

INFORMATION HANDBOOK



Stewards/Volunteers



Ipswich Show Society Office: 07 3281 1577

All Stewards/Volunteers are to read and retain a copy of this Information Handbook.

THE INDEMNITY FORM / WORK HEALTH & SAFETY INDUCTION ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED to the Show Society Administration Office prior to commencement. Approval as a volunteer/steward is subject to this requirement.

Upon arrival each day you are required to record your start and finish times on a time record sheet. This is for insurance purposes only, to cover you in case of accident or injury. Ask your Supervisor/Chief Steward where this time sheet is kept, or you can sign at the Show Office.



A Brief History about the Ipswich Show

In 1873 the first Ipswich Show was held by the Queensland Pastoral and Agricultural Society, at the stockyards at Churchill. In 1877 the show then moved to its current location on Warwick Road.

1961, a century after the Queensland Parliament issued its inaugural Acts, saw the formal name change of the society to the Ipswich Show Society.

A Deed of Grant was signed in 1975 of the Ipswich Showground site under the Land Act 1962-1975 to the Ipswich Show Society and its Successors "for showground, racecourse and recreation purposes" forever.

The Ipswich Show is held annually and it is one of the oldest Shows in Queensland history. The location, community activities and key draw cards may have changed over the years, however the residents of Ipswich still look forward to this annual celebration.

The Ipswich Show is a vibrant mix of entertainment, displays, and the much-loved animals. 'The Show' being Ipswich and West Moreton district's premier showcase of industry and enterprise.

Show Date: Every May
(Check website for dates – www.ipswichshow.com.au)

FOR YOUR INFORMATION

(Some extracts from Qld Chamber of Agricultural Societies By-Laws)

- All Applicants, Attendants, Exhibitor/Competitors, Competitors, and every Person admitted into Chamber Competitions, are bound by the By-Laws and Regulations.
- All QCAS Member Societies and Sub Chambers are bound by the By-Laws and Regulations in as much as they are conducting Chamber business or activities. The Ipswich Show Society is part of the Brisbane Valley & West Moreton Sub Chamber.
- These By-Laws incorporate all competitions held by Member Show Societies and Sub Chambers in respect to their activities relating to Chamber competitions and other activities.

CHIEF STEWARD means the Steward appointed by the Ipswich Show Society Committee to act as a Chief Steward in respect of any Class or Section. Chief Stewards are officials appointed to conduct exhibitions and competitions. The Show Society seeks for Chief Stewards to be responsible for organising of their section, including assisting with fund raising and monitoring of expenses.

STEWARDS are appointed to assist to superintend the conduct of exhibitions and competitions.

Stewards in all Sections shall perform such duties as the Chief Stewards of the Section may direct.

Subject to any such directions the Stewards shall:-

- Attend at the time and place notified to them.
- Where required examine as to the correctness of the Entry Form in their respective sections prior to the completion of the Catalogue.
- Attend to the reception, classification, numbering and the placing of all Exhibits and to all matters in connection therewith and when required by the Chief Steward of the Section, shall supervise the removal of Exhibits from Competitions areas.
- Record all transfers and withdrawals on the Judges Award Cards and advise the Chief Executive Officer accordingly. When such transfers are made the Exhibit must retain its original Catalogue Number.
- Attend upon the Judges, furnish them with Award Papers, Prize Cards and/or Ribbons and afford them all information and attention necessary to the discharge of their duties and see that there is no interference on the part of the public or Exhibitor/Competitors with the Judges, nor discuss the merits or demerits of any Exhibits with the Judge nor do anything calculated to influence the Judge's decision.
- Sign the Judge's Award Cards, prepare Prize Cards and see these and the Ribbons are properly affixed to the prize Exhibits and in the case of dispute shall certify to the correctness and identity of the Awards.
- After each class has been judged, check the Awards as marked on the Judge's Award Cards with the Catalogue numbers on the Exhibits to verify that the correct Awards have been recorded, and then arrange for the Cards to be forwarded to the Secretary at the completion of the judging.
- Arrange amongst themselves for the constant and effective supervision of their Sections, the behaviour of the attendants and employees and the comfort and convenience of both Exhibitor/Competitors and the public.
- Carefully explain to the Judge the conditions of the Competition in each class and advise him that if he is of the opinion that there is equality of merit in any class or in the awarding of Special Prizes, he does not have authority to increase the prize money.

