



Queensland Shows

**The Queensland Chamber of
Agricultural Societies Inc.**

**BY-LAWS
AND
POLICY DOCUMENTS**

VERSION 1.7 – OCTOBER 2016

PROMULGATION

These By-Laws have been prepared utilising various sources and reference documents including the By-Laws of the Royal National Association.

Show Societies and Sub Chambers are encouraged to refer to, and use these By-Laws where their own Articles of Association, Rules and/or By-Laws do not encompass the relevant requirements.

Where Show Societies do not have associated By-Laws these By-Laws are intended to provide direction as appropriate.

Where Sub Chambers are not incorporated these By-Laws are designed to provide direction in conjunction with the Rules of the Chamber and have been developed in order that a Sub Chamber is not required to be incorporated. It is the determination of the Chamber's Board that there is no requirement for incorporation of Sub Chambers and the Rules and By-Laws of the Queensland Chamber of Agricultural Societies will provide all necessary operating guidelines.

All recommended changes/additions/deletions to the By-Laws should be directed to the Queensland Chamber of Agricultural Societies through Sub Chamber Delegates.

In accordance with the Rules of the Chamber, By-Laws can be made, amended or repealed by the Board. A By-Law may be set aside at a general meeting of the Chamber.



B M Bryant
Chief Executive Officer
14 NOV 2011

RECORD OF AMENDMENTS

Amendments to these By-Laws will be provided by the QCAS Office as they are promulgated.

Amendments will normally take the form of a pen correction, deletion or insertion of new amendments. Where this is not possible the QCAS Office will provide a new version of these By-Laws.

In order to provide standard updates all copies of these By-Laws are numbered and their whereabouts are recorded in the QCAS Office.

For any further information on these By-Laws please contact the QCAS Office on 07 32521630 or admin@queenslandshows.com.au

AMENDMENT NUMBER	DATE AMENDMENT INSERTED	Details
ONE	6 TH OCTOBER 2009	Added by-law 2.2.3 IAW Board meeting 10Aug09
TWO	26 TH MAY 2010	Amended by-law 2.9.8 IAW Board meeting 22Jun09
THREE	14 TH NOVEMBER 2011	Added by-law 3.2 IAW Board meeting 14Nov11
FOUR	12 th AUGUST 2013	Added by-law 2.8 (2.8.1-2.8.15) IAW Board meeting 11Aug13
FIVE	30 th MAY 2014	Added by-law 2.10 IAW Board meeting 24Mar14
SIX	2 ND JUNE 2014	Amended by-law 2.8.9 & 4.8.1 IAW Board meeting 2Jun14
SEVEN	19 TH OCTOBER 2014	Added new By-law 2.11 IAW Board meeting 19Oct14
EIGHT	25 OCTOBER 2016	Added new By-law 2.9.9(a), 2.8.3 (g) Amended 2.6.2(g), 2.7.1(d), 2.8.3, 2.8.8 Removed 2.8.5(b) IAW Board meeting 10Oct16
NINE	1 st MARCH 2017	Amended By-Law 2.8 IAW Board meeting 09Jan2017

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DEFINITIONS

In these By-Laws, unless the context requires otherwise:

'Applicant'	means the Person in whose name an Application for Entry is lodged with the Queensland Chamber of Agricultural Societies, whether or not the Application for Entry was signed by that Person and includes the representatives and agents of an Applicant.
'Application for Entry'	means the form of application for entry of an Exhibit and includes entry form.
'Attendant'	means the Person in charge of and any handler of an Exhibit and may include an Exhibitor/Competitor.
'Award'	wherever the context of the By-Laws shall reasonably permit, the expression award shall be deemed to include prize and trophy and vice versa.
'Board'	means the Board as constituted in accordance with the Rules.
'By-Laws'	means the By-Laws of the Chamber made pursuant to the Rules for the time being in force.
'Chamber'	means Queensland Chamber of Agricultural Societies and where the context reasonably permits includes Sub Chambers and Member Societies.
'Claim'	includes any action, suit, cause of action, arbitration, debt, dues, costs, claim, demand, verdict and judgment either at law or in equity or arising under statute.
'Class'	where the context shall reasonably permit, includes an exhibition, parade, competition or event in respect of which prize is scheduled or offered or is or may be awarded.
'Competitor'	means a person competing in any class whether or not any such person is also an Exhibitor/Competitor.
'Chief Executive Officer'	means the person appointed as the Chief Executive Officer of the Chamber.
'Chief Steward'	means the Steward appointed by the Board to act as a Chief Steward in respect of any Class or Section.
'Executive Board'	means the Officers of the Board constituted in accordance with the Rules.
'Exhibit'	used as a verb shall, where the context reasonably permits, be deemed to include parade contest and display.
'Exhibit'	used as a noun shall, where the context reasonably permits, be deemed to refer to anything (animate or inanimate) entered in any class or a section.
'Exhibitor/Competitor'	means the person on whose behalf and in whose name the application for entry is lodged.

'Financial Year'	means the period of twelve months commencing on the first day of January in any given year and terminating on the thirty first day of December in each year.
'Grounds'	means such grounds as are from time to time vested in or occupied by the Chamber.
'Honorary Steward'	means a Steward appointed by the Board to act as an Honorary Steward in respect of any Class or Section of The Chamber Competitions.
'Honorary Treasurer'	means the person for the time being holding that office in accordance with the Rules.
'Horse'	shall, where the context reasonably permits, include a Mare, a Gelding, a Galloway, a Pony and a Foal.
'Junior Vice President'	means the person for the time being holding that office in accordance with the Rules.
'Misconduct'	includes: <ul style="list-style-type: none">(a) any conduct that is contrary to or inconsistent with any rule or regulation of, or any direction given by or on behalf of, the Chamber;(b) any material error or mis-description contained in any document or communication (oral or written) to the Chamber;(c) any unseemly or disparaging conduct or comment concerning any act of any judge or any official of the Chamber;(d) any arrangement or understanding that has the purpose or effect of circumventing, avoiding or diminishing the effect of any rule, By-Law, regulation or any direction given by or on behalf of, or any penalty imposed by, the Chamber;(e) any act or omission likely to prejudice, or bring discredit upon, the Chamber or any person;(f) any conduct in relation to the judge that could give rise to the inference that an attempt is being made to influence the judge's attitude to a person or to an Exhibit;(g) any conduct deemed by the rules, By-Laws or regulations to be misconduct; and(h) any conduct likely to cause the judging or results in a competition to be determined other than upon the true and proper merits of each Exhibit.
'Mis-statement' or 'Mis-description'	includes a failure of an Exhibit to conform in all respects with the Application for Entry on the day of Exhibition.
'Month'	means calendar month.
'Officer/s'	means the officer/s referred to in Rule 30 of the Chambers Rules

