relative humidity, which greatly increases the risk of heat stress. Horses in hard training programs, particularly those on high grain diets are more prone to develop the condition. However, all ages, breeds, pregnant mares and idle non-working pleasure horses at pasture can be affected. The condition usually begins in spring or summer, particularly during early unseasonable humid conditions where horses have less time to adapt or acclimatise to the seasonal change. Some people think when a horse's coat is dry or has only patchy sweat when worked on a hot day that this indicates that the horse is handling the heat. In fact a dry coat is a cause for great concern – the horse could be losing the ability to sweat (anhidrosis) - indicating a faulty or a completely broken cooling system, that is, the horse may suffer heat stroke and collapse.

Appendix C – The FEI standard cooling facilities

To enable aggressive cooling to be carried out, when the WBGT exceeds 32-33°C, the following should be available at an event:

- Multiple hoses and wash bays for cooling/hosing
- Large bins (ideally wheelie bins) full of water and bags of ice - for aggressive cooling
- Free ice: ad lib (as much and as often as desired)
- An abundance of bags of ice for ice boots or for riders to add to water to cool horses after exercise
- A shaded area with misting fans
- An equine veterinarian

A GUIDE FOR ATHLETES (Riders/Drivers)

Before Competition:

- Most acclimatisation adaptation occurs within the first 10 to 14 days. We recommend a period not less than seven days should be allowed for acclimatisation.
- Personal fitness improves the ability to acclimatise.
- A medical examination should be undertaken to identify the presence or likelihood of any health problem well ahead of the departure date.
- It is known that dehydration will impair performance and may prove dangerous. Consequently, riders in consultation with their team doctor and Chef d'Equipe, are advised to establish their anticipated individual fluid requirements, both in and out of Competition. Such fluids must be readily available, appropriate and enjoyable.
- It should be noted that thirst is not a good indicator of hydration status and that it is best monitored by accurate weighing before and after exercise. The carrying of personal water bottles is recommended as is developing the ability to drink both before and during exercise whenever possible.
- It is cautioned that participation whilst suffering from an illness, particularly causing a fever or dehydration, may be very dangerous and should not be attempted.
- The suitability of allowable medications for treatment should be ascertained as some drugs may adversely affect heat regulation.

- Dehydration may be caused by alcohol and caffeine drinks such as coffee and cola. Their use should be a matter of discretion.
- Direct exposure to the sun should be limited and use made of shade, broad-brimmed hats, sun glasses and sunscreen. Where possible, clothing should be light-colored, lightweight and of a material capable of absorbing moisture.
- The early symptoms of heat-related illness can include cramps, fatigue, weakness, headache and nausea. Concentration and judgment become impaired.

In Competition:

- Protective Head-Gear/Helmets: The most effective currently available protective headgear/ helmets, offering ventilation and moisture absorption, should be worn. When it is considered safe to do so, helmets may be removed after the rider has dismounted.
- Body Protectors: Body protectors, if worn, should not impede movement and be of such a design as to reduce the retention of body heat to a minimum.
- Mistakes and falls occur because of hot, tired horses. The same applies to the rider. To cool the rider, remove his/her hat, sit him/her in the shade, wash his/her face with cold water (noting that although this may make him/her feel better, it is not very effective in reducing body temperature) and encourage him/her to drink an isotonic drink (isotonic = same concentration as body fluids). Where possible, the rider should wear light coloured clothing.

PONY CLUB AUSTRALIA

Hot Weather Policy

PCAHWP2017

Purpose

Hot Weather Policy

This policy is to assist in safeguarding the welfare of horses and riders in Pony Club activities. The Policy sets out the relevant and appropriate risk factors to be considered when determining if and how an event should be conducted on days of high thermal load.

Principles

Hot weather affects both horses and people - Pony Club is committed to the welfare of both. Spectators, officials, coaches and strappers should be considered, along with riders.

Assessing Risk Factors

Environmental conditions

A day with high temperature, low humidity and reasonable wind is well tolerated by most horses. The combination of high ambient temperature, high relative humidity and low wind greatly increases the risk.

Horses and people cool themselves by evaporation of sweat. The effectiveness of this process is reduced on days of high thermal load (high temperature, high relative humidity, low wind).

Measurement of thermal load

The air temperature in degrees only measures dry bulb temperature and does not take account of other environmental factors.

The temperature included in weather reports does not provide a basis for assessing risks of heat exposure. The best available measure is the Wet Bulb Globe Temperature. The WBGT considers air temperature, relative humidity, wind speed and cloud cover. The Australian Bureau of Meteorology publishes daily WBGT for regional locations.

[New South Wales Queensland](#)

[Northern Territory Tasmania](#)

[South Australia Victoria Western Australia](#)

The following table from the Bureau of Meteorology provides an **indication** of WBGT on a sunny day with light wind.

