

General Conditions

1. a. A set of **keys** shall be made available to seasonal hirers of The Dirranbandi Swimming Pool. (*ie Dirranbandi Swimming Club, Schools*) It is the responsibility of each Organisation to **secure all doors and entrances**, and switch off lighting and power (where applicable) at the conclusion of each function.
b. **Duplication of keys is prohibited** without the express approval of an Authorised Officer. Keys not returned will be charged for at the cost of replacement. Where it is necessary for security purposes to change locks as a result of the non-return of keys, the cost of same will be charged to the hirer.
2. The responsibility for **cleaning** of The Dirranbandi Swimming Pool is as follows:-
 - a. The **Hirer** shall, to the satisfaction of the Authorised Officer/s **collect all refuse** accumulated on the premises during the function (including in the toilets/showers and dressing rooms) and deposit same in the rubbish bins provided by Council.
 - b. The **Hirer** shall be responsible for immediate cleanup of any out of the ordinary occurrences (eg sickness, spilt food or drink) which is necessary for the continued hygienic operation of the pool.
 - c. The Hirer shall carry out the required cleanup prior to the conclusion of each period of use.
 - d. The Council will be responsible for cleaning of toilets, showers and dressing rooms. (Not including collection of refuse.)
 - e. The **Council** will be responsible for the supply of toilet paper etc. to the toilets.

If Council Staff are required to attend to refuse collection or cleaning which should have been attended to as per items a. and b. above, the charge applicable and payable by the hirer, shall be calculated at **\$35.00** per person per hour.
3. The **Hirer is responsible for any damage** that is caused to the facilities during the period of hire. Hirers, other than seasonal hirers, will be required to lodge a **refundable security deposit of \$220** with the Council prior to use of The Dirranbandi Swimming Pool. The cost of any repairs of damage caused to the facilities during the period of hire shall be deductible from the security deposit.
4. Strictly **NO ALCOHOL** is to be consumed on the premises.
5. No **Council owned furniture, fixtures or equipment** shall be removed from any building without the prior approval of an Authorised Officer.
6. Any Organisation hiring the Dirranbandi Swimming Pool is required to submit the **name of a responsible person** who can liaise with and be contacted by Council, should any circumstances arise where it is necessary to communicate with the Hirer.
7. Council Employees shall not be called out by the Hirer to perform any work on any facility without approval of the Authorised Officer.
8. It is compulsory for all hirers of the Dirranbandi Swimming Pool to carry **insurance against Public Liability** for the duration of their use. The organisation or person hiring the facilities is required to complete a form of **INDEMNITY** in favour of **COUNCIL** against any claim for damages, injury or loss which may occur as a result of their use of The Dirranbandi Swimming Pool. (Refer to Hire Agreement form)
PROOF OF SUFFICIENT PUBLIC LIABILITY INSURANCE COVER (MINIMUM \$10,000,000) MUST BE PROVIDED PRIOR TO ANY USE OF THE DIRRANBANDI SWIMMING POOL.

Specific Conditions to Ensure the Safety of Users

9. When hiring the Dirranbandi Swimming Pool it is **compulsory to have qualified Pool Lifeguard/s present.**

- a. Up to 100 people – 1 Pool Lifeguard Required
- b. Over 100 people – 2 Pool Lifeguards Required

A copy of the Pool Lifeguard Certificate/s must be attached to Hire Application Form.

10. It is the responsibility of the Hirer to ensure that the 'Emergency Action Plan' for the Dirranbandi Pool is clearly understood and implemented in the case of an emergency. Copy is attached. In particular the hirer must be familiar with;

- Evacuation procedures and assembly areas in the case of a fire, explosion, bomb threat, chemical spill or leak.
- Locations of rescue and first aid equipment
- Requirement to close the pool during electrical storms
- Routine for dealing with major incidents such as suspected drowning, spinal injury, cardiac incident
- Routine for dealing with minor incidents such as overcrowding, disorderly behaviour

A copy of the Emergency Action Plan is attached.

11. **The Hirer must obey the following pool rules:**

- Obey all signs. They are placed for your safety and comfort
- No diving unless under the supervision of a qualified instructor, as there are large areas of shallow depths.
- ALL children under 10 years of age must be directly supervised by an adult
- People with communicable infectious diseases shall not use the swimming pool.
- Immunosuppressed individuals should not use the swimming pool
- Children should use the toilet before entering the pool
- Do not use soap, detergent or any other substance in the pool
- Do not climb up, or onto any fence or partition of roof within the pool area.
- People wearing contact lenses should remove them before entering the pool
- Children under 4 years must wear a swimming diaper whilst in the pool

Hire Charges

12. a. **Hire charges** shall be set annually by the Council.
- b. The hirer shall pay to the Pool Attendants the applicable hire charges by cash or cheque or EFT at the time of booking , or alternatively may make payment by alternative methods at Council's Office, 118 Victoria St, St George
- c. Pool entry fees, irrespective of type of pool hire, \$2 per person is to be paid directly to the Dirranbandi Pool Committee

N.B Pool hire charges can be found in the Balonne Shire Council's annual fees and charges document.

AUTHORISED OFFICERS

Balonne Shire Council's Director of Infrastructure

All correspondence should be addressed to: CEO

**Balonne Shire Council
PO Box 201
ST GEORGE QLD 4487**

**PH: 07 4620 8888
FAX: 07 4620 8889
Email: council@balonne.qld.gov.au**

**BALONNE SHIRE COUNCIL
HIRE AGREEMENT FOR THE DIRRANBANDI SWIMMING POOL**

NAME OF CLUB OR ORGANISATION:		
ADDRESS:		
NAME OF LIAISON OFFICER:		PHONE:
TYPE OF FUNCTION:		
DATE OF FUNCTION: (ATTACH SEPARATE SHEET IF INSUFFICIENT SPACE)	TIME FROM:	TO:
INSURER - LEGAL LIABILITY:		COVER \$:
No. OF PERSON'S ATTENDING:	NOTE: UP TO 100 = 1 LIFEGUARD REQUIRED OVER 100 PEOPLE = 2 LIFEGUARDS REQUIRED	
NAME OF SUPERVISING PERSON/S HOLDING LIFEGUARD CERTIFICATES (please attach a copy of certificate/s to this form.)		
1.		
2.		

THE ATTACHED CONDITIONS OF HIRE AND EMERGENCY ACTION PLAN FORM PART OF THIS AGREEMENT – PLEASE READ THEM CAREFULLY AND ENSURE THAT THEY ARE UNDERSTOOD

On behalf of the applicant I agree to the attached Conditions of Hire and certify that the information provided above is true and correct to the best of my knowledge and further, on behalf of the applicant, I hereby indemnify the Council of the Shire of Balonne against any claim whatsoever arising from my/our use of the premises.

SIGNATURE OF APPLICANT:	DATE:
SIGNATURE OF WITNESS:	DATE:

Note: Seasonal Hirers must complete this application form each season.

SIGNATURE/S OF LIFEGUARD:	DATE:
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Please email completed form to: council@balonne.qld.gov.au

OFFICE USE ONLY

APPLICATION RECEIVED DATE:	COPIED FOR POOL: (Y / N)
PROOF OF INSURANCE ATTACHED: (Y / N)	TOTAL FEES \$ REC NO.
COPY OF LIFEGUARD CERTIFICATES/S ATTACHED: (Y / N) 1 / 2	
CASUAL HIRERS ONLY – SECURITY DEPOSIT \$220	REC NO.:

EMERGENCY

ACTION

PLAN FOR

DIRRANBANDI

POOL

ROUTINE AQUATIC EMERGENCY PROCEDURES

- MINOR INCIDENT – Supervisors and Life Guards are trained in First Aid, all Incidents are to be reported on an Incident Report Form.
- OVERCROWDING – Restrictions to numbers of swimmers applies as per Operation Guidelines.
- DISORDERLY BEHAVIOR – Offenders Description Form (4) to be filled out and Supervisor's Authority to refuse entry of offenders if necessary call Police.
- CHEMICAL IRREGULARITIES – as per Operation Guidelines if necessary close pool.
- LACK OF WATER CLARITY – as per Operation Guidelines if necessary close pool.

MAJOR INCIDENTS Incidents considered to be life threatening

- SUSPECTED DROWNING – Call 000 Immediately, then treat casualty as per Lifeguard Training.
- SUSPECTED SPINAL INJURY – Call 000 Immediately, then treat casualty as per Lifeguard Training.
- CARDIAC INCIDENT -- Call 000 Immediately, then treat casualty as per Lifeguard Training.
- CHEMICAL SPILL OR LEAK -- as per Operation Guidelines, Evacuate or close pool if necessary.

RESCUE AND FIRST AID EQUIPMENT

- LIST OF EQUIPMENT – as per Operation Guidelines.
- LOCATION OF EQUIPMENT – First Aid Kit, Spine Board and Rescue Tube will be located on the pool deck.

EMERGENCY SERVICES

- LIST OF RELEVANT EMERGENCY SERVICES – Listed on Emergency Evacuation Procedure as per Operation Guidelines, keep list near phone.
- CONTACT DETAILS FOR EACH SERVICE -- Listed on Emergency Evacuation Procedure as per Operation Guidelines, keep list near phone.
- CALL OUT PROCEDURES -- Listed on Emergency Evacuation Procedure as per Operation Guidelines.

EVACUATION

- FIRE – Follow Emergency Evacuation Procedure.
- BOMB THREAT -- Follow Emergency Evacuation Procedure.
- CHEMICAL SPILL OR LEAK -- Follow Emergency Evacuation Procedure.

PRACTISING EMERGENCY PROCEDURES

- TRAINING AND SIMULATIONS -- To be done at regular intervals throughout the season and Training Attendance Sheet to be filled out by all participants and Supervisors.

EMERGENCY PROCEDURE FOR HAZARDOUS SUBSTANCE SPILLAGE

1. Contact your Supervisor;
2. Read appropriate Material Safety Data Sheet (MSDS);
3. Control the spill where possible;
4. Contact Emergency Services when spill becomes uncontrollable or presents a danger to the health of the personnel and the environment.

EMERGENCY EVACUATION PROCEDURE (FIRE OR BOMB)

1. Raise alarm – **Phone 000** Fire Brigade / Police;
2. Notify Fire Wardens and ALL Staff / Visitors to evacuate building;
3. DO NOT PANIC;
4. Engage Fire Extinguishers to control fire if safe to do so;
5. Fire Wardens / Staff to ensure all visitors to evacuate to Emergency Assembly Point;
6. All Staff to leave building and Assemble at Emergency Assembly Point;
7. DO NOT re-enter building until directed.

CONTACT LIST:

QLD FIRE & RESCUE AUTHORITY - Ph: 000
POLICE - Ph: 000 / 4622 9707 / 131 444
AMBULANCE - Ph: 000 / 46258 632
HOSPITAL - Ph: 46258 222