'Official of the CHAMBER'	includes any Board member, the Chief Executive Officer, a Steward or other Person appointed by the Chamber to exercise a function.
'Pass'	means the pass, badge, ticket or card from time to time furnished by the Chamber.
'Person'	words importing person include a firm, partnership, company or corporation.
'President'	means the person for the time being holding that office in accordance with the Rules.
'Regulations'	and 'Special Regulations' means those regulations applicable to a particular section of competition as determined by the Sub Committee responsible for that section.
'QCAS'	means Queensland Chamber of Agricultural Societies.
'Rules'	means the Rules of the Chamber for the time being in force.
'Sale'	includes an agreement to sell.
'Seal'	means the common seal of the Chamber.
'Secretary'	means the person for the time being holding that office in accordance with the Rules. This includes Sub Chambers and member Societies.
'Senior Vice President'	means the person for the time being holding that office in accordance with the Rules.
'Society'	means a society or organisation which qualifies for membership of the Chamber under Rule 6(1).
'Stewards'	are officials appointed by the Chamber to superintend the conduct of exhibitions and competitions.
'Sub Chamber'	are those Sub Chambers as described in Annexure A to the Rules
'Unseemly behavior'	includes: (a) causing annoyance by loud or unseemly comment upon: (i) the decision of a Judge; (ii) any act or omission on the part of a Judge; or (iii) any Official of the Chamber on duty; and (b) insulting behavior.
'Written' or 'In Writing'	means any form of representing or reproducing words in a visible form.

1 ADMINISTRATION

1.1 Interpretation

1.1.1 In the By-Laws, but subject to context:

- (a) the singular includes the plural and vice versa;
- (b) the male gender includes the female gender and the neuter gender and vice versa; and
- (c) headings are for ease of reference only and do not affect the meaning or interpretation of the By-Laws.

1.2 By-Laws Binding

1.2.1 All Applicants, Attendants, Exhibitor/Competitors, Competitors, and every Person admitted into Chamber Competitions, are bound by the By-Laws and Regulations.

1.2.2 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.

1.2.3 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.

1.3 Powers

1.3.1 QCAS has the sole and absolute control of all matters affecting the conduct of Chamber Competitions and other activities carried out by the Chamber.

1.3.2 Any power or discretion of:

- (a) the QCAS Board;
- (b) any Sub Chamber;
- (c) any official of The Chamber.

may be delegated in such manner and upon such conditions as may from time to time be determined by the Board.

1.4 Making of By-Laws and Regulations

1.4.1 By-Laws may be made and amended by the Board, as provided in the Rules.

1.4.2 Regulations and Special Regulations may be made and amended by the Sub Committee responsible for the relevant section.

1.4.3 Regulations and Special Regulations may be made and amended by Sub Chambers and Societies for suitable conduct of their operations.

1.4.4 Regulations and Special Regulations may be published in the Competition Catalogues and other places as deemed suitable by the Chamber, Sub Chamber or Show Society.

2 CHAMBER

2.1 Affiliation Criteria

2.1.1 The following affiliation criteria are used by the Board to ascertain the suitability of an applying organisation to be admitted as a member Society of the Chamber. The organisation is to:

- (a) promote the development of Pastoral, Agricultural, Horticultural, Mining, Education and Industrial resources of the surrounding district and possibly the State;
- (b) hold exhibitions for the purpose of having competitive displays of any livestock, primary industry products or other associated products pertaining to the area. Livestock competitions considered typical for Agricultural Shows include horses, cattle, sheep, goats, alpacas, llamas, poultry and dogs;
- (c) hold exhibitions on community owned property or on property leased from the Local Government Authority or similar Authority as set aside for the purpose of holding Agricultural Shows; and
- (d) be a community based group with provision for the profit not to be distributed amongst private individuals or groups.

2.1.2 The Organisation is to provide:

- (a) previous year's Profit and Loss Statement;
- (b) previous year's Balance Sheet;
- (c) Articles of Association;
- (d) By-Laws (if any);
- (e) brief outline of society's main activities;
- (f) society's latest schedule, journal or newsletter; and
- (g) number of current members.

2.1.3 The Organisation is to maintain a Risk Management Programme appropriate to Agricultural Show Societies.

2.1.4 The Organisation must have and provide evidence of, adequate Public Liability Insurance Cover as required by Legislation to ensure responsible management practice.

2.2 Role of a Sub Chamber Delegate

2.2.1 Each Sub Chamber is to elect Delegates in accordance with the Rules of the Chamber.

2.2.2 The role of a Sub Chamber Delegate is broad and essentially based on the requirements of the Shows within each Sub Chamber. The following is a guide to assist Delegates in carrying out their duties. Delegates should:

- (a) make themselves reasonably available to all Societies within the Sub Chamber to provide assistance and guidance;
- (b) forward information from Board Meetings to Societies within the Sub

Chamber;

- (c) attend meetings of the Sub Chamber as programmed;
- (d) keep the Sub Chamber President and Secretary advised on all relevant matters;
- (e) assist the Sub Chamber Secretary in the preparation of meeting agendas;
- (f) in consultation with the Sub Chamber President assist the Secretary in answering all correspondence;
- (g) represent QCAS at Annual Shows within the Sub Chamber (where practical) and provide guidance and assistance where necessary;
- (h) along with the Sub Chamber President, present Awards and Plaques throughout the Sub Chamber as guided by QCAS;
- (i) provide guidance to Societies on QCAS Competitions;
- (j) provide guidance and assistance to Sub Chamber Competition winners and ensure they are aware of the requirements for attending State Finals;
- (k) provide support to those Sub Chamber Competition Finalists whilst competing at the EkkA and away from their own environment; and
- (l) represent the Sub Chamber at events and functions where possible.

2.2.3 Alternate Delegates are elected by Sub Chambers in accordance with the Rules of the Chamber. In order to provide continuity, alternate delegates are only permitted to attend meetings in the absence of the elected delegate/s and upon prior notification, to ensure full representation to the Chamber.

2.3 Role of a Board Member

2.3.1 The role of the QCAS Board is also broad and at time defined by the requirements of the Sub Chamber and Societies within their area. Additionally Board will be assigned a Portfolio within the Chamber. The following is a guide to assist the Board in carrying out their duties. Board should:

- (a) **attend meetings of the Chamber as programmed;**
- (b) carry out the duties of the assigned QCAS Portfolios;
- (c) present a verbal Sub Chamber report to each meeting of the QCAS Board;
- (d) present a written Sub Chamber annual report (by the end of November each year) to the QCAS Office for inclusion in the QCAS Annual Report; and
- (e) provide input for the quarterly QCAS Newsletter.

2.4 Board Code of Conduct

2.4.1 The following self imposed Code of Conduct is expected of all Board members acting on behalf of the Queensland Chamber of Agricultural Societies. A Board member;

- (a) must act honestly, in good faith and in the best interests of the Queensland Chamber of Agricultural Societies Inc.
- (b) has a duty to use care and diligence in fulfilling the functions of office and exercising powers attached to that office.
- (c) must use the powers of office for a proper purpose, in the best interest of the Chamber as a whole.
- (d) must recognise that the primary responsibility is to the Chamber Board but should, where appropriate, have regard to the interests of all affiliated Show Societies of the Chamber.
- (e) must not make improper use of any information acquired as a member of the Board.
- (f) must not take advantage of being in the position of a Board member.
- (g) at the discretion of the President, must not allow pecuniary interests or the interest of any associated person or Society to conflict with the interest of the Chamber.
- (h) has an obligation to be independent in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all the decisions taken by the Board.
- (i) receiving confidential information from the Chamber in the course of exercising their duties, acknowledges that this information remains the property of the Chamber. It is improper to disclose it or allow it to be disclosed, unless that disclosure has been authorised by the Chamber Board or as required by law.
- (j) must not engage in conduct likely to bring discredit to the Queensland Chamber of Agricultural Societies Inc.
- (k) has an obligation, at all times, to comply with the spirit, as well as the letter of the law.

