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TERMS AND CONDITIONS FOR THE USE OF WARATAH-WYNYARD COUNCIL FACILITIES

SECTION 1 - Waratah-Wynyard WWC's role in hiring out a facility

When a use of a Waratah-Wynyard (WWC) facility is sought WWC will:

1. Consider all hire applications and determine what conditions of use should be applied, what licences or permits are required and what risks require management.
2. Ensure the facility is in fit state for use.
3. Provide keys and security codes if relevant and apply a key bond if applicable.
4. Advise if the facility is on the Asbestos Register and ensure the requested use does not make any asbestos unstable.
5. Decline a booking if necessary and reserve the right to modify or cancel an applicants requested use or close a facility and redirect users to an alternate facility if required.

SECTION 2 - Requirements of facility users

If use of a WWC facility is approved the applicant organisation may be required to:

1. Pay all applicable fees that might include a facility and key bond when collecting the facility key unless WWC approves other arrangements.
2. Meet the cost of any excess power and water use or additional cleaning resulting from the use.
3. Meet the cost of any facility repair or equipment replacement that is the result of wilful damage.
4. Secure a Temporary Food Premises Permit via WWC if food is to be prepared, served or sold from an unlicensed kitchen, canteen or BBQ and comply with the Food Act 2003 and Food Safety Codes.
5. Only consume alcohol with the written approval of the WWC General Manager.
6. Only sell alcohol with a Liquor Licence Permit and strictly abide by wet and dry areas determined by the Liquor Licence Permit. *NB: If alcohol is served, sold or consumed on a seasonal or regular basis it is recommended that the organisation involved obtains Good Sports Accreditation. See www.goodsports.com.au*
7. Be vigilant in ensuring the safe use of glass containers associated with the serving of any beverages and employ plastic containers or cans if required to do so by a licencing permit.
8. Ensure the use does not cause a nuisance to neighbours. *NB: It is recommended that users register social functions with Tasmania Police via www.police.tas.gov.au/permits/party-safe*

9. Ensure no one smokes within any building at WWC facilities, within their entrances or forecourts at any time.
10. Ensure no one smokes within 20 metres of competition, seating or marshalling areas during or within 30 minutes of the event beginning or ending.
11. Ensure orderly conduct of others involved in the use of the facility (e.g. club members or guests) and not allow illegal activities (e.g. unauthorised lotteries, raffles or gambling) or activities that might result in community concern or embarrassment to Council.
12. Always allow WWC access to the facility and meet all requests of an authorised person. *NB: Council work on its facilities might sometimes impacts on users of a facility. Users are required to cooperate with the Council employees or contractors while work is underway. This might require them to relocate to another area if necessary or to help Council staff meet requirements such as maintaining a 100m exclusion zone around lawn mowers & brush cutters where practicable.*
13. Adhere to copyright laws that apply to the use of films, text, music, visual art and dramatic performances created by others (See: www.artslaw.com.au/info-sheet/info-sheet/copyright)
14. Maintain insurance against public risk for an amount of \$20 million or more, provide to WWC a Certificate of Currency and not do, or neglect to do, anything that will compromise or affect WWC's Insurance portfolio. *NB: WWC's insurance will cover casual one off users of WWC owned or controlled facilities.*
15. Have Worker's Compensation Insurance if anyone is 'employed' by the User(s).
16. Supply a Certificate of Currency for others involved in the use e.g. entertainers etc.
17. Submit a Risk Management Plan and comply with its details once it has been approved.
18. Be responsible for rendering first aid if required.
19. Report to WWC, by phone (64 438 333) or email (council@warwyn.tas.gov.au), any significant incidents or hazards that require WWC intervention as soon as possible and no later than 48 hours.
20. Enquire through WWC or a building surveyor about the need for a Temporary Occupancy Permit (TOP) or an engineering certificate if the application involves:
 - the temporary use an existing building for a use which is not the normal use permitted
 - using temporary structures e.g. tents, marquees, seating or stages
21. Fasten down temporary shelters or amusement structures (e.g. marquees, gazebos or jumping castles) with anchor ropes and anchor stakes or ballasts that do not impact on underground services such as electrical cables or water lines. *NB: Refer to **Dial Before You Dig** (www.1100.com.au) for information on the location of in-ground infrastructure.*
22. Cover and periodically check anchor stakes in public access areas and monitor the weather.
23. Ensure any electrical equipment brought into the facility has undergone a current PAT test.

24. Adhere to the principles in the *Handbook for Portable Soccer Goalposts – Manufacture, Use and Storage* if using portable soccer goals (See: www.standards.com.au or <https://www.saiglobal.com/PDFTemp/CustomizedDownload/hb227-2003.pdf>)
25. Prevent damage to the facility and not affix anything to floors, roofs or walls without permission.
26. At no time during the use exceed the occupancy limits of the facility building(s) and consider waste management issues and the required toilets if the use is close to the capacity of the overall facility.
27. Ensure all users of the facility are familiar with the facility's evacuation plan, (as clearly displayed by Council) the location of all emergency exits and emergency equipment and nominate a minimum of one person to act as a Warden in the case of an emergency.
28. Park all vehicles in the designated parking areas entirely at the owner's risk and enquire through WWC about the need for a traffic management plan if the use will affect vehicular or pedestrian traffic. *NB: No responsibility will be accepted by WWC for damage to motor vehicles or for the theft of or from them and it is recommended that cars are not parked on grassed areas to avoid damage to the turf or under large trees, with particular reference to gum trees, because of the inherent danger of these trees.*
29. Exclude animals from facility buildings except for guide or assistance dogs under the control of an authorised person.
30. Return keys to WWC at the conclusion of the hire period and obtain the refundable key deposit or meet the cost of any lost keys.