Conditions of Competition (Exhibitor Rules)

- An Exhibit must be the bona fide property of the person who enters the Exhibit.
- If the Ownership of an Exhibit shall be changed before judging day or the final judging day in the class:-
 - (i) The original Exhibitor/Competitor may with the consent in writing of the new Owner exhibit that entry and delivery or payment to him of any trophy, prize or moneys won by or payable in respect of the Exhibit shall be a complete discharge to the Chamber, or
 - (ii) The new Owner of the Exhibit by notice in writing to the Chief Steward may confirm the entry in his name and upon so doing shall for all purposes of the competition become the Exhibitor/Competitor.
- Exhibits entered in the wrong class by the Exhibitor/Competitor may be transferred to the proper class by the Chief Stewards.
- No Exhibitor/Competitor or his Agent shall be permitted to be with the Stewards, Judge or Judges, during the time of judging, unless by special request of the Stewards. No Exhibitor/Competitor shall be allowed to act as a Judge's Steward in the class or classes in which he exhibits. The Exhibitor/Competitor or any person infringing this Rule shall be at once disqualified.

Displaying or Disposing of Goods or Stock

- Except with the written licence of the Society no person shall whilst on Competitions areas, do or permit to suffer to be done any one or more of the following acts:-
 - (i) Give, sell, advertise, distribute, display, or canvass any goods, livestock, or matter whether for sale or otherwise; or
 - (ii) Present or advertise any entertainment, attraction or display; or
 - (iii) Solicit, canvass, advertise, or do any act, matter, or thing for the purpose of or as an inducement for or incidental to the collection of money or goods; or
 - (iv) Do any act, matter, or thing to induce or calculated or designed to induce or for the purpose of inducing any person or persons to join any club, Chamber, society or other body.

HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY

HEALTH AND SAFETY

Our policy is to provide a controlled work environment that protects the health, safety and welfare of all committee members, employees and volunteers on the showgrounds.

Workplace Health and Safety is ensured when persons are free from Risk of injury, illness or death caused by any workplace, workplace activities or specified high risk plant.

The show society accepts its responsibility as an employer, to train and assist all committee members, employees and volunteers in safe work practices and seeks the full support and cooperation of all committee members, employees and volunteers in this endeavour.

WORK, HEALTH AND SAFETY CAN GENERALLY BE MANAGED BY:

- Identifying hazards
- Assessing risks that may result because of the hazards
- Deciding on control measures to prevent or minimize the level of the risks
- Implementing control measures
- Monitoring and reviewing the effectiveness of the measures

IPSWICH SHOW SOCIETY SAFETY GUIDELINES

1. All exhibitors, subcontractors and other persons working within the confines of the showgrounds must abide by the provisions of the **Work Health and Safety Act**, its regulations and all relevant compliance and Advisory Standards. Persons responsible for each stand must ensure that any persons contracted by the exhibitor also comply.
2. Notwithstanding Item No. 1 all exhibitors must be mindful that their display will be viewed by the general public. All displays must be constructed and presented in such a manner, as to eliminate risk to the health and safety of any persons.
3. The speed limit within the confines of the showgrounds shall be 10 km/h.
4. Access provisions (aisle ways, roadways, doors, stairs, etc.) must NOT be blocked, or impeded by any exhibitor, contractor or other person within the confines of the showgrounds.
5. Persons operating equipment within the Showgrounds premises must be the current holder of the relevant certificate, or licence to operate such equipment.
6. Machinery, equipment and substances likely to jeopardise the health and safety of any person, must be made safe by such means as is necessary e.g. guarding, fencing, locks, immobilisation, etc.
NB: Signs are not an acceptable protective method.
7. **All accidents, injury or dangerous occurrence must be reported to the Ipswich Show Society Administration office, as a matter of priority.**
8. All display vehicles must have wheels chocked to prevent vehicles rolling in any direction. In addition vehicles parked on an inclined surface must remain locked at all times, during the Show.