2.5 Election of Officers

2.5.1 In accordance with the Rules the Officers of the Chamber are:

- (a) President,
- (b) Senior Vice President,
- (c) Junior Vice President, and
- (d) Honorary Treasurer.

2.5.2 Election of Officers of the Board is to take place in accordance with the rules of the Chamber and as follows:

- (a) In accordance with the agenda, and prior to calling for nominations, all Officers will step down from their positions to allow election of new Officers.
- (b) The CEO, Secretary or other person as nominated by the Chair will assume the Chair for the period of the election.
- (c) The Board shall appoint two Scrutineers not nominated for election. The

Scrutineers shall supervise the counting of the votes and advise the Chair of the results.

- (d) Any 2 members of the duly elected Board may nominate another member (the "candidate") to serve as an Officer of the Board.
- (e) The interim Chair will call for nominations for positions from the floor of the meeting in the order at By-Law 2.5.1 above. Each election is to be completed before calling for nominations for the next position.
- (f) Each Board Member present at the meeting may vote for any number of candidates not more than the number of vacancies.
- (g) If there is more than one candidate for any position, the Secretary will provide ballot papers to all members present who are eligible to vote.
- (h) In the event of a tied vote, a second ballot shall be held between the tied candidates only, to determine the outcome. If the outcome of that ballot is a tie the name is drawn from a hat and that person is declared elected.
- (i) On completion of the election process scrutineers are to be directed to destroy all ballot papers and working sheets.
- (j) Duly elected Officers will take office on completion of the election process.

2.6 Sub-committees

- 2.6.1 Sub-committees shall be formed to implement the aims and objectives of the Chamber where relevant issues or policy items pertinent to the operation of the Chamber are deemed to warrant special investigation. The Sub-committees may be formed and enacted through the Annual General Meeting or through election by the Officers of the Chamber at board meetings. Election to membership of Sub-committees shall be by nomination and shall comprise a minimum of three individuals.
- 2.6.2 The following standing Sub-committees are maintained on a continuous basis and membership shall be confirmed by the board as necessary.
 - (a) Dark Rich Fruit Cake
 - (b) Showgirl
 - (c) Rural Ambassador
 - (d) Young Judges & Paraders
 - (e) Ute Muster
 - (f) Quilts across Queensland
 - (g) Natural Fibres
 - (h) Display Stand
 - (i) Conference

2.7 Portfolios

- 2.7.1 The duly elected Chair of each of the above standing Sub-committees will be

deemed to hold the associated Portfolio. The following additional Portfolios will be nominated by the Officers of the Board as early as possible during the new term of the Board.

- (a) Showmen's Guild Liaison Officer
- (b) Youth Liaison Officer
- (c) Larger Show Group Liaison Officer
- (d) Show Dates Liaison Officer

2.7.2 Additional Portfolios may be assigned at the discretion of the Officers of the Board throughout the term of the Board.

2.8 QCAS Next Generation Sub Committee

2.8.1 Mission Statement

The Mission Statement for the QCAS Next Generation (QCAS NG) is:

"To share best practices, increase motivation and enable networking opportunities for youth involved within the Queensland Show Movement, as well as provide assistance to the broader Queensland Shows Organisation"

2.8.2 Purpose

The Purpose of the Queensland Shows NG within the Queensland Shows Organisation is to;

- (a) Provide assistance to Local Shows, Sub-Chambers & Queensland Shows Organisation; Inclusive of assistance with State and National Final Competitions where practical.
- (b) Improving and developing communication between youth and committees at all levels.
- (c) Provide awareness of both the Next Generation and Queensland Agricultural Show Movement.
- (d) Identify mentoring opportunities at local and state level; and
- (e) Contribute towards the NG Mission Statement.

2.8.3 QCAS NG Management Committee

The QCAS NG consists of twelve (12) members forming a management committee composed of the following office bearers:

- (a) President,
- (b) Vice President,
- (c) Treasurer, and
- (d) Secretary.

In addition to the office bearers noted above the following members also form part of the QCAS NG Management Committee:

- (e) Seven (7) Management Committee Members;
- (f) QCAS Youth Liaison Officer to be the 12th member (refer to section 2.7).

2.8.4 **Membership.**

QCAS NG Members:

- (a) Are 15 to 40 years of age;
- (b) Be a financial member of an Affiliated Local Show.

2.8.5 **Eligibility for QCAS NG Management Committee**

- (a) To be eligible for nomination to QCAS NG Management Committee a nominee must be a financial member of a local Affiliated Agricultural Show.
- (b) To be eligible for nomination to the QCAS NG Management Committee a nominee must be a minimum of 18 years of age.

2.8.6 **QCAS NG Office Bearers**

QCAS NG Officer Bearers as noted in by-law 2.8.3 must have a current affiliated agricultural show membership and have a minimum of 12 months as a QCAS NG Management member.

2.8.7 **Election and Terms of the QCAS NG Management Committee**

Nominations for the QCAS NG Management Committee will be called upon annually, depending on the presence of a vacant position(s).

Nominations will be accepted in written form only. All eligible nominees will be interviewed, with the successful applicants to be endorsed at a Queensland Shows Board meeting.

The NG Management Committee is not required to fill all vacant positions on the committee – running at maximum capacity - regardless of surplus applications being received.

All NG committee members are limited to serving no more than seven (7) total years on the committee, after which time they must step down.

Committee positions will also be vacated if the member becomes ineligible, for example they pass the age requirements.

Committee positions may also be vacated if a member is found not to be fulfilling position requirements, as determined by the Executive Committee.

Positions may otherwise become vacant when Committee members voluntarily step down.

2.8.8 **Terms of Election**

- (a) Office Bearers are elected for a one year term.

- (b) Office bearers cannot exceed a maximum of two consecutive terms in the same position. After which they are eligible to move into another Office Bearing Position or Management role. A person may return to a previously held Office Bearing position, however must have served a minimum of one term in any other role.
- (c) The outgoing President holds the role of Past President for a period of one (1) term to offer assistance to the incoming President. This position is a mentoring position and does not hold a position on the management committee and does not have a voting right within the committee.
- (d) Other Management Committee members are elected for a one (1) year term of which they can either serve no more than a total of seven years.

2.8.9 **Role of a QCAS NG Member**

The role of a QCAS NG member is broad and essentially based on the requirements of the Shows within each Sub Chamber.

Delegates should:

- (a) represent QCAS NG at Annual Shows within the Sub Chamber (where practical) and provide assistance where necessary;
- (b) provide assistant to Societies with QCAS Competitions;
- (c) represent QCAS NG at events and functions where possible.