PONY CLUB AUSTRALIA

Hot Weather Policy

Individual factors

The following can affect a horse's ability to cope with hot weather;

- Travel in a float without adequate ventilation
- Horses that are unable to sweat freely - "dry coated"
- Excitable temperament
- Not acclimatised to local conditions

- Lack of fitness, overweight
- The following can increase the risk of heat illness in humans;*
- Age – sweating mechanisms are poorly developed in young children
 - High exercise intensity
 - Illness
 - Previous history of heat intolerance
 - Lack of fitness, overweight
 - Heavy clothing and protective equipment

Hot Weather Procedures (adapted from Australian Horse Welfare and Wellbeing Toolkit)

WBGT Temperature Relative Humidity	Alert Level	Actions
35 >33C 60% RH >35C, 40% RH	EXTREME Very high risk.	Event must be cancelled
30-33 30C, 65% RH	HIGH	Seek veterinary advice Competition should be held in the cooler part of the day – prior to 11am or after 4pm. Horses and riders involved in high intensity events will require aggressive cooling measures. Avoid non-grassed riding surfaces. Reduce competition stress, such as by modifying the course/competition. Ensure sufficient cooling equipment and facilities are available. PA announcements remind riders to rehydrate and cool their horses, and for people to seek shade and water.
28-30 29C, 60% RH	MODERATE	Use shaded areas where possible. Avoid non-grassed riding surfaces. Reduce competition stress, such as by modifying the course/competition. Ensure sufficient cooling equipment and facilities are available. PA announcements remind riders to rehydrate and cool their horses, and for people to seek shade and water.
<28 30C, 45% RH	LOW	Practice good animal welfare and go ahead.

*** These are examples – check the BOM website for your **nearest** location on the day*

PONY CLUB AUSTRALIA

Hot Weather Policy

Grounds and facilities on hot days

- Stable horses out of the sun in well ventilated areas
- Ensure adequate (at least two) wash bays and hoses are available
- Water supply should be immediately available and sufficient (supply and pressure) to thoroughly and repeatedly wet horses in order to maximise evaporative cooling
- Ensure adequate ice, scrapers, sponges and towels are available
- Reduce horse participation in presentation ceremonies
- Provide shade for participants – horses, riders, officials and spectators

Managing participants

On days of high WBGT, strenuous exercise lasting more than 6 minutes is high risk for horses. Organisers should modify events and take into account both warm-up and competition times.

Signs of heat stress in horses

- Horse's temperature remains elevated 30 minutes after exercise.
- Increased respiratory rate and poor recovery after exercise. Rapid shallow breathing with flared nostrils.
- Dehydration – check for skin elasticity (pinch skin on the shoulder and see how quickly it retracts back into place), mucous membrane colour, urine colour
- Agitated, distressed, striking/kicking
- Excessive sweating, or absence of sweating

Horse management

Horses can be assisted to cool down after exercise by maximising the efficiency of evaporative cooling;

- 'Wet and Walk' – hosing and then walking in a shaded area. As water evaporates it cools the horse, so air flow is important.
- 'Hose and scrape' – to prevent water acting as an insulating barrier and aids evaporation
- Bucket and sponge with iced water if horse is heat affected
- Permitted to drink as much water (at ambient temperature) as it wants
- Horse should be cool and comfortable before being loaded onto a well-ventilated float

PONY CLUB AUSTRALIA

Hot Weather Policy

Signs of heat stress in humans

- Dizziness, confusion, lack of coordination
- Headache
- Collapse, fainting
- Ashen, pale skin
- These symptoms may indicate heat stroke, which is a medical emergency.

People management

- Participants and spectators should maintain regular fluid intake. Avoid sugar, caffeine and alcohol.
- Additional electrolytes may be needed if sweating excessively.
- Adequate shade and ventilation

Policy review

PCA will review and update this policy from time to time and ensure that it complies with current practice for junior sport and horse welfare. The revised policy will be posted on the PCA website.

For further information please contact: Pony Club Australia, PO Box 7128, Brighton, Vic, 3186 Telephone on (03) 9596 5390 Email to info@ponyclubaustralia.com.au

Team Penning Australia Inc. Animal Welfare Policy Updated July 2014

Team Penning Australia Inc.

www.teampenningaustralia.com Email: secretary.tpa@gmail.com Phone 0457 460 559 ABN: 90 086 069 312