OUR COMMITMENT

- Management will meet its obligations to the Act, Regulations, codes and Standards by identifying all issues appropriate to the management of health and safety on the showgrounds.
- Committee members, employees and volunteers are committed to implementing good health and safety practices in their specific areas of operation.
- All committee members, employees and volunteers have a personal responsibility to the show society, their fellow workers, themselves and the general public to adopt and maintain appropriate health and safety standards in their work activities.
- At all times the show society maintains health and safety as a priority and will not knowingly demand or expect any person to participate in any activities which are likely to be detrimental to their health and safety.

DO YOU WANT TO WORK SAFELY IN A HEALTHY AND SAFE ENVIRONMENT?

Rules, regulations and legislation won't be effective unless you want to make it happen.

3 POINTS TO REMEMBER

- Most incidents can be avoided – be aware of conditions around you. If you see something is wrong, fix it or report it.
- Don't look at health and safety as someone else's problem.
- You have a legal obligation to work safely.

STICK TO RULES

- Be aware of your obligations under the legislation.
- **Be aware of the Show's Rules & Regulations.**
- CoOperate with directions to maintain and improve safe conditions.

KNOW YOUR WAY AROUND

- Be familiar with the workplace in all respects, so that you know where to go and who to turn to in an emergency.
- Locate all access points.
- Know who is responsible for Health and Safety and First Aid.
- Locate First Aid Stations.
- Know the evacuation procedures.
- Find out where the fire-fighting equipment is and how to use it.
- Locate communication points.

SHARE WHAT YOU KNOW

- Alert a fellow co-worker where he or she is engaged in unsafe practices.

HOUSEKEEPING

- A clean workplace is a safer workplace, you have a responsibility to clean up after yourself.

KEEP YOUR EYES OPEN

- Be alert to potential hazards and risks... if you observe any, do something about them.
- Report any potentially dangerous situations or practices to management.
- Remove, cover, signpost or barricade hazards where practical.

IN THE EVENT OF AN ACCIDENT

- Attend to the person.
- Show empathy but do not admit fault.
- Enquire whether first aid assistance is required. If so, immediately contact St John's First Aid Station during the show, or the Office.
- Report the incident to the Office and complete an incident form.

NEED TO KNOW

- FIRST AID supplies are located at the Show Office, Workshop, Showplace Reception Centre, and Country Style First Aid station located below the Kennel Block for the duration of the Show.
- Appropriate clothing and enclosed footwear must be worn at all times. To be covered by Ipswich Show Society insurance it is mandatory that covered footwear be worn at all times while volunteering/assisting. No exceptions are applicable without a current medical certificate of exemption.
- Designated exits must be kept clear at all times.
- Fire extinguisher and/or fire hoses are located in all buildings. You should familiarise yourself with their location. They must be kept clear at all times.
- The maximum traffic speed within the showgrounds is 10km per hour.
- Dangers to look out for include:
 - ≈ Pot holes and uneven surfaces
 - ≈ Electrical leads across walkways
 - ≈ Rubbish
 - ≈ Fencing/panels not properly secured
 - ≈ Wet or slippery surface
 - ≈ Untidy work or display areas
 - ≈ Inadequate lighting
 - ≈ Security around displays as required
 - ≈ Sharp edges/protruding sharp objects
- If you witness any of the above you must:
 - ≈ Rectify where possible
 - ≈ Report to WHS Officers, Show Office, Committee person responsible for that section or Head Groundsman immediately.

SMOKING

Smoking is not permitted in any building, office, basement, balconies, loading bays, thoroughfares, work vehicles or during the Annual Show.

This policy applies equally to all visitors, contractors and employees including managers and supervisors. Smoking is only permitted in the Designated Smoking Area/s provided (See Map)

IPSWICH SHOW SOCIETY DRUG POLICY

The possession, and use of illegal drugs and narcotic substances, will NOT be tolerated, and is strictly prohibited on the Ipswich Showgrounds.

CONTROL OF IPSWICH SHOW SOCIETY MACHINERY AS LISTED BELOW.

Records of certified Operators.

List register at office, office to supply lists to responsible persons.

