

Room(s) Hire: General Terms and Condition of Use

Thank you for your interest in hiring space at Hackham West Community Centre. This hire agreement has been developed to ensure that the Centre's rooms are well managed and resources remain accessible to local residents, community members, agencies and businesses who provide services and activities for our community.

1. DEFINITIONS

In these conditions of hire, unless the context otherwise requires, the following words have the following meanings:

- 1.1 "*Application Form*" means the Application to Hire Room Form.
- 1.2 "*Room(s)*" means, the Room(s) specified in the Application Form and includes, where applicable, the car parks, walkways and other areas connected with the Hall to which the Hirer and the public attending the Hall have access.
- 1.3 "*Confirmed Booking*" refers to a booking which the Relevant Reception Officer has received the Application Form and the required deposit payment.
- 1.4 "*Hire Period*" means the hours and/or dates the Hirer has access to use the Hall for its activities and noted in Section 3 of the Application Form.
- 1.5 "*Hirer*" means the person or persons from whom the Centre has accepted a booking and who has paid any required deposit and otherwise complied with any conditions established by the Centre to the hire the Centre (or any part of it).
- 1.6 "*Large Event*" means events which the Hirer expects to have 30 or more participants and/or which finish after 9.00pm.
- 1.7 "*Relevant Reception Officer*" means the relevant person appointed by the Centre.

2. BOOKINGS

2.1 Fees and charges apply for the use of Room(s) within the Centre. A schedule of the Centre's fees and charges is available on enquiry with the Reception Officer.

2.2 The Centre's maximum capacity for each Room are:

Main Hall:	100 persons
Meeting Room 1 (Computer Room)	10 persons
Meeting Room 2: (Casual Seating)	12-15 persons
Meeting Room 3: (Tables & Chairs)	12-15 persons
Meeting Room 2 & 3: (Combined)	15- 20 persons

The Centre is required to provide the City of Onkaparinga with Statistics on the use of the Centre for data collection. The Centre will require attendance figures after each hired session.

- 2.3 Bookings are taken on a first come first serve basis.
- 2.4 A Hire Agreement is a signed contract with the Centre's Board of Management through the Reception Officer. It can only be entered into by a person who is 18 years or over and, is non-transferable.
- 2.5 Except at the discretion of the Centre's Board of Management / relevant Reception Officer a tentative (or "pencilled in") booking will not be held longer than seven (7) days.
- 2.6 To confirm a booking, the Application Form must be signed and returned to the relevant Reception Officer along with the required deposit and other supporting information.
- 2.7 Subject to the terms of this hire agreement, the deposit is non-refundable.
- 2.8 The person nominated on the hire agreement is responsible for the booking.
- 2.9 The times of the Hire Period must allow adequate time for set-up, cleaning, pack-down and departure of all patrons.
- 2.10 Hirers must adhere to booking times otherwise they will incur additional hourly charges for any hour or part thereof they overstay. Additional charges incurred by the Hirer during or outside the Hirer's booking times will be invoiced to the Hirer and must be paid within seven (7) days of receipt of the invoice.
- 2.11 The Centre's Board of Management has the right to refuse an application to hire the Room(s) and associated facilities at his/her discretion.

3. **BOOKING AMENDMENTS**

- 3.1 Any changes or amendments to bookings must be provided in writing.
- 3.2 The *Relevant Reception Officer* requires all amendments to bookings to be provided as soon as possible prior to the start of the Hire Period.
- 3.3 Approval of any change is at the discretion of the relevant Reception Officer. Approval is dependent on availability.
- 3.4 Amendments are not confirmed until written acknowledgment is provided to the Hirer by the *Relevant Reception Officer*.

4. **FEES AND CHARGES**

- 4.1 *Subject to clause 4.2, payment in full (by cash, cheque, EFTPOS, Visa or MasterCard) is required at least fourteen (14) days before the start of the Hire Period. EFTPOS, Visa or MasterCard available in 2019.*
- 4.2 If the Hire Period is over an extended period of time, the Finance Officer may invoice the Hirer on a six (6) month basis and direct the Hirer to set up a payment plan.