2.8.10 **Role of QCAS NG Management Committee Members**

The role of QCAS NG Management Committee Members is to carry out the roles of a Delegate within the whole of Queensland. Additionally an Executive member must abide by a code of conduct whilst performing the following roles:

- (a) attend and have input into meetings of the QCAS NG Management Committee as scheduled;
- (b) carry out the duties assigned to them by the President and/or carry out the duties of a Portfolio that is assigned to them;
- (c) answer all email correspondence in a timely manner and within deadlines; failure to do this will result in the management member being deemed inactive;
- (d) present a verbal annual report at the QCAS NG AGM – outlining achievements for their Sub Chamber;
- (e) represent QCAS NG at Annual Shows within their own and neighbouring Sub Chambers (where practical) and provide assistance where necessary;
- (f) provide assistance to Societies with QCAS Competitions;
- (g) represent QCAS NG at events and functions where practical;
- (h) Sub Chamber AGM – request that a Next General Report be presented at each Sub Chamber they represent outlining achievements and opportunities for members of their Sub Chamber; a written copy of these reports to be forwarded to the NG Secretary as correspondence;
- (i) provide input into the QCAS NG Bulletin when scheduled; and

- (j) In addition to the above to be deemed an active Management Committee member a Management member must contribute time to at least 50% of initiatives; the initiatives to be set at the beginning of that member's term.

2.8.11 **QCAS NG Code of Conduct**

Refer to By-law 2.4.1

2.8.12 **Meeting Schedule**

The Management Committee are to conduct a minimum of six (6) minuted meetings each year to conduct relevant business to achieve the above stated roles and responsibilities.

Should a Management member miss three (3) or more meetings without an Apology supplied then this member will be asked to stand down for the remainder of their term. This member will be able to reapply for a position on the committee at future elections.

2.9 **Board Expenses Reimbursement**

- 2.9.1 Claimants are to be mindful of utilising the most economical manner when incurring these expenses. A Tax Invoice or Receipt, as applicable, is to be provided to substantiate all claims. Claims must be presented within the current BAS quarter in which the expenses have been incurred or they may not be processed. QCAS recommends air booking be made in advance as dates are known.
- 2.9.2 The **President** is entitled to a maximum of \$8,000.00 per annum for expenses incurred whilst attending Shows and Official Show functions where an invitation is extended, and other duties required of a State President in relation to QCAS matters.
- 2.9.3 **Elected Delegates** are entitled to reimbursement for costs associated in attending FCAS Meetings and National Competition Finals. The following criteria are to be adhered to:
 - (a) Accommodation will be reimbursed for a maximum of two (2) nights for Meetings.
 - (b) Additional Accommodation will be reimbursed when a Delegate is nominated to assist with National Competition Finals.
- 2.9.4 **Board Members** are eligible to claim for attending Board Meetings or other activities as authorised by the Board.
- 2.9.5 **Board Members** are entitled to reimbursement of telephone call costs associated with QCAS business. Service Provider's Tax Invoice indicating details of calls are to be provided.
- 2.9.6 **Employment of General Manager.** If for whatever reason, the board of directors has the power to appoint a General Manager in lieu of a CEO, for an affordable remuneration to excite the activities of QCAS in support of the Agricultural shows of Queensland.
 - (a) The **General Manager** is entitled to a maximum of \$2,500.00 per annum for expenses incurred whilst attending to office staffing and general management duties, negotiating insurance, sponsorship, meeting with government departments, management of rain protection scheme, interaction with the Royal Queensland Show and other duties required of a General Manager in relation to QCAS matters.

2.9.7 **General Manager** is entitled to claim in accordance with 2.9.6(a):

- (a) Car travel, taxi fares and air travel when attending to insurance requirements, dealing with potential sponsors, interacting with Royal Queensland Show and Government Departments. Providing tax invoices to be provided;
- (b) Overnight Accommodation to the value of \$120.00, when distance prevents the immediate return whilst performing QCAS duties.
- (c) Breakfast Allowance of \$15.00 when overnight accommodation is required whilst performing QCAS duties.
- (d) A mobile phone to attend to QCAS matters, with a plan to the value of \$50.00 per month.
- (e) All of the above allowable claims to be reviewed every 6 months.

2.9.8 **Directors of Board** are entitled to claim the following to attend meeting and authorised QCAS events:

- (a) Car Mileage - \$0.668 per kilometer calculated according to the most practical route using RACQ as a guide.
- (b) Overnight Accommodation - \$120.00 per night maximum.
- (c) Breakfast - maximum of \$15.00 (for the claimant only) in conjunction with overnight accommodation claims, provided breakfast is itemised separately on the Tax Invoice or included in Room Tariff and noted accordingly on Tax Invoice.

2.9.9 Where accommodation is arranged on a group basis by the QCAS Office the total cost of accommodation will be met by QCAS. This system is to be used where a group booking will reduce the overall cost of accommodation.

2.10 QCAS Larger Show Management Group

2.10.1 **Mission Statement.** The Mission Statement for the QCAS Larger Show Management Group (QCAS LSMG) is:

"The Role of the LSMG is to support other members through the sharing of information, provide support as required to smaller shows, provide feedback to QCAS, identify opportunities and facilitate outcomes for specific projects as deemed appropriate and lobby Government and other organisations regarding the enhancement of all shows."

2.10.2 **Purpose.** The Purpose of the QCAS LSMG within the QCAS Organisation is to;

- (a) Provide assistance and support to other members and smaller shows;
- (b) Identify Opportunities and Facilitate outcomes for specific projects
- (c) Provide feedback to QCAS
- (d) Lobby Government and other Organisations regarding the enhancement of all shows and the show movement

- 2.10.3 **QCAS LSMG Committee.** The QCAS LSMG consists of members forming a subcommittee as follows:
- (a) Chairperson,
 - (b) Secretary,
 - (c) Employed Manager of each member society, and
 - (d) Executive member of each member society (optional for each Society)

2.10.4 **Membership Criteria**

Full membership to the QCAS LSMG will consist of affiliated Queensland Show Societies that meet the following criteria:

- (a) Must have as a minimum one full time (or equivalent) paid management employee i.e. (Executive Officer, Manager)
- (b) Must have gate takings in excess of \$100,000

Associate membership to the QCAS LSMG will consist of non-affiliated agricultural societies or other bodies that the full members consider will assist the QCAS LSMG meet their purpose.

2.10.5 **Election and Terms of the QCAS LSMG Committee**

The QCAS LSMG Chairperson will be elected at the LSMG meeting at the EKKA in August of each year.

Nominations for these positions will be called for from the floor at the LSMG meeting.

The Election is to follow the structure of QCAS outlined in by-law 2.5.2.

- 2.10.6 **Terms of Election.** The Chairperson is elected for a one year term

- 2.10.7 **QCAS LSMG Code of Conduct.** Refer to By-law 2.4.1

- 2.10.8 **Meeting Schedule.** The LSMG Committee is to conduct a minimum of four (4) minuted meetings each year to conduct relevant business to achieve the above stated roles and responsibilities. Minutes should be forwarded to the LSMG Liaison Officer and QCAS Office for tabling at a subsequent QCAS Board Meeting.