Administration Office, Head Grounds man or Flea Market manager, who will control keys and log book.

GOLF BUGGIES (ONLY FOR OPERATORS APPROVED BY IPSWICH SHOW COMMITTEE)

- Completing and signing this form also confirms knowledge of operation for those approved.
- **TRUCKS / UTES/TRAILERS (Licence Required)**
- Operators must have **completed Induction by Head Groundsman or delegated person.**
- No person is allowed to travel on trailers or the back of vehicles at any time.

TRACTORS / FORK LIFTS (Licence Required)

- Operators must have completed Induction by Head Groundsman.

PUBLIC TOILETS

Located:	Reception Centre	includes disabled facility & changing facility
	Main Pavilion	includes disabled facility
	Grandstand Pavilion	no disabled facility
	Event Centre – bottom floor	includes disabled facility & changing facility
	Events Centre – upper floor (West & Eastern End)	includes disabled facility & changing facility
	Facility adjacent to Events Centre	includes disabled facility
	Markets Area – front & back	includes disabled facility & changing facility
	Adjacent Cattle Pavilion	includes disabled facility

Chairs provided for feeding in Changing Facilities

REST AREAS

Located:	Beside the Showplace Reception Centre
	Grandstand Pavilion
	Grandstand
	Between Grandstand and Kennels
	Events Centre Entertainment Area
	Grassed Area below Reception Centre
	Events Centre Plaza Area & Events Centre Foyer

EVACUATION PROCEDURE

**IN CASE OF EVACUATION FOLLOW DIRECTIONS
OF CHIEF STEWARD / WHS OFFICER / COMMITTEE MEMBER / OFFICIAL PERSONNEL**

In the event of an emergency likely to jeopardise the health and safety of any person within the confines of any building, or within the Showgrounds, the following evacuation procedure shall be effected.

Contact immediately the show office in person or by Phone 07 3281 1577.

President Mobile: Darren Zanow 0418 733 780

Safety Officer - Marion Douglas 0437 734 634

Identify area in the grounds affected. Include if the Emergency Fire, Chemical, loose animal, spillage, etc.

Necessary emergency services will be contacted by the Show Office.