Animal Welfare Policy

TPA and Affiliated clubs accepts cattle from cattle suppliers in good health and they ARE returned to the supplier in the same state Cattle are collared / uncollared or numbered / unnumbered in a safe handling environment, sturdy safe cattle yards with a crush TPA does not allow paint to be used on cattle for numbering Cattle are penned in holding pens at one end of the area in mobs of 30 (team penning) or 12 (arena sorting) with water and if hot weather is consistent then they are sprinkled also. Pens are normally set up in the shadiest or under cover end of the arena chosen If the temperature is reaching above 38 during the event, then the event must be cancelled, No TPA and an Affiliate's event are held if extreme high temperatures' exist Mobs of cattle can only be run for 10 runs and then the mob must be changed on a rotating basis Number of cattle required if the event has a minimum of 90 runs then there must be at least 120 head of cattle Once the event has commenced as per TPA rules, any team that demonstrates hard, fast riding or rushing at high speed into the mob, any rough handling, eg hazing, kicking, hitting or over riding and pushing of cattle whilst the run is in progress the team will be disqualified, at the judges decision If a beast deems to be unfit, unwell or dangerous then that beast will pulled from the mob at once and replaced All TPA Affiliated events must have a nominated Animal Welfare Officer in attendance at each event President: Team Penning Australia Inc – Michael Newcombe 2014

Should be read in conjunction with
Team Penning Australia Inc documents; WHS Rules and Code of Conduct, Team Penning & Arena Sorting Rules
Team Penning Australia Inc. endorses the Australian Horse Welfare Protocol refer to www.horsecouncil.org.au

Constitution

Jingellic Hub Inc CONSTITUTION APPROVED 2019 ANNUAL GENERAL MEETING

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Part 1 Preliminary

1 Definitions

(1) In this constitution:

ordinary committee member means a member of the committee who is not an office-bearer of the association.

secretary means:

(a) the person holding office under this constitution as secretary of the association, or

(b) if no person holds that office - the public officer of the association.

special general meeting means a general meeting of the association other than an annual general meeting.

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2016*.

(2) In this constitution:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act. 4

Part 2 Membership

2 Membership generally

(1) A person is eligible to be a member of the association if:

(a) the person is a natural person, and

(b) the person has applied and been approved for membership of the association in accordance with clause 3.

(2) A person is taken to be a member of the association if:

(a) the person is a natural person, and

(b) the person was:

(i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or

(ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or

(iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.

(3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

3 Application for membership

(1) An application by a person for membership of the association:

(a) must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee, and

(b) must be lodged (including by electronic means, if the committee so determines) with the secretary of the association.

(2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the committee, which is to determine whether to approve or to reject the application.

(3) As soon as practicable after the committee makes that determination, the secretary must:

(a) notify the applicant in writing (including by email or other electronic means, if the committee so determines) that the committee approved or rejected the application (whichever is applicable), and

(b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.

(4) The secretary must, on payment by the applicant of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on 5 the name being so entered, the applicant becomes a member of the association.

4 Cessation of membership

A person ceases to be a member of the association if the person:

(a) dies, or

(b) resigns membership, or

(c) is expelled from the association, or

(d) fails to pay the annual membership fee under clause 8 (2) within 3 months after the fee is due.

5 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

6 Resignation of membership

(1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or any other period that the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

(2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7 Register of members

(1) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.

(2) The register of members must be kept in New South Wales:

- (a) at the main premises of the association, or
- (b) if the association has no premises, at the association's official address.

(3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.

(4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.

(5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.

(6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

- (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
- (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

(7) If the register of members is kept in electronic form:

- (a) it must be convertible into hard copy, and
- (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

8 Fees and subscriptions

(1) A member of the association must, on admission to membership, pay to the association the **annual membership fee set at the Annual General Meeting** or, if some other amount is determined by the committee, that other amount.

(2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association **the annual membership fee set at the Annual General Meeting** or, if some other amount is determined by the committee, that other amount:

- (a) except as provided by paragraph (b), before the first day of the financial year of the association in each calendar year, or
- (b) if the member becomes a member on or after the first day of the financial year of the association in any calendar year—on becoming a member and before the first day of the financial year of the association in each succeeding calendar year.

9 Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 8.

10 Resolution of disputes

(1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.

(2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.

(3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

11 Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the association:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12,
 whichever is the later.

12 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3)
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 The committee

13 Powers of the committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

14 Composition and membership of committee

- (1) The committee is to consist of:
 - (a) the office-bearers of the association, and
 - (b) at least 3 ordinary committee members,
 each of whom is to be elected at the annual general meeting of the association under clause 15.

Note. Section 28 of the Act contains further requirements concerning eligibility for membership and composition of the committee.

- (2) The total number of committee members is to be at **least 7 Society members.**
- (3) The office-bearers of the association are as follows:
 - (a) the president,

(b) the vice-president,

(c) the treasurer,

(d) the secretary/**public officer**.

(4) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).

(5) There is no maximum number of consecutive terms for which a committee member may hold office.

Note. Schedule 1 to the Act provides that an association's constitution is to address the maximum number of consecutive terms of office of any office-bearers on the committee.

(6) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

15 Election of committee members

(1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:

(a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

(b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

(2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

(3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

(5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

(6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.