5. **BOND**

- 5.1 A bond (as set out in the Centre's Schedule of Fees and Charges) must be paid as security against non-compliance of the terms and conditions of this hire agreement.
- 5.2 The bond will be refunded in full within fourteen (14) days of the last day of the Hire Period if there are no costs to Centre arising from the Hirer's use or activities at the Room(s) or as a result of the actions or omissions of any of the Hirer's patrons.
- 5.3 Any damage by the Hirer, or any patron, or any cleaning required because of the Hirer's activities at the Room(s) or any patron will be deducted from the bond. The Hirer will be advised in writing if the bond (or any part of it) will be retained and why.
- 5.4 Where the cost to repair damage or cleaning exceeds the bond, the Hirer will be responsible for any additional costs incurred by the Centre. These charges must be paid to the Centre within seven (7) days of receipt of invoice detailing such costs.

6. **CANCELLATION AND REFUND POLICY**

- 6.1 The relevant Reception Officer requires written advice/request when a Confirmed Booking is cancelled.
- 6.2 A Hirer wishing to cancel a Confirmed Booking will forfeit the deposit paid. If however the booking can be, and is, rescheduled, the deposit paid will be deducted from the entire booking fee.
- 6.3 If any Confirmed Booking is cancelled after full payment has been made, the hirer will forfeit the bond unless the Hirer provides at least five (5) days' notice of the cancellation or unless the booking can be, and is, rescheduled. However the Board of Management reserves the right to use discretion, only on certain circumstances to waive the forfeit fee.
- 6.4 If a second cancellation is requested, then the Hirer will forfeit the entire booking fee.
- 6.5 The relevant Reception Officer retains the right to determine the suitability of the Room(s) for the Hirer's intended use and to declare, without further consultation with the Hirer, that the Room(s) is/are unfit or unsuitable for the Hirer's intended use.
- 6.6 The Board of Management may cancel, interrupt or stop an event due to dangerous situations or any other causes beyond its reasonable control. The Board of Management will refund any amounts paid by the Hirer in relation to the booking if the Hirer is without fault. However, such cancellation, interruption or stopping of event shall not entitle the Hirer to make any claim whatsoever against the Centre.

7. **CHILD SAFE ENVIRONMENT**

- 7.1 The Centre is committed to providing a child safe environment (as defined by the *Children's Protection Act 1993*) at all times. A child safe environment is 'an environment, which is both child-safe and child-friendly, where children are valued and feel respected and encouraged to reach their full potential.'
- 7.2 The Hirer acknowledges that, if necessary, it has fulfilled its requirements under the *Children's Protection Act 1993* prior to the provision of its services from the Room(s).
- 7.3 The Centre reserves the right to request the Hirer to provide the relevant criminal history certificate under the *Children's Protection Act 1993* for itself or any of the Hirer's officers, volunteers, members, employees, contractors and agents providing services from the Hall. The relevant criminal history certificate under the *Children's Protection Act 1993* must be current (that is, not more than 3 years from the date of this hire agreement).
- 7.4 The Centre reserves the right to request the Hirer to complete the Centre's standard 'Statutory Declaration as to Suitability of Character' at any time given the Centre's duties and responsibilities under legislation to act in the best interests of the community at large.
- 7.5 If the Centre makes a request to the Hirer under clauses 7.3 and/or 7.4, the Hirer must provide the requested documents to the Centre within ten (10) business days of such request (or any other date determined by the Centre). Failure to do so may result in this hire agreement being terminated under clause 18.

8. ISSUE OF KEYS AND SITE INDUCTION

- 8.1 Hirers are only authorised to access the hired rooms during the times of the Hire Period.
- 8.2 It is the responsibility of the Hirer to arrange for collection of the keys/swipe cards from the relevant Reception Officer from the Centre from one (1) to three (3) days prior to the hire period as per appointment with the relevant Reception Officer.
- 8.3 Upon collection of keys/swipe cards all Hirers must take part in a ½ hour site induction.
- 8.4 The induction includes a safety induction of the building and evacuation procedures, a security induction to security systems, entry and exit procedures and general housekeeping (in relation to tidying and cleaning requirements). The Hirer will be charged a call out fee if the alarm is activated as a direct consequence of their negligence and a security patrol has been dispatched.
- 8.5 Hirers are responsible for securing the premises before leaving the Centre.
- 8.6 Hirers accept responsibility for the provision of new locks and replacement of keys/swipe cards at their cost if a key/swipe card which has been issued to them is lost, stolen or damaged.
- 8.7 Keys/swipe cards must be returned to the relevant Reception Officer at the end of the Hire Period.