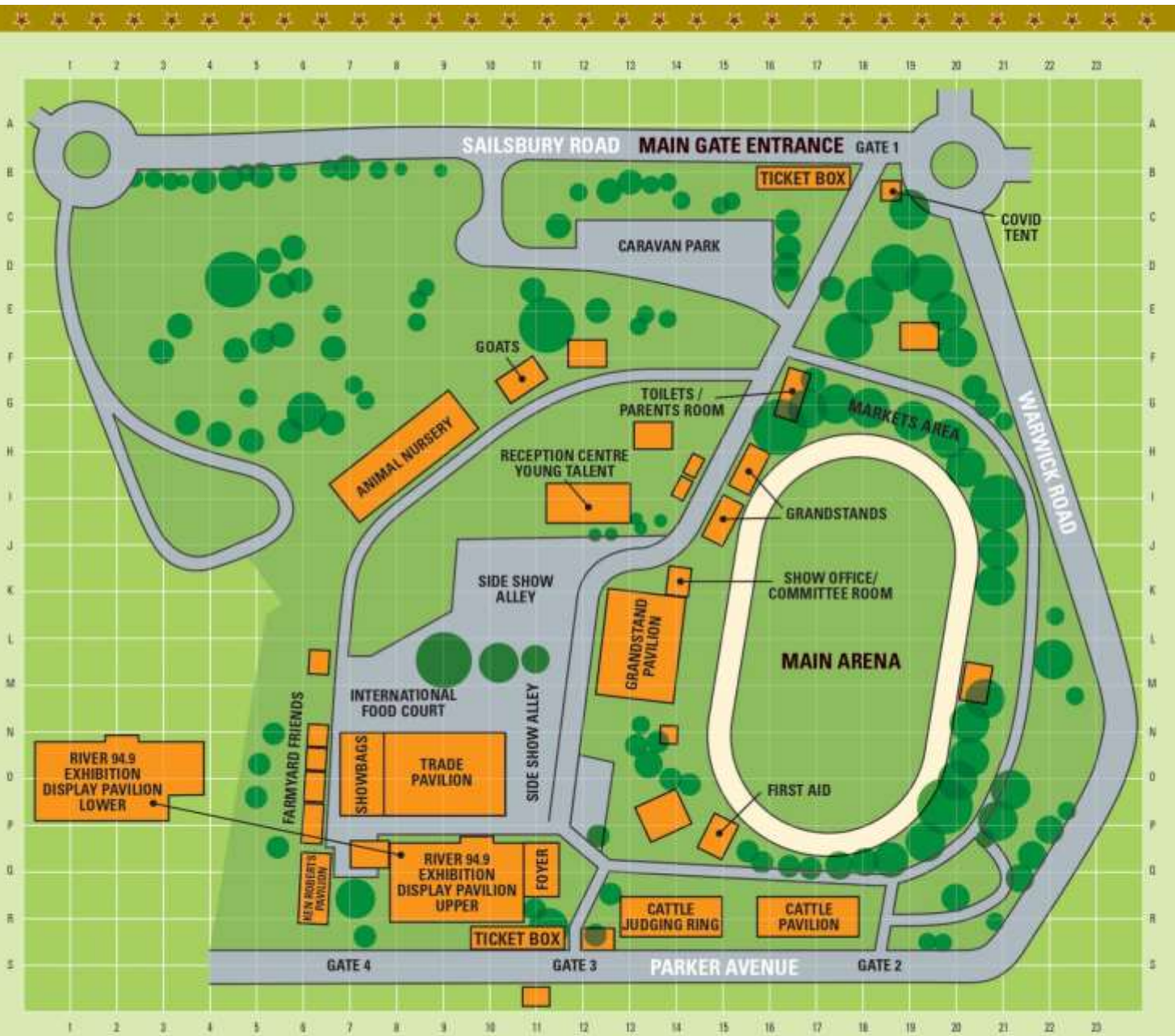
If evacuation is necessary proceed via the nearest and safest Exit (see map location within buildings). Inform public to move in an orderly manner. Remain calm; proceed to a safe site away from the problem.

Evacuation area A is the Wood Chopping Area near the Dining room to the Main Gate.

Evacuation area B is Parker Avenue via the back Gates.

Wait for appropriate authorities to give the 'all clear' before returning to the affected area.

THE OFFICE WILL NOTIFY - Police - First Aid Officers - Security - Fire Service



IPSWICH SHOW

SOCIETY INC.

SERVICES

N14	Announcers Tower
C17, R11, I14, L13, M7, P7	ATM
G16, I13, Q10 Upper, Q9 Lower	Parents Room
F12, G16, M21, R12, I12, L13, R9, Q7	Toilets
S11, B19	Covid Tent
R8 Lower, O6, H9	Hand Wash Stations
C18, G17, G14, G13	Evacuation Assembly
P15	First Aid
P14	Lost Property
R10, B18	Security
K14	Show Office
O22, N13, I14, J7	Smoking Areas

ANIMALS

Q6-N6	Farmyard Friends
G9	Animal Nursery
G11	Goats
F19	Horses
R16	Cattle

ENTERTAINMENT & DISPLAYS

J15	Ipswich Show Strawberry Sundaes
Q11	Soulful Dreams Health & Wellness Expo
Q10 & O9	Antiques Fair
H14	Woodchop
Q8	Lukes Reptile Kingdom
P11	Circus Ipswich
G10	Noah's Racing Pigs
R6	Eightball Competition
I12	Young Talent
Q9	Young Princess Pageant
Main Arena	Horse Events & Entertainment - see programme

SHOW COMPETITIONS

Upper & Lower Level of River 94.9 Exhibition & Display Pavilion	Foods, Fine Art, Horticulture, Natural Fibres, Poultry, Pigeons, Apiculture, Fruit/Vegetables/Eggs, Creative Craft, Photography, Schoolwork, Homebrew Wine, Waterfowl, Caged Birds, Farm Produce
Channel 9 Main Arena	Brute Ute, Dunny Derby, Demolition Derby, Horses

FOOD/BARS

M8	International Food Court
Q11	Pavilion Cafe Country Kitchen (various outlets throughout grounds)