2.11 PATRON

- 2.11.1 The role of Patron to the Queensland Chamber of Agricultural Societies Inc. may be a passive or active role and should add to the credibility and integrity of the organisation.
- 2.11.2 Patrons to the association shall be appointed following recommendations by the executive committee to the management committee and to hold office until a meeting of the management rules otherwise. Patrons are not to be members of the executive committee and have no voting rights.
- 2.11.2 The appointment should be endorsed by the Membership at the Annual General Meeting or at other General meetings where appropriate

3 GENERAL

3.1 First Aid

- 3.1.1 The Show Society Organising Committee for all events conducted pursuant to the Rules of the Queensland Chamber of Agricultural Societies, excepting where those Rules specify that an event is required to have a higher standard of First Aid or Medical Attention (for example, EFA Events), shall ensure that the event is supplied at all times with an approved standard of First Aid equipment (that is, First Aid Kit) and at least one qualified Red Cross, St Johns or Sports Medicine Australia First Aid provider or equivalent at a Level 2 Standard or higher.
- 3.1.2 The Event Organising Committee for all events conducted pursuant to the Rules of the Queensland Chamber of Agricultural Societies shall ensure that an appropriate Emergency Procedure and Emergency Contact Details are readily available in the Show Society or event organisers office and are kept on display in a suitable location, such as the Public Address point.
- 3.1.3 The Show Society or Event Organising Committee for all events conducted pursuant to the Rules of the Queensland Chamber of Agricultural Societies shall ensure that an accurate record is kept of all incidents requiring First Aid treatment and that this record is kept by the Society for a minimum of five years as required by Federal Legislation.

3.2 Show Dates

- 3.2.1 QCAS maintains a planning guide of show dates for all affiliated Queensland Shows for up to seven (7) years in advance. The formulas for these dates have been provided by individual Shows over a number of years. Where formulas have not been provided by a Show Society, or do not reflect the flow on affect required, QCAS has assigned appropriate formulas to forecast dates.
- 3.2.2 The Planning Guide is distributed to Show Societies on a regular basis.
- 3.2.3 QCAS endeavor's to ensure show dates create a flow on effect for the purpose of Show Holidays and to ensure maximum participation by Competitors, Entertainers and the Showmen's Guild.
- 3.2.4 In the event that a change of show date is required the affected Show Society is to:
- (a) Ascertain suitable alternative dates and have these ratified by the Show Management Committee. (Ensure resolution is entered into Management Committee Minutes).
 - (b) Advise any other Show Society that may be affected by these dates and seek their approval in writing for the proposed date change.
 - (c) Have alternative dates ratified by Sub Chamber (ensure resolution is entered into Sub Committee General Meeting Minutes).
 - (d) Advise the Chamber in writing of proposed alternative Show Dates and all actions taken, including:
 - i. Copies of Show Society Management Committee Meeting Minutes,
 - ii. Copies Sub Chamber General Meeting Minutes, and
 - iii. Copies of agreement letters by other affected Show Societies.
- 3.2.5 When a proposed change creates a clash with one or more Shows and has the possibility of creating a problem, QCAS must notify all Show Societies involved.

- 3.2.6 If an objection is raised the QCAS must organise a meeting as soon as possible with the Societies and their respective Sub Chamber Delegates. QCAS representatives will mediate at all such meetings.
- 3.2.7 If a satisfactory arrangement is not resolved after two meetings it is the responsibility of the Societies involved to defray all QCAS expenses incurred for further negotiations.
- 3.2.8 Failure to resolve the problem will cause QCAS to make a direction regarding the allocation of show dates.
- 3.2.9 Any Society failing to abide by the direction will automatically be deprived of any privileges offered by QCAS and have sanctions imposed by the Board for a period of 12 months.
- 3.2.10 These sanctions may include;
- (a) no participation in QCAS competitions,
 - (b) cancellation of rain protection,
 - (c) cancellation of other insurance, and/or
 - (d) any other articles determined by the board.
- 3.2.11 Due to publications printed by Government and other agencies QCAS must be notified of any changes to Show Dates by the 30th June 18 months prior to the Show year.
- 3.2.12 QCAS is to consult with State Government, Showmen's Guild and other organisations to ensure these alternative dates are suitable to all parties
- 3.2.13 Once agreed by all parties QCAS will promulgate the revised show date in support of the requesting Show.
- 3.2.14 Any anomalies should be brought to the attention of the Sub Chamber and affected Show Societies as soon as possible.
- 3.2.15 While QCAS makes every endeavour to work with Show Societies and Sub Chamber to ensure every Show Society receives fair treatment in the allocation of their date, the final responsibility for the date of the Show lies with the Management Committee of that Show Society. Management Committee's must work in the best interests of their local and regional community when planning a suitable date. In addition to this the Management Committee must be cognizant of other Show Societies needs and should always consult with any Show Society that may be affected by a change in date.

3.3 Public Holidays

- 3.3.1 Every Show Society in Queensland is entitled to a Show Holiday in accordance with the Holidays Act of 1983. It is the responsibility of each Show Society to apply for their Show Holiday through their Regional Council. Information on Show Holidays can be found at <http://www.wageline.qld.gov.au/publicolidays/index.html> .
- 3.3.2 Any Show Society who believes they have been unfairly treated in respect to their Public Holiday should advise the QCAS Office as soon as possible.

4 COMPETITIONS

4.1 Passes

- 4.1.1 Passes, granting authorised holders thereof free admission during The Chamber Competitions, will be issued in proportion to the number and/or nature of, the Livestock, Produce or Works exhibited.
- 4.1.2 The discretion and powers vested in the Board by these By-Laws shall be exercisable by any Board Member, Chief Executive Officer, Steward or other Official of the Chamber; provided that no such Board Member or Officer of the Chamber shall exercise such discretion or power without the general or specific authority of the Board.
- 4.1.3 Without limiting the power conferred by any other By-Law, Regulation or Rule of the Chamber, the Chief Steward of the Section may order any person who is not an Exhibitor/Competitor to leave the Ring or Assembly Area and if such person fails or refuses to do so, the Chamber may remove the person or cause the person to be removed.

4.2 Conditions of Competition

- 4.2.1 These By-Laws and Regulations, together with Special Regulations and notes as set forth in the respective sections of the Competition Schedules or Catalogues, are to be the conditions of competition. In these By-Laws, the Regulations, the Special Regulations and notes the words "entry form" shall, unless the context otherwise indicates or requires, mean the form supplied by the Chamber to persons desiring to apply to enter an Exhibit in any of the Chamber's competitions or to compete in any event which those persons are required to complete and lodge with the Chamber in order to apply to do so.
- 4.2.2 Subject to this By-Law and to any Regulation, Special Regulation or Condition of Entry in any section or class.
 - (a) An Exhibit must be the bona fide property of the person who enters the Exhibit.
 - (b) 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.
- 4.2.3 In any class in which entries are accepted from a club or other groups of Owners, the name of the club or particulars sufficient to identify the group shall be stated on the Entry Form together with a statement of the name and address of a person who is authorised to act on behalf of the club or group in relation to all matters relating to the entry. The Chamber shall be entitled to deal with the person so authorised as if he were the sole Owner of the Exhibit and delivery or payment to that person or the club or group by whom such person is authorised to act of any trophy prize or moneys won by or payable in respect of the Exhibit shall be a complete discharge to the Chamber.
- 4.2.4 Exhibits entered in the wrong class by the Exhibitor/Competitor may be

transferred to the proper class by the Chief Stewards.