(7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

16 Secretary

(1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.

(2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:

(a) all appointments of office-bearers and members of the committee, and

(b) the names of members of the committee present at a committee meeting or a general meeting, and

(c) all proceedings at committee meetings and general meetings.

(3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

(4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

17 Treasurer

It is the duty of the treasurer of the association to ensure:

(a) that all money due to the association is collected and received and that all payments authorised by the association are made, and

(b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

18 Casual vacancies

(1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.

(2) A casual vacancy in the office of a member of the committee occurs if the member:

(a) dies, or

(b) ceases to be a member of the association, or

(c) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or

(d) resigns office by notice in writing given to the secretary, or

(e) is removed from office under clause 19, or

- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
- (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

19 Removal of committee members

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

20 Committee meetings and quorum

- (1) The committee must meet at least 3 times in each period of 12 months at the place and time that the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the committee chosen by the members present at the meeting is to preside.

21 Appointment of association members as committee members to constitute quorum

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of the association as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 18 applies.

22 Use of technology at committee meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

23 Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the association that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.

(2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

(3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.

(4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.

(5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.

(6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.

(7) A sub-committee may meet and adjourn as it thinks proper.

24 Voting and decisions

(1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.

(2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(3) Subject to clause 20 (5), the committee may act despite any vacancy on the committee.

(4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 General meetings

25 Annual general meetings - holding of

(1) The association must hold its first annual general meeting within 18 months after its registration under the Act.

(2) The association must hold its annual general meetings:

(a) within 6 months after the close of the association's financial year, or

(b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

26 Annual general meetings - calling of and business at

(1) The annual general meeting of the association is, subject to the Act and to clause 25, to be convened on the date and at the place and time that the committee thinks fit.

(2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

(a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,

(b) to receive from the committee reports on the activities of the association during the last preceding financial year,

(c) to elect office-bearers of the association and ordinary committee members,

(d) to receive and consider any financial statement or report required to be submitted to members under the Act.

(3) An annual general meeting must be specified as that type of meeting in the notice convening it.

27 Special general meetings - calling of

(1) The committee may, whenever it thinks fit, convene a special general meeting of the association.

(2) The committee must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.

(3) A requisition of members for a special general meeting:

(a) must be in writing, and

(b) must state the purpose or purposes of the meeting, and

(c) must be signed by the members making the requisition, and

(d) must be lodged with the secretary, and

(e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

(4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

(5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

(6) For the purposes of subclause (3):

(a) a requisition may be in electronic form, and

(b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

28 Notice

(1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

(2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.

Note. A special resolution must be passed in accordance with section 39 of the Act.

(3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 26 (2).

(4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

29 Quorum for general meetings

(1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.

(2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

(a) if convened on the requisition of members—is to be dissolved, and

(b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

30 Presiding member

(1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.

(2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

31 Adjournment

(1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32 Making of decisions

(1) A question arising at a general meeting of the association is to be determined by:

(a) a show of hands or, if the meeting is one to which clause 37 applies, any appropriate corresponding method that the committee may determine, or

(b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.

(2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.

(4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

33 Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

34 Voting

(1) On any question arising at a general meeting of the association a member has one vote only.

(2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

(3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.

(4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

35 Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

Note. Schedule 1 to the Act provides that an association's constitution is to address whether members of the association are entitled to vote by proxy at general meetings.

36 Postal or electronic ballots

(1) The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 12).

(2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

37 Use of technology at general meetings

(1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.

(2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 5 Miscellaneous

38 Insurance

The association may effect and maintain insurance.

39 Funds - source

(1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, any other sources that the committee determines.

(2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.

(3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

40 Funds - management

(1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

41 Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

Note. Section 5 of the Act defines **pecuniary gain** for the purpose of this clause.

42 Distribution of property on winding up of association

(1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.

(2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

Note. Section 65 of the Act provides for distribution of surplus property on the winding up of an association.

43 Change of name, objects and constitution

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

44 Custody of books etc

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

(a) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or

(b) if the association has no premises, at the association's official address, in the custody of the public officer.

45 Inspection of books etc

(1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:

(a) records, books and other financial documents of the association,

(b) this constitution,

(c) minutes of all committee meetings and general meetings of the association.

(2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

(3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

46 Service of notices

(1) For the purpose of this constitution, a notice may be served on or given to a person:

(a) by delivering it to the person personally, or

(b) by sending it by pre-paid post to the address of the person, or

(c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

(2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

(a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and

(b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and

(c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

47 Financial year

The financial year of the association is: (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and

(b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

Notes.

1. Schedule 1 to the Act provides that an association's constitution is to address the association's financial year.

2. Clause 19 of the Regulation contains a substitute clause 47 for certain associations incorporated under the *Associations Incorporation Act 1984*.