INSURANCE AND INDEMNITY

8.8 Public Liability

- 8.8.1 Hirers are required to hold a public liability insurance cover to the value of \$10 million for bodily injury to persons as a result of the hiring, and contents insurance cover for damage to property and equipment owned by the Hirer.
- 8.8.2 Proof of public liability insurance must be provided with the Application Form. Bookings will not be confirmed until this has been received.
- 8.8.3 The insurance policies must be held in the name of the Hirer and must be current throughout the duration of the Hire Period.
- 8.8.4 Private individuals and small-unincorporated groups who would not otherwise have their own public liability insurance may pay a \$15.00 "Risk Management Administration Fee" to Council and will be deemed to be covered by "Ad-hoc or occasional hirers" public liability insurance policy facilitated by Council. The level of indemnity cover afforded under that policy is \$10 million and therefore satisfies the insurance requirements under this clause 9.1. This fee can be paid at the Centre.

8.9 Incidents or potential claims

- 9.2.1 Hirers acknowledge that any incident which may give rise to a claim against the "Ad Hoc or occasional hirers" public liability policy must be reported to the Board of Management immediately. The relevant Hall Hire Officer will then complete a written report on the incident and forward it to Council's Insurance and Risk Management Coordinator, together with a copy of this hire agreement.

Hirer's using the Centre Room(s) for Large Events, statutory bodies, businesses and incorporated bodies are unable to access this policy and will need to arrange their own public liability cover and provide evidence of that cover prior to the start of the Hire Period.

The Hirer accepts that Council's "Ad Hoc or occasional hirers" public liability policy does not cover any claims that arise out of negligent action or omissions of the Hirer or its use or activities at the Centre's Room(s).

8.10 Indemnity and release

- 8.10.1 The Hirer indemnifies and must keep the Centre indemnified against any injury, loss or damage sustained by any person involved in the Hirer's use of the Hall. The Hirer is responsible for the condition of the hired areas during the Hire Period, as well as any hazards created by the Hirer or its patrons in common areas (e.g. hallways, toilets, and

foyer). All hazards, spills or breakages must be reported to the relevant council officer immediately.

8.10.2 The Hirer releases the Centre from any claim it may have against the Centre in connection with any injury, loss or damage sustained by any person involved in the Hirer's use of the Hall.

9. CARE AND DAMAGE TO THE CENTRE'S ROOM(S)

- 9.1 The Hirer acknowledges that the Hirer is responsible for any damage done to the Centre's Room(s), whether caused by the Hirer, or any employee, patron, agent or any person associated with the Hirer or with the Hirer's use in any way of the Hall.
- 9.2 The Room(s) must be left in a clean and tidy condition (inclusive of the kitchen facilities).
- 9.3 All rubbish must be removed by the Hirer at the end of each use.
- 9.4 The Hirer must ensure that floors are swept, mopped or vacuumed prior to vacating the hired area.
- 9.5 The Hirer must not leave food or drinks in the Centre's Room(s).
- 9.6 A post hire audited inspection will be conducted.
- 9.7 All damage, breakages and losses must be reported to the Board of Management as soon as practicable.
- 9.8 No additions (including the erection of shade sails), alterations, fittings, decorations, or furnishings whether permanent or temporary, may be made to the Room(s) without prior approval in writing from the Board of Management.
- 9.9 The Hirer will not suspend or attach (or allow to be suspended or attached) any item to any part of the Room(s) without the prior consent of the relevant Reception Officer. The relevant Reception Officer reserves the right to refuse the setting up or suspending of any items which the relevant Reception Officer may determine to be unsafe or unsuitable or likely to cause damage to the Hall.
- 9.10 The relevant Reception Officer reserves the right to refuse any programs or activities which the relevant Reception Officer may determine to be unsafe or unsuitable or likely to cause damage to the Room(s) or other patrons.

10. SETTING UP AND PACKING UP

- 10.1 It is the Hirer's responsibility to return all furniture items to the pre-hire condition at the end of the Hire Period.
- 10.2 Failure to comply with this clause 11 may result in a furniture re-stacking fee which will be charged to the Hirer and must be paid within seven (7) of receipt of invoice.

11. HEALTH AND SAFETY

11.1 The Hirer and its patrons must, at all times:

- 11.1.1 Be aware of any inherent risks associated with their activities at the Centre's Rom(s).
- 11.1.2 Behave in a manner that is safe, professional and respects the enjoyment and safety of all other people using the Room(s).
- 11.1.3 Be responsible for the safety and conduct of the Hirer, its staff, employees, agents, contractors, participants, and each and every person in attendance at their event or activity.
- 11.1.4 Take note of fire evacuation plans displayed near the door in the hired area. Avoid chairs, tables and equipment from obstructing fire exit, doors or firefighting equipment.
- 11.1.5 Every exit, passage and gangway and the immediate approaches to and from every exit door must be kept entirely free from any obstruction of any kind.
- 11.1.6 On occasions when the Centre is closed (ie; School and Public Holidays, Weekends), ensure that the door **is on lock** during the hire period. Should there be a requirement for stepping out of the Centre, ensure the door is locked and monitored.
- 11.1.7 All electrical equipment, including extension cords, must have been tested for electrical safety and display a current test tag so that they comply with Australian Government Safety Standards AS3760.
- 11.1.8 Any electrical cabling used in the Room(s) must be made secure with tape or some other method approved by the relevant Reception Officer to prevent accidents.
- 11.1.9 Not tamper with any device or system designed for use in an emergency, such as fire alarms, fire extinguishers or fire hose reels. The relevant Reception Officer must be advised if these are used in any way and the Hirer will be charged the cost of inspection and repair and/or replenishing of equipment if used unnecessarily.
- 11.1.10 Report all injuries, safety issues, appliance malfunctions or identified hazards when they are identified.
- 11.1.11 Have access to the Centre's first aid kit, or provide own first aid kit appropriate for the number of participants and types of activities being undertaken.
- 11.1.12 In the event of a medical incident, Centre Staff and volunteers will follow First Aid principals, which may include the calling of SA Ambulance. Any associated costs will be the responsibility of the patient.
- 11.1.13 Ensure that Safe Work Methods are adhered to when moving or lifting equipment, and whilst cleaning.

- 11.2 Any direction by the relevant Reception Officer with regard to the health and safety of Hirers or the general public must be complied with.
- 11.3 No alcohol is to be consumed in the Room(s) unless the Hirer has obtained the written approval of the relevant Reception Officer. A Party Safe Notification Form is required to be submitted to the local police station and a copy be provided to the relevant Reception Officer. Alcohol cannot be sold or consumed from the Room(s) during the Hire Period without a current licence to do so from Consumer and Business Services. It is illegal for any person under the age of eighteen (18) to consume alcohol at the Room(s).
- 11.4 Participants deemed to be under the influence of drugs or alcohol will not be permitted to enter the Room(s) or must be removed if already in the Room(s).

12. EMERGENCY PROCEDURES

- 12.1 Emergency procedures information will be supplied upon induction.
- 12.2 In the event of an emergency:
- 12.2.1 Any person has the right to make emergency announcements over any sound system being used by the Hirer.
- 12.2.2 If an alarm is activated, exit the building at the nearest exit point and proceed to the emergency evacuation assembly point being the TENNIS COURTS, adjacent to the main car park. Directions from emergency personnel must be observed.
- 12.2.3 The Hirer is responsible for all their participants associated with their booking. In the event of an emergency / evacuation the Hirer is responsible for ensuring that each and every individual is accounted for and has assembled at the emergency evacuation point indicated on the fire evacuation plan.
- 12.2.4 Fire Alarm Procedure (after Hours)
Evacuate when alarm siren sounds or when directed by staff wardens
- Assist mobility impaired
 - Proceed to assembly point via nearest safe exit
 - Stand well clear of the building
 - Do not re-enter building until instructed

If fire is discovered

R emove persons from the immediate danger area

A lert others - and the fire service - dial 000

C ontain fire/smoke by closing doors and windows if safe to do so

E vacuate via nearest safe exit

extinguish fire if safe & trained to do so

Each party/group is responsible to:

- Familiarise themselves with the building's fire equipment, eg location of fire exits; extinguishers, assembly area, etc
- And in an emergency situation:
 - i. Ensure that all of their people are out

- ii. Liaise with any other hirers and assist them as requested
- iii. Ensure that someone has called 000
- iv. Report to the Emergency services on arrival, and update them on the situation

13. FIRE SYSTEMS AND FIRE DANGER DAYS

- 13.1 Damage or misuse of any part of the Room(s) fire system will be charged to the Hirer.
- 13.2 Any unlawful discharge of fire extinguishers will be charged to the Hirer.
- 13.3 The Hirer acknowledges that it has received, read and understood Council's "Response to Declared Fire Danger Days" attached to this hire agreement.

14. CODE OF CONDUCT

- 14.1 Hirers are ultimately responsible for each and every individual in attendance during the Hire Period and, this includes participants, spectators and officials.
- 14.2 It is the responsibility of the Hirer to ensure:
 - 14.2.1 Children are supervised at all times.
 - 14.2.2 Participants, spectators and officials are behaving in an appropriate manner in common areas of the Room(s); toilets, foyer, corridor and car park. This means no running, swearing, yelling, littering or any other form of disruptive or injurious behaviour.
 - 14.2.3 Participants, spectators and officials do not cause damage to property, including graffiti.
 - 14.2.4 Participants, spectators and officials do not arrive before the time of hire.
 - 14.2.5 Participants, spectators and officials only use the designated space booked and paid for by the Hirer, and do not use other areas of the Room(s)
- 14.3 The Centre reserves the right to:
 - 14.3.1 Request an appropriate dress code.
 - 14.3.2 Refuse admission to and/or eject from the Room(s) any person whose conduct is, or is deemed by the Centre to be unlawful, disorderly, dangerous or offensive without liability.
 - 14.3.3 Not allow patrons to consume alcoholic or tobacco products.
 - 14.3.4 Approve/disallow the display of signage both indoors and outside the Room(s).

15. **SMOKING**

- 15.1 The Centre has a strict smoking policy, which must be adhered to at all times.
- 15.2 Smoking is not permitted in or near the Room(s), or within five (5) meters from any entrance/exit or near the intake area for building air conditioning systems.
- 15.3 Naked flames are not permitted (including candles).
- 15.4 Flammable liquids or other dangerous substances are not permitted.
- 15.5 Smoke machines are not permitted.

16. **USE OF THE HALL**

During the Hire Period, the Hirer shall:

- 16.1 Seek approval from the relevant Reception Officer for all equipment/furniture brought in and used by the Hirer at the Hall.
- 16.2 Only use the space set out in the Application Form and for the activity outlined. Any activities or events outside of those outlined may require a separate booking form and user agreement and risk assessment undertaken.
- 16.3 Not attempt to enter any room other than the room and areas allocated.
- 16.4 Agree to adhere to all other conditions of entry, rules and etiquette as displayed or advertised throughout the Room(s).
- 16.5 Ensure that it does not sublet any part of the Room(s).
- 16.6 Not permit jumping castles to be set up in or outside the Room(s).
- 16.7 Be aware that there is no public telephone located on the Centre.
- 16.8 Acknowledge that there is no storage space provided at the Centre. The Board of Management will not be held responsible for any personal items that are remaining on the premises.

17. **TERMINATION FOR BREACH**

Without limiting any other clause of this hire agreement, the Board of Management reserves the right to terminate the hire agreement at any time if the Hirer breaches any terms or conditions of the hire agreement. In these circumstances, no compensation will be payable to the Hirer.

18. **NOISE, NUISANCE AND DANGER**

- 18.1 Hirers must not cause or allow to be caused any annoyance or nuisance or to members of the public or damage to property.
- 18.2 Amplified music must not be played outside of the Room(s) between sunset and sunrise.
- 18.3 Noise level must be maintained at an acceptable level and not heard outside of the Centre.

- 18.4 If the Room(s) receives complaints about noise or nuisance arising from the Hirers' use of the Room(s) or, if SA Police attend the Room(s) as a result, the bond will be forfeited.

19. SECURITY GUARDS

- 19.1 The Board of Management reserves the right to engage security staff for the duration of the Hire Period at their discretion; however, security guards are mandatory for events where the majority of the guests are between the ages of 16 and 25 years of age.
- 19.2 If security is required, it is the Hirer's responsibility to book and pay for the guards through Titanium Security. Once Titanium Security has received the request form they will send an invoice out to the hirers. There are several payment options – direct transfer, credit card over the phone or online payment. The Centre will receive a confirmation email from Titanium Security once this has been completed.

20. EVENTS AND FUNCTIONS

The Hirer shall:

- 20.1 Ensure that a responsible supervising adult is present during any underage event (number of supervising adults will be determined by the size and/or type of event).
- 20.2 Provide evidence of a liquor licence if alcohol is SOLD or SERVED at the function. The person(s) serving alcohol must have a RSA Certificate and this must be provided to the relevant council officer when making your booking.
- 20.3 Allow patrons to consume alcohol only in those areas at the Hall which are clearly indicated that alcohol consumption is permitted. A liquor licence needs to be provided with your booking.
- 20.4 Provide a licence for playing of "Protected Sound Recordings" through Phonographic Performance Company of Australia Limited (PPCA). This covers the playing of protected sound recordings at the event/function. Further information is available on the PPCA website www.pcca.com.au.
- 20.5 Ensure numbers are checked at the door if a crowd capacity is expected.
- 20.6 Agree to abide by the maximum sound pressure level permissible in the Centre which is one hundred and five (105) decibels. All music must cease at 11pm.
- 20.7 Agree that the Centre reserves the right to change any event set up if it impedes the flow of traffic or poses a risk to persons or property.

21. LARGE EVENTS

- 21.1 Hirers who intend to hold a Large Event will be required to liaise with the relevant Hall Hire Officer to ensure that all aspects of event management are considered and planned for.
- 21.2 Hirers may be required to show proof of planning to the relevant room Hire Officer at the relevant Reception Officer request.

21.3 The cost of any and all requirements placed on a Large Event will be the sole responsibility of the Hirer.

21.4 Should the hire of the Room(s) be assessed as a Large Event, the relevant Reception Officer will discuss his/her requirements and liaise with the Hirer to ensure the relevant considerations are met prior to the approval of the Application.

21.5 All Large events exceeding 30 participants and/or finishing after 9.00pm must:

21.5.1 have sufficient number of security guards in place for crowd control;
and

21.5.2 Inform the Police of the event.

22. **DISCLAIMER**

22.1 If the Hirer does not comply with any of the terms or conditions of this hire agreement, the relevant Reception Officer reserves the right to:

22.1.1 cancel the hire immediately;

22.1.2 Recover from the Hirer any costs incurred by the Centre as a result of the breach.

22.2 The Centre accepts no responsibility for the loss of income or expected income in these circumstances.

22.3 The Centre accepts no responsibility for the theft of, or damages to any of the Hirer's equipment, property, or other items whatsoever including the personal property of persons in the Hall.

22.4 The Hirer specifically releases the Centre from any claim which may arise in relation to default on the part of the Hirer and the Hirer agrees to indemnify and hold safe the Centre against any such claims.

23. **ADVERTISING**

No advertising is permitted on or in any part of the Room(s) without obtaining the prior written consent of the Board of Management.

24. **ANIMALS**

No animals are permitted on or in any part of the Room(s) without obtaining the prior written consent of the Board of Management (with the exception of assistance dogs).

25. **DISPUTES**

If any dispute or difference arises as to the interpretation of the terms and conditions of this hire agreement, or any other matter arising between the Centre, the relevant Hall Hire Officer and/or the Hirer, the decision of the Board of Management will be final and conclusive.

26. **AFTER HOURS CONTACT NUMBERS**

Police assistance – 131 444 Ambulance & Fire 000 Security Control Room 1300 365 151



To the Managers of Council owned buildings/facilities

Response to Declared Fire Danger Days

The Fire Danger Rating (FDR) was introduced nationally in 2009 and reviewed in 2010. The FDR is a prediction of fire behaviours and provides information on the type of threat a bushfire may pose to life and property.

The City of Onkaparinga is made up of two fire danger areas, Adelaide Metropolitan Fire Ban District and the Mount Lofty Fire Ban District. To determine the Fire Ban District that your building is located in, please go to the CFS website http://www.cfs.sa.gov.au/site/fire_restrictions/find_your_fire_ban_district.jsp.

Do you have a plan to respond to a Declared Fire Danger Day?

The Fire Danger Season has commenced and it is timely to review your plans and procedures should a Severe, Extreme or Catastrophic Fire Danger Day be declared in your area.

The CFS website www.cfs.sa.gov.au has a variety of information to assist you to set up an appropriate response plan for Declared Fire Danger Days. Our website www.onkaparingacity.com also provides some information at the 'Living Here' tab.

What does Council do?

The City of Onkaparinga has prepared a procedure to respond to Declared Fire Danger Days including a risk assessment process. The procedure aims to protect the health and safety of our workers, ensure appropriate information is provided to our communities, (so they are aware of how the delivery of council services will be affected) and support the work of other agencies/authorities to improve public safety.

What services will be affected if a Catastrophic day is declared?

- Waste and recycling collections
- Mobile library and outreach service
- Community transport
- Coromandel Community Centre will close
- Community events
- Regulatory inspections / site meetings
- Programmed works (construction, maintenance and horticulture)
- Operational emergencies will be assessed to determine appropriate response

Please note that in the event of an emergency you should contact 000.