- 4.2.5 For all classes in the Livestock Sections, in which the age of the Exhibit is a condition of the competition (unless otherwise specified), the Exhibitor/Competitor shall comply with the age requirements of the Section.
- 4.2.6 The Board thus appointed in its absolute discretion and without assigning any reason therefore:-
- (a) may reject any entry or entries in any section;
 - (b) may cancel any entry or entries already accepted in any section;
 - (c) without prejudice to the foregoing may require any Exhibitor/Competitor to furnish it with such information or certificates as it may see fit;
 - (d) The Board if it so rejected or cancelled any entry may at its absolute discretion refund the Entry Fee paid in respect of such entry so rejected or cancelled;

4.3 Entry Form

- 4.3.1 All applications for entry must be:
- (a) made in writing on the Chamber's Entry Forms;
 - (b) All questions on the spaces for information on the form relevant to the Exhibit must be answered or completed in detail and the form must be signed by the Exhibitor/Competitor or his agent;
 - (c) The Entry Form, accompanied by the entry fee set out in the relevant schedule, must be sent to the Secretary by post or delivered to the Chamber's office, on or before the closing date for entries in the relevant class as announced by the Chamber.
- 4.3.2 An Entry Form must not be enclosed with an Exhibit or any other goods or materials sent to the Chamber and any form so enclosed will be ineffective unless it is actually discovered and handed to the Chief Executive Officer prior to the said closing date.
- 4.3.3 The Applicant represents and warrants to the Chamber that the information set out on the Entry Form is complete, accurate and not misleading in any way.
- 4.3.4 An Applicant must not make any Misstatement or Mis-description in an Application for Entry or accompanying documentation lodged by or on behalf of an Applicant.
- 4.3.5 The Entry Fee must in all cases be forwarded with the Entry Forms, and the delivery of the Entry Forms and fees will be acknowledged by receipt being returned for same, which receipt must be produced at the gate before the Exhibit will be permitted on to the Grounds.
- 4.3.6 In the event of overpayment of entry fees by an Exhibitor/Competitor the Chamber shall be entitled to retain out of the amount of the overpayment such amount as in the opinion of the Chief Executive Officer is necessary to reimburse the Chamber for the administrative costs of processing that overpayment to enable a refund of the balance to be returned to the Exhibitor/Competitor.
- 4.3.7 The fact that money is tendered as entry fees and promptly banked shall not constitute an acceptance of the entry or restrict in any way the Chamber's

right of refusal under the provisions of the Chamber's Rules. If that right is exercised the moneys so tendered shall be refunded.

4.4 Adjudicating on Questionable Entries

- 4.4.1 The Board reserves the right of adjudicating on any questionable entry or any other point not provided for in the Rules or By-Laws of the Chamber and of making any alteration that may be deemed necessary.
- 4.4.2 The decision of the Board on all points shall be final and conclusive.

4.5 Cancellation of Entries

- 4.5.1 No Entry Fee shall be repayable by the Chamber in respect of any entry that may be withdrawn or cancelled or in respect of any Exhibit which may be disqualified, unless the entry shall be withdrawn or cancelled with the approval of the Secretary or a Chief Steward for the Section.

4.6 Exhibits

- 4.6.1 All Exhibits must be delivered to and removed from the Grounds at the cost and risk of the Exhibitor/Competitors.
- 4.6.2 No Exhibit shall be admitted to the Ground unless the person in charge produces the Secretary's documentation for the entry and each Exhibit when admitted must be at once put into its proper place by the Exhibitor/Competitor.
- 4.6.3 Exhibitor/Competitors or their agents must point out to the Stewards their respective Exhibits in order that they may be identified, classified and numbered according to the catalogues before being submitted to the Judges.

4.7 Control of Exhibits

- 4.7.1 Exhibitor/Competitors shall, under the direction of the Stewards, arrange their Exhibits, and no Exhibits shall afterwards be removed or interfered with unless by sanction of the Stewards, under a penalty not exceeding \$100.
- 4.7.2 The Members of the Board, the Stewards in the Section and Chief Executive Officer or Officials of the Chamber, shall at any time have the power to enter any space allotted to any Exhibitor/Competitor and give such directions as regards the Exhibits as they may think fit.
- 4.7.3 Exhibitor/Competitors will render themselves liable to a penalty not exceeding \$100 by removing any official placard, ticket or ribbon, affixed or posted by the Stewards, or by affixing any other placard, ticket or ribbon in lieu thereof, or by refusing in any way to carry out their instructions; the Stewards shall incur no responsibility by enforcing these Regulations.
- 4.7.4 The Board shall have the power to retain any Exhibit until all fines are paid.
- 4.7.5 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.
- 4.7.6 Exhibitor/Competitors and persons admitted to the Ground shall be subject to these Regulations and the direction of the Stewards.

- 4.7.7 The Stewards shall have the power to order the removal of any machinery working without their authority.

4.8 Prize Awards

- 4.8.1 The Prize Ribbons, affixed to Exhibits, shall be distinguished by the following colours, viz:-

<input type="checkbox"/>	Supreme Champion	Wide Sash any colour at Show's discretion
<input type="checkbox"/>	Grand Champion	Red, White and Blue Sash or equivalent
<input type="checkbox"/>	Champion	Purple Sash or equivalent
<input type="checkbox"/>	Reserve Champion	Dark Green Sash or equivalent
<input type="checkbox"/>	First	Blue Ribbon or equivalent
<input type="checkbox"/>	Second	Red Ribbon or equivalent
<input type="checkbox"/>	Third	White Ribbon or equivalent
<input type="checkbox"/>	Fourth	Yellow Ribbon or equivalent
<input type="checkbox"/>	Fifth	Light Green Ribbon or equivalent
<input type="checkbox"/>	Sixth	Brown Ribbon or equivalent
<input type="checkbox"/>	Seventh	Buff Ribbon or equivalent
<input type="checkbox"/>	Eighth	Pink Ribbon or equivalent
<input type="checkbox"/>	Ninth	Orange Ribbon or equivalent
<input type="checkbox"/>	Tenth	Grey Ribbon or equivalent
<input type="checkbox"/>	Special Prizes	Pale Blue Ribbon or equivalent

- 4.8.2 All cash prizes and trophies must be claimed within six months from the closing date of The Chamber Competitions. Prizes not claimed and prize cheques not presented by that date will be considered to have lapsed, and the amount will become a donation to the Chamber.

4.9 Protests

- 4.9.1 A protest against a Judge's Award must:-

- (a) be in writing addressed to the Secretary, and signed by the person lodging the protest;
- (b) be lodged by delivery to the Secretary's Office within twenty-four hours of the making of the Award;
- (c) give the name and address of the person lodging the protest, and where two or more persons join in the protest, state which one of those persons is authorised to receive correspondence or notices on behalf of all;
- (d) set out in reasonable detail particulars of the matter complained of including but not necessarily limited to the number of the Class and the Award protested against;
- (e) be accompanied by a deposit of \$50.

