

Down-To-Earth (Vic) Cooperative Society Limited

Confest Committee

MINUTES

Date: 24th August, 2017

Time: 7:30pm

Venue: CERES, Learning Centre Rm,1-2 Lee St, Brunswick East VIC

Online: <https://dte.coop/live.meeting>

#	Item	Raised by:																																																																																												
1	Meeting Started	Procedural																																																																																												
	8.30 pm																																																																																													
2	Election Of Chair	Procedural																																																																																												
	Confirmation of Chairperson: Aaron Shipperly Confirm Minute Keeper: Coral Larke																																																																																													
3	Attendance	Procedural																																																																																												
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4	<u>Confirmation of Previous Meeting Minutes</u>		<i>Procedural</i>
	Minutes passed by consensus		
5	<u>Task Check List</u>		<i>Procedural</i>
	16/2/17 Infrastructure OpEx – Tool Library Budget	Who has access to the tool library? What is the procedure for people to access tools? Is there a current list of tools? Is there a tabs on requests eg. ladders. Mark Rasmussen	
	23/3/17 Photo ID at the front gate	Recommends a group be formed to write a paper to go through the issues re photo ID at the front gate	
	23/3/17 identification Policy, Ban List Management & Implementation	What is our policy on knowing who is attending our events? Who manages the Ban List? How can the Ban List be effectively implemented?	
	23/3/17	Policy on cash sales changed during Easter ConFest, so we now need a new one. What will the new one be? \$150 for cash sale \$100 online?	
	23/3/17 Permaculture booklet	Says the proposal (permaculture booklet) needs a longer lead time, that it is too rushed and to invite Adrian White to resubmit for next ConFest. <i>Was this communicated to Adrian?</i>	
	23/3/17 A policy for photographers.	What is the policy? Is to communicate that due to technology DTE cannot police photographers at ConFest and it is participants responsibility to protect their image. Policy can be communicated on tickets, can this be done on online tickets? Communicate policy at front gate and online.	
	27/4/17 Toilets	Due to council requirements we now have to build and supply the double number of toilets, 1 per 50 people is preferable. A report is needed for building new toilets, either to go with Natural Events composting toilets, or for infrastructure to provide a detailed plan and sketches for new toilets.	
	27/4/17 Village budget projects	For a person to assess preparatory time lines for tasks prior to ConFest and have that approved by the CC	
	27/4/17 The Hub and Volunteers	Problems at the Hub. Too many unauthorised people eating there, people not cleaning up after themselves, not enough volunteers, leaders having to work and not having a break. Written to resolve some of the issues. <i>Asked Marty to forward email to Carly waiting for reply</i>	
	27/4/17 Volunteer Coordinator	Report needed to ensure that there is enough department coordinators and to keep track if people are working or not. Best outcome 1 coordinator to 10 – 15 people. <i>Asked Marty to forward email to Carly, waiting for reply</i>	
	27/4/17 Volunteer Coordinator	A policy is needed for that each group has an orientation, health and safety induction prior to working.	
	27/4/17 Ticket Price	A report to assess if a ticket price rise is needed. <i>Refer to Robin's report</i>	
	11/5/17 Letter to woman re comfort dogs	Will draft a formal letter to the woman whose comfort dogs were unleashed and bailed up a child.	
	11/5/17 Position description	Write a position description to move forward with and form a subcommittee to formulate incoming responses regarding volunteers to pick up the best people for the role.	

	11/5/17 Induction at ConFest	Write a submission regarding Inviting comments an induction, to invite people to put forward their ideas. Some work was done on this area, feedback suggested that a document with defining guidelines be a starting point.	
	8/6/17 20.000 Kg Bottle Jacks & Sleepers	To look into either hiring or buying jacks for site move.	
	8/6/17 Membership	Currently the some of the workers are not listed on members list that they have not done their hours because their activity sheets have not been filled in. Process is to tidy up the documentation.	
	10/8/17 WH&S for children on site	Kate Shapiro Will price high viz jackets for children	
	10/8/17 Assistant dogs	Governance and Compliance: Denise Banville To gain information from the assistant dogs association and Relevant organisations. Also research what other festival do, what is their policy.	
6	<u>Correspondence</u>		<i>Procedural</i>
	Nil		
7	<u>WH&S</u>		<i>Procedural</i>
	Please look at Marty's attachment and refer any feedback to Marty.		
8	<u>Ratify infrastructure positions.</u>		<i>From previous OC meeting</i>
	Motion: To ratify Peter Cruise for infrastructure leader for buildings.		Moved: Mark Rasmussen Seconded: Ian Hales No objections PBC
9	<u>Formal ratification from the CC of Dale McDonald aka Muddy to become Facilitator of Confest Aboriginal Relationships</u>		<i>Elle Brogan</i>
	<p>Elle Brogan: Formal ratification from the CC of Dale McDonald aka Muddy to become Facilitator of ConFest Aboriginal Relationships including the Aboriginal Village which will be set up (part of official Operations) initially by Confest Infrastructure Team/ Casual Volunteer Crew as agreed by the Volunteer Coord and the Infrastructure Facilitators at the Facilitators Summit 2017.</p> <p>To have Ellen Brogan release any official Facilitation role for the Confest Aboriginal Relationships Team but still work as a member of, to support and enable this team in whatever capacity Muddy and the team , including Bonny, Luke Johnson (Aboriginal Confester) and Corinne determine.</p> <p>This process has been approved by the local Woorooma Registered Elders as correlating to our informal "10year Cultural Heritage and Relationships Plan " drawn up in 2012, for an Aboriginal Facilitator to be invited by their own community to lead this team.</p> <p>For Ellen Brogan and Bill Ricketts to continue as Co-Facilitators along with Muddy of the OC Aboriginal Relationships Committee to ensure the ongoing protection and education supporting the Woorooma Culural Heritage sites listed on AHIMS in 2016.</p> <p>Muddy: Plans to set up an indigenous space, to be recognised as something a bit different from everything else.</p> <p>David Cruise: To appoint Muddy to represent DTE with the local Aboriginal groups in the Woorooma area.</p> <p>Elle: We have formed a relationship with Local Elders over a 5 year period and we want Muddy to meet them.</p> <p>Motion: To appoint Dale Mac Donald AKA Muddy Featherfoot as the DTE aboriginal representative and village facilitator.</p>		Moved Elle Brogan: Seconded Moved Elle Brogan Seconded Don Royal No objections. Passed by consensus
10	<u>Yoga Space Marquee</u>		<i>Kristen Joy</i>

	Yoga Space headed by Mark Bliss and Dominique Gilligan. Jason Leeman from Taj Mahal Yoga Space put up Had a budget of \$350, but went over budget by \$150 Motion: For DTE to pay \$150 reimbursement that went over budget for a stretchy tent for a marquee	Moved: Kristen Joy No objections PBC
11	<u>Request for an early CC budget.</u>	<i>Coral Larke</i>
	Coral Larke: Request for an early arts budget due to work taking time that cant be rushed. Kathy Ernst: We need to know what the overall arts budget is to be fair to everyone. Should we allocate money for early budgets for everyone. Kristen: Could we allocate an arts budget separate from the Villages. Aaron: Further discussion can be taken online. Coral will give a detailed proposal. Malcolm: As part of the process we need to see what the project is, we need to know if the person seeking funding will manage it or if someone else will manage their budget for them. If it is approved then that person will get a debit card. <i>Deferred to next CC</i>	
12	<u>Request all crew debit card Xero statements be posted in an intranet for members to viewed.</u>	<i>Robin Mac Pherson</i>
	Denise: What is the hold up for seeing the Directors expenses? Robin: It is a technical process, we are going through the process so that it can be viewed by members but not for the public domain. Kristen: This is a good way to stop pointless conversations due to conjecture of misappropriating funds. Motion: Request all crew debit card Xero statements be posted online in an intranet for members to viewed. Kathy Amendment: Eliminate the word crew so that everyone who receives a debit card is held to account and that the expenses are transparent. Revised Motion: Request all debit card Xero statements be posted online in an intranet for members to viewed.	Moved Robin Seconded Coral PBC
13	<u>Socialising and Welcoming New People To Meetings</u>	<i>Robin Mac Pherson</i>
	Robin Mac Pherson: Suggests that a time between 7 to 8 pm to have a social mixer before meetings. Once a month we should highlight a social element and that we consciously welcome new people before they go to regular meetings. Ian Hales: It will make meetings run too late. Kathy Ernst: How will we get people to stop talking and focus on the meeting. Elle supports the idea, if we socialise we may get through the meeting quicker. <i>Defer to next CC</i>	
14	<u>Cancelation of DTE IGA and other accounts</u>	<i>Malcolm M</i>
	As decided by the finance committee the DTE Moulamein IGA account was cancelled, they will inform anyone making a purchase on behalf of DTE that they will need a debit card. Also we wrote to local mechanics stating that all mechanical works have to be authorised by Mark Rasmussen. Local service stations will provide DTE a copy of receipts associated with DTE.	
15	<u>Payment for Vehicle Repairs</u>	<i>Mark Rasmussen</i>
	<i>Deferred to next CC</i>	
16	<u>Request To Hire of Two Fire Vehicles</u>	<i>Mark Rasmussen</i>
	Mark Rasmussen: Request was received from Brian Denim who attends ConFest and Burning Seed to hire fire vehicles to be used at their festival. Robin: It is good to share resources between the organizations but we need to decide on appropriate insurances, what we need to protect us in an event of something going wrong. Ian Hales: we should decide quickly to be fair to that organisation. Malcolm Mathews thinks it is	

	good for DTE to make available to other festivals some of our facilities and has received a similar request from a different festival for a fire crew and equipment. Denise: We need transparency, if people are using DTE equipment to make a money from DTE's equipment then that is not appropriate. Mark: Will go back to gain more information	
17	<u>Insurance</u>	<i>Denise Banville</i>
	Denise Banville: Bylands insurance case has been finalised for the fire truck and ambulance. \$2500 received for the fire truck and the ambulance is written off and will receive \$10.000. The trailers were not insured. Insurance Company took the damaged ambulance. Ian Hales: We are well underinsured if we are only receiving \$10.000 when the ambulance was worth a lot more.	
18	<u>Working Bee</u>	<i>Elle Brogan</i>
	Elle: Fuel Reimbursement for attendees will be per vehicle, however, we encourage car pooling. Reimbursement will be up to the following fuel: Melbourne \$120, Adelaide\$180, Brisbane \$240, Sydney \$180 We want 12 hours work for reimbursement and 3 meals a day. We are trying to enable as many people as much as we can. By 14 th Sep we will have an accurate idea of numbers. We will insist on people to fill in time sheets, so people will be clear that that this is a dedicated working bee and not a holiday. Last working bee most people worked 8 hours a day. People can be reimbursed on site, so there is a paper trail. The process can be streamlined thanks to the Finance Committee set up. Kristen Can we move on with a little more trust and less suspicion. We will recruit for a child minder with a WWCC. We are recruiting for a kitchen crew. If people are under financial stress we will discreetly give them cash advancement. Marty: The reimbursement seems unfair given that the interstate drivers will pay more. David: We should know how many people are coming, decide on what we are going to spend and then work backwards. Robin: Volunteers should fill in time sheets so we can demonstrate a lot of money is saved in wages. We need to look at the benefit. It also creates a crew and camaraderie that enables work done all year round. Ian: DTE is a volunteer organisation, volunteers shouldn't quibble about fuel money, we shouldn't worry about what we are going to get in return or bleed this organisation. Malcolm: There should be no meals paid for while traveling. Peter Cruise: At the hub children jumped ahead in the queue and upset hungry workers. Elle: At 2015 working bee we started a good system where children helped in the kitchen doing prep and the kids ate early before the workers arrive.	
19	<u>Tip Truck Hire for Working Bee & Building Works</u>	<i>Mark Rasmussen</i>
	Mark Rasmussen: This relocation will cost money we need to hire tractor and tip truck. Scouse: Why are we hiring a tractor when we are going to buy one? Mark: This is to hire one before we take possession of one. Kristen: Family and Bliss need to move their containers. Troy: Can we approve a budget for asset management and what doesn't get spent. Motion: Request up to \$5000 contingency budget including tractor hire for the working bee. Motion: Request for \$5000 contingency budget for building works for the working bee.	Moved: David Cruise Seconded Denise Banville No objection PBC
20	<u>Testing and Tagging</u>	<i>Scouse</i>

	<p>Scouse: Request for \$667 for testing and tagging electric cables and appliances.</p> <p>Malcolm: When was it agreed that we are going to do testing and tagging on site because there is a certain level of liability associated. If we do it ourselves there is a liability, we should get a price outsourcing to a local electrician. It could put DTE in a risk of prosecution if something should go wrong. A trades person will have their own insurance. Scouse: I am a licensed electrician. <i>Deferred to next CC</i></p>	
21	Membership	<i>Denise Banville</i>
	<p>Denise Banville: Where can I check the membership list? Robin Mac Pherson: We sent you a list online last week. Look at the MemCom Email</p>	
22	Fuel Budget	<i>Mark Rasmussen</i>
	<p>Motion: Request for up to \$5000 to cover fuel costs for volunteers traveling to the working bee.</p>	<p>Moved: Mark Rasmussen Seconded: Scouse No objections PBC</p>
24	Action Tasks	<i>Scouse</i>
	<p>Mark Rasmussen will get more information from Brian Denim who wants to hire DTE Fire Vehicles for Burning Seed Festival. Finance to pay \$150 for Yoga Space.</p>	
25	Deferred to next CC	<i>Procedural</i>
	<p>Payment for Vehicle Repairs <i>Mark Rasmussen</i> Request funds for early arts project <i>Coral Larke</i> Request funds to test and tag at the Working Bee <i>Scouse</i> Look at our insurance, are we underinsured. <i>Ian Hales</i></p>	
26	Next Meeting Date & Time Confirmation	<i>Procedural</i>
	Next CC meeting 14 th September 7.30pm	
27	Meeting Ended	<i>Procedural</i>
	11pm	

Down To Earth (Vic) Pty Ltd

Workplace Health and Safety Committee

WHS Policy Release (Version 1.0)

Contributors:

Martin W O Schwarz

Jenni Tar

Luke Johnson

Steve Poynton

Matt English

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1.0 - Purpose and Scope

The health and safety of its facilitators, volunteers, contractors and visitors is of paramount importance to Down To Earth. The purpose of this policy and procedure is to establish and maintain health and safety of employees and workplaces by:

- a) Protecting facilitators, volunteers and other persons against harm to their health, safety and welfare through the elimination, minimisation or quarantining of risks arising from work,
- b) Providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety,
- c) Promoting the provision of advice, information, education and training in relation to work health and safety, and
- d) Providing a framework for continuous improvement.

This Policy applies to all volunteers of Down To Earth / ConFest and should be read in conjunction with other OHS/WHS policies to comply with legislative requirements in the jurisdictions in which the cooperative operates.

2.0 - Policies

DTE is committed to providing a work environment and systems of work which comply with all relevant Acts and Regulations governing health and safety. It is the intention of DTE to ensure, so far as is reasonably practical, that all facilitators, volunteers, contractors and visitors are safe from injury and risks to health while at the workplace and/or while undertaking work-related activities.

DTE is also committed to injury management aimed at the early, safe and sustained return to work of injured volunteers.

DTE will meet these commitments by regularly consulting with facilitators, volunteers and suppliers of equipment and services. Further, DTE will ensure that responsibilities are appropriately defined and that facilitators and volunteers receive the information, training, resources and supervision they require, to competently carry out their responsibilities.

This will be facilitated by the ongoing implementation and continual improvement of DTE WHS management systems developed in consultation with the DTE / ConFest community and integrated into all DTE activities.

DTE will take all reasonable care to:

- a) Implement and maintain safe systems or work,
- b) Undertake risk management activities to identify, eliminate and/or quarantine risks in the work place,
- c) Provide and maintain safe systems for the use, handling, storage and transportation of plant, equipment and hazardous substances,
- d) Consult with facilitators and volunteers to enhance the effectiveness of this Policy,

- e) Provide appropriate WHS training, information, instruction and supervision for all facilitators and volunteers,
- f) Provide adequate resources, including finances, to facilitate the company's WHS responsibilities, and
- g) Comply with WHS Legislation, Regulations and relevant Australian Standards.

2.1- WHS Consultation Arrangements

DTE is committed to a meaningful and effective consultative approach to WHS management. DTE will consult with facilitators and volunteers in implementing safety practices and systems that will insure the health, safety and welfare of all volunteers.

Each department will determine and document the appropriate consultation methods through which to consult with employees regarding WHS policy and procedures.

A DTE Work Health and Safety Committee, including representation from directors and each of the departments, will report to the Board and will be responsible for:

- a) Setting the strategic direction for WHS across DTE and ConFest,
- b) Oversighting the implementation of the various legislative requirements across DTE and ConFest as appropriate,
- c) Ensuring the implementation of WHS initiatives within each department,
- d) Keeping the board and committees aware of their obligations under the legislation and advising them of any important WHS issues across DTE and ConFest; and
- e) Determination of any escalated Work Health and Safety issues across DTE and ConFest in terms of dealing with WHS matters which have broader implications than the departmental level.

2.2- Risk Assessment and Hazard Identification

Planning for the identification of hazards, assessing risks, controlling risks and reviewing control measures is an essential part of work health and safety management.

Ongoing comprehensive hazard identification and risk assessments will be undertaken for all DTE operations, including offices and various sites.

Hazard identification, risk assessment and elimination and control implementation should be done at the planning stage of each project / activity so that:

- a) Any foreseeable hazards that may arise in the workplace can be identified,
- b) The risk of harm arising from identified hazards can be assessed,
- c) Hazards can be eliminated where possible, or if this is not reasonably practicable, safety controls can be implemented to reduce the risk to as low as reasonably practicable or quarantined, and
- d) The effectiveness and efficiency of controls can be monitored and reviewed.

WHS inspections of each work area and department will be conducted twice a year and reports submitted to the DTE Work Health and Safety Committee. It will be up to each department to determine the most appropriate means of conducting those inspections, in line with their respective consultation arrangements.

2.3- Training and Inductions:

All new facilitators, members and contractors will undertake DTE specific orientation training prior to volunteering or starting work. A record of the induction should be kept.

All volunteers, visitors and any other person in the workplace not already with facilitator or contractor status must be under the direct supervision and responsibility of a facilitator at all times.

All WHS Committee members and WHS Representatives must be provided with specific training as set out in the applicable legislation and regulatory requirements pertinent to their location.

All facilitators will be inducted prior to each festival / working bee, they in turn will carry out team specific inductions with the volunteers in their department. The site manager or a WHS representative will conduct morning debriefs and induction updates in relation to WHS.

Board representatives and facilitators will work with their respective departments to ensure that the above training and induction is actioned.

3.0 - Responsibilities:

The DTE Board has ultimate responsibility for the Cooperatives WHS performance, and in particular in providing leadership, support, direction and resources to ensure that the Company meets its commitments to Work Health and Safety.

Directors and committees in charge of "places of work" will drive the DTE WHS policy into the workplaces / departments for which they are responsible. They will ensure that the workplace, its plant and equipment are maintained in a condition that effectively controls health and safety risks. They will also ensure that facilitators, volunteers and visitors are provided with the adequate information, instruction, supervision and training required to promote a healthy and safe environment.

3.1- Facilitators:

In particular, facilitators are responsible for ensuring that:

- a) Their area of responsibility complies with relevant WHS legislation, regulations and standards and their work area(s) are without risk to health and safety of volunteers and visitors,
- b) Safe systems of work are implemented and used,
- c) Appropriate resources are made available to meet DTE's WHS responsibilities;
- d) WHS issues are addressed as they arise,
- e) All hazards and incidents are reported in accordance with legislative requirements and that corrective actions are implemented in a timely manner
- f) All volunteers, contractors and visitors are aware of this policy and procedure and their responsibilities defined herein, and adhere to all safe work procedures,
- g) WHS consultative & communication mechanisms are established as required, and
- h) All volunteers have undertaken the required WHS induction training as required.

3.2- Volunteers:

Are responsible for:

- a) Adhering to all WHS policies and procedures and cooperating with their facilitators / supervisors in the implementation of the DTE WHS policy and in other WHS matters in general,
- b) Ensuring that their work area is without risk to the health and safety of themselves and others,
- c) Completing their work in the safest manner possible and performing their activities in a manner that does not risk harm to themselves or others,
- d) promptly reporting to their facilitator/ supervisor any workplace accidents, incidents and/or hazards, and
- e) Completing all training and inductions in WHS as required.

3.3- Independent Contractors:

While at DTE properties will comply with all applicable legislation and regulatory requirements and with the DTE WHS policies and procedures; and are responsible for taking reasonable care whilst on DTE property and cooperating with actions taken to protect, the health and safety of themselves and others.

They also must ensure that:

- a) They go through induction before starting any work,
- b) Have relevant insurance coverage, and
- c) Their plant or equipment is stored or packed away safely and appropriately.

3.4- Visitors:

Visitors are required to comply with all DTE policies while at DTE properties and should report all accidents and incidents to the relevant facilitator or supervisor as soon as possible; and in the event of an emergency must follow the emergency evacuation procedures.

3.5- DTE Committees:

The DTE committees are accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation and for ensuring that all relevant facilitators are made aware of this policy and procedure.

4.0 - Definitions:

Company Cooperative DTE	Down To Earth (Vic) Pty Ltd ACN 109 613 309 having its registered office at The Learning Centre, CERES Environmental Park, Lee St, Brunswick East VIC 3057 P.O.Box 295 Brunswick East, VIC 3057
Facilitator	A person who manages a department in any way for DTE and / or ConFest
Volunteer	A person who carries out any form of work in any way for DTE and / or ConFest.

Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.
Hazard Identification	The process of recognising that a hazard exists & defining its characteristics
Supervisor	An officer within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership
Risk	The likelihood of a hazard causing harm and how serious it could be
Risk Assessment	The overall process of estimating the magnitude of risk and deciding whether the risk is tolerable or manageable.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a employee goes, or is likely to be, while at work.
Work-related Activities	This would include any activity related to or emanating from the workplace, e.g. excursions, social events, professional development activities, etc.

5.0 - Review:

This Policy is reviewed bi-annually by the DTE WHS committee to ensure alignment to appropriate strategic direction and its continued relevance to DTE and ConFests current and planned operations.

6.0 - Records:

All records in relation to this policy will be managed as follows:

Record Type	Responsible	Location	Retention
Approved DTE WHS policy	DTE WHS Committee	DTE Intranet	Ongoing

7.0 - Reference Documents:

Model WHS Legislation

<http://safeworkaustralia.gov.au/Pages/default.aspx>

Model Work Health and Safety Act 2011
Model Work Health and Safety Regulations
Code of Practice

New South Wales Work Health and Safety - WorkCover NSW

www.workcover.nsw.gov.au

Work Health and Safety Act 2011
Work Health and Safety Regulation
Codes of Practice

Victorian Work Health and Safety Authorities – WorkSafe Victoria

www.worksafe.vic.gov.au

Occupational Health and Safety Act 2004 (the Act)
Occupational Health and Safety Regulations 2007