- 4.9.2 The Secretary shall advise the President when a protest is received and the President shall appoint a Protest Board consisting of such members of the Board as he may determine to consider and determine the matter.

- 4.9.3 The Protest Board shall proceed in all respects according to the justice of the case and may decide the issue according to equity and good conscience without being bound by legal technicalities or the laws of evidence.

- 4.9.4 A protest shall not be upheld on the ground that the Judge made an honest but

incorrect decision unless it is proved to the satisfaction of the Protest Board that the Judge had been willfully or accidentally misled by the act of some other person.

- 4.9.5 If the Protest Board should be of the opinion that the protest was frivolous the deposit may be forfeited.
- 4.9.6 The decision of the Protest Board shall be final and conclusive.
- 4.9.7 For the purpose of this By-Law an Award shall be deemed to be made when the results of the class in question are announced or otherwise made available to the public.

4.10 Appointment of Judges and Stewards

- 4.10.1 The Board will select Judges and Stewards for all State Level Competitions and fill any subsequent vacancies.
- 4.10.2 Provision will be made at The Chamber Competitions for necessary meals for all Judges and Honorary Stewards whose duties require their attendance.

4.11 Judging

- 4.11.1 The judging will commence in accordance with the judging timetable published in the Competitions Schedule or Catalogue and continue each day of QCAS Competitions. Each Judge will be supplied with instructions which he must adhere to as closely as possible.
- 4.11.2 If in the opinion of the Judge, any Exhibit in any class is not in accordance with the conditions, he shall, before making the awards in the class, refer the matter to the Chief Stewards for inquiry.
- 4.11.3 If in the opinion of the Judge there is equality of merit in any class the Judge may award prizes of equal merit to the Exhibits concerned. Where Exhibits are considered by the Judge to be of equal merit, the prize awarded shall include the next lower prize; for example, equal first shall be shown as equal 1st and 2nd and the next prize awarded shall be 3rd. The Judge shall not have the power to increase prize money.
- 4.11.4 The Chamber may withhold any prize when statements regarding the Exhibits have been made or information supplied by the Exhibitor/Competitor which may have been proven to be erroneous or fraudulent, or where any doubt exists as to whether any Exhibit has been shown in accordance with these Regulations. Any Exhibitor/Competitor found guilty of false entries or statements may be debarred from again exhibiting.
- 4.11.5 Should any Exhibit, having gained a prize, be disqualified, the next on the list does not necessarily obtain the prize. The Board, with or without the advice of the Judge, shall decide the question.

4.12 Compliance with Directions

- 4.12.1 The Exhibitor/Competitor must fully comply with the directions and requests of the Chamber. Without limitation, directions and requests of the Chamber may apply to the entry of the Exhibit, the Exhibitor/Competitor, the conditions of the Event, the conduct of the Exhibitor/Competitor, the conduct of the Event,

the decision of the Judge or the award of prizes.

- 4.12.2 Without limiting By-Law 3.12.1, upon a request from the Chamber, an Exhibitor/Competitor must make a statutory declaration in the form and with respect to matters the Chamber in its discretion requires.
- 4.12.3 Without limiting By-Law 3.12.1, upon request from the Chamber, an Exhibitor/Competitor must submit his Exhibit for inspection.

4.13 Objectionable Conduct

- 4.13.1 Any person who, in the opinion of an Official of the CHAMBER shall cause annoyance by loud or unseemly comment upon the decision of a Judge or upon any act or omission on the part of a Judge or of any Official or other person on duty in or about the Judging Ring, and any person whose conduct shall contravene the Chamber's Rules, Regulations or By-Laws and any person who may, in the opinion of the Chamber or any Member of its Board, or the Chief Executive Officer of the Chamber, be guilty of annoying, unseemly or insulting behavior, may be expelled from THE CHAMBER Competitions area, and shall, upon being requested so to do by any Member of the Board, the Chief Executive Officer, or by an Honorary Chief Steward of his Section forthwith vacate and leave THE CHAMBER Competitions area or such part thereof as any of such aforementioned persons shall request.
- 4.13.2 If any person dealt with under By-Law 4.13.1 is an Exhibitor / Competitor such person may in addition be disqualified.
- 4.13.3 A person must not commit misconduct.
- 4.13.4 If the Chamber is satisfied that any person has infringed the Chamber's Rules, By-Laws or Regulations, the Chamber may prohibit such person from exhibiting and/or competing in any section or class of The Chamber Competitions or at any future competitions and may direct that any Exhibit entered or offered for exhibition by or on behalf of such person be forthwith removed from THE CHAMBER Competitions area.
- 4.13.5 For the purpose of enforcing compliance with this By-Law the Chamber or any person acting thereunder may obtain such assistance and use or cause to be used such force as may be necessary for that purpose.

4.14 Unethical Conduct

- 4.14.1 The Exhibitor/Competitor, the Owner or any person in charge of an animate Exhibit shall not engage in unethical conduct. The Exhibitor/Competitor, the Owner and any person in charge of an animal to which unethical conduct relates are deemed to have acted in breach of this By-Law, whether or not having been knowingly concerned in the unethical conduct. The Chamber or relevant Sectional Sub Committee shall decide whether or not any conduct constitutes unethical conduct but without in any way restricting the meaning of that expression, unethical conduct may include the presentation as an Exhibit for judging:
 - (a) of an inanimate object, that is created, constituted, formed or includes goods, substances or things not normally found in objects of like nature;
 - (b) in breach of the Regulation.

- 4.14.2 An Exhibitor/Competitor, or person in charge of an animate Exhibit must:
- (a) use all reasonable steps to ensure that the Exhibit is housed and cared for in accordance with the Chamber's current policy;
 - (b) obey any direction from a member of the Chamber's Board, or from any other official of the Chamber, relating to the care and welfare of that or any other Exhibit;
- 4.14.3 An Exhibitor/Competitor must not use, or have in his possession, any electric or electronic apparatus or any improper contrivance capable of affecting the performance of an Exhibit.

4.15 Exhibit Unworthy Of Award

- 4.15.1 An Exhibit shall not receive an award if in the opinion of the Judge it is unworthy of such award.

4.16 Stewards

- 4.16.1 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:-
- (a) Attend at the time and place notified to them.
 - (b) Where required examine as to the correctness of the Entry Form in their respective sections prior to the completion of the Catalogue.
 - (c) 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 THE CHAMBER Competitions areas.
 - (d) 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.
 - (e) 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.
 - (f) 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.
 - (g) 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.
 - (h) 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.

- (i) 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.

4.17 Privileges

- 4.17.1 The arrangements for refreshments for the Judges and Stewards and for the general public during The Chamber Competitions shall be under the supervision of the Chamber who shall decide upon the tariff of charges for same.

4.18 Displaying or Disposing Of Goods or Stock

- 4.18.1 Except with the written licence of the Chamber no person shall whilst on The Chamber Competitions areas, do or permit to suffer to be done any one or more of the following acts:-
 - (a) Give, sell, advertise, distribute, display, or canvass any goods, livestock, or matter whether for sale or otherwise; or
 - (b) Present or advertise any entertainment, attraction or display; or
 - (c) 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
 - (d) 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.

4.19 Releases and Indemnities

- 4.19.1 The Chamber, Chamber Staff Members and Officials of the CHAMBER shall not be liable to any Person for any loss or damage by reason of any defect, accident, negligence, neglect or breach of duty howsoever arising. The maximum liability of the Chamber, Chamber Staff Members and Officials of the Chamber to any Exhibitor/Competitor or other Person arising out of such defect, accident, negligence, neglect or breach of duty whether under the law of contract, tort or otherwise, shall be:
 - (a) in the case of an Exhibitor/Competitor, an amount not exceeding the total of all Entry Fees paid by the Exhibitor/Competitor in respect of The Chamber Competitions in question;
 - (b) in all other cases, the sum of \$25,000 (or such other greater amount as the Chief Executive Officer may in writing have agreed).
- 4.19.2 Each Applicant, Attendant, Exhibitor/Competitor, Competitor and every Person admitted into The Chamber Competitions area:
 - (a) releases the Chamber, Chamber Staff Members and Officials of the Chamber from and against all Claims by the Applicant, Attendant, Exhibitor/Competitor, Competitor or the Person admitted into The Chamber Competitions area or any Person claiming by or through the Applicant, Attendant, Exhibitor/Competitor, Competitor or the Person

admitted into The Chamber Competitions area in connection with any act, matter or thing done or omitted by the Chamber, Chamber Staff Members or Officials of the Chamber, whether deliberately, inadvertently or negligently;

- (b) indemnifies the Chamber, Chamber Staff Members and Officials of the Chamber against all Claims by any Person in connection with any act, matter or thing done or omitted by that Applicant, Attendant, Exhibitor/Competitor, Competitor or Person admitted into The Chamber Competitions area or its Exhibits, employees or agents.
- 4.19.3 An Exhibitor/Competitor or Competitor's participation in any Exhibition, or Competition, entertainment or activity is at his own risk.
- 4.19.4 Every Person who enters The Chamber Competitions area does so at his own risk.
- 4.19.5 The Chamber, The Chamber Staff Members and Officials are not responsible or liable for any error, Mis-statement or Mis-description appearing in any:
- (a) Schedule;
 - (b) Catalogue;
 - (c) Application for Entry;
 - (e) Form;
 - (d) Advertisement; or
 - (f) Notification, whether advertised, posted, displayed or published.

4.20 Insurance

- 4.20.1 The Chamber may (but is not obliged to) take out a policy of insurance in respect of the legal liability on the part of an Exhibitor/Competitor for loss or damage suffered by a third party caused by any act or omission of an Exhibit or the Exhibitor/Competitor.
- 4.20.2 The Chamber, Chamber Staff Members and Officials are not liable to any Exhibitor/Competitor if The Chamber fails to take out a policy of insurance effectively protecting any Exhibitor/Competitor or Exhibit, or if any such policy does not operate to indemnify the Exhibitor/Competitor in respect of the loss or damage in question.

4.21 GST

- 4.21.1 Unless specified all monetary amounts, including fees, commissions, penalties and awards, set out in the By-Laws and Regulations are exclusive of GST.
- 4.21.2 If the Chamber is or becomes liable to pay GST in relation to the monetary amounts specified in By-Law 4.21.1, GST will be added to such amount.
- 4.21.3 Where applicable, an Exhibitor/Competitor must issue a valid tax invoice and do all things necessary to ensure that The Chamber is able to claim an input tax credit, set off, rebate or refund.

4.22 Occupational Health and Safety

- 4.22.1 All Persons entering The Chamber Competitions areas shall comply with the Occupational Health and Safety Laws, have in place an Occupational Health and Safety Policy and comply in every respect to The Chamber Occupational Health and Safety Policy.

4.23 Environment Obligations

- 4.23.1 An Exhibitor/Competitor, Competitor or Attendant must not bring or permit any other Person to bring onto The Chamber Competitions areas any dangerous, noxious, volatile, explosive, inflammable or environmentally hazardous substance or compound in any form or substance or thing unless all necessary approvals and The Chamber's consent are first obtained and the said material is essential for the Exhibitor/Competitor or Competitor to compete in a Competition.

4.24 Information Handling

- 4.24.1 The Chamber is bound by the National Privacy Principles of the Privacy Act 1988 (Cth) and other applicable laws governing privacy.

- 4.24.2 Collection of Personal Information:

- (a) The Chamber may collect, hold and use personal information about Exhibitor/Competitors, their family members, invitees or Agents.
- (b) The types of information that may be collected include names and addresses, telephone numbers, facsimile numbers, credit card details, qualifications, results of the Exhibitor/Competitor's entry into the relevant Event and any warning, reprimand, suspension, fine, disqualification, dismissal, withdrawal of an award or penalty imposed on the Exhibitor/Competitor in connection with entry of the Exhibit in the relevant Event. Information may also be collected from other bodies relating to the Exhibitor/Competitor's entry into events held by that Body including, without limitation, warnings, reprimands, suspensions, fines, disqualifications, withdrawals of awards or penalties imposed on the Exhibitor/Competitor by that Body.
- (c) Personal Information is collected for the purpose of administration of Events, including, without limitation, processing Entry Forms, managing the Events, awarding prizes, assessing compliance with the By-Laws, Regulations and standards expected of Exhibitor/Competitors participating in an Event, assessing protests made under the By-Laws and providing services to the Exhibitor/Competitor during the Event.
- (d) Personal Information may also be collected for the purposes related to the administration of Events including, without limitation:
 - (i) publication of winners' information in Chamber publications;
 - (ii) maintenance of records of information relevant to qualifications for future events such as warnings, reprimands, suspensions, fines, disqualifications or penalties issued in connection with the Exhibitor/Competitor's entry in an Event or issued by another Body in relation to the Exhibitor/Competitor's entry into an event held by that Body;

- (iii) maintenance of health and safety records in relation to Events;
 - (iv) applicable insurance cover for Events including for Exhibitor/Competitors and Exhibits being animals; and
 - (v) making claims under the Chamber's insurance for incidents which involve an Exhibitor/Competitor and occur during an event.
- (e) Personal Information may also be collected for the purpose of informing Exhibitor/Competitors about future events organised by the Chamber.

4.24.3 Sharing Personal Information

- (a) The Chamber may share personal information with sponsors of Events.
- (b) The Chamber may share information with health service providers including medial practitioners and Ambulance officers engaged or required to provide services during Events.
- (c) The Chamber may also share information with service providers such as telecommunications suppliers who are providing services to the Exhibitor/Competitor during the Event.
- (d) The Chamber will share personal information with providers of insurance and indemnity services for the purpose of providing relevant insurance cover to Events, including for all Exhibitor/Competitors and Exhibits being animals, or for the purpose of making a claim under insurance held by the Chamber in connection with an incident involving the Exhibitor/Competitor.
- (e) The Chamber may also share personal information with other Bodies.
- (f) If legal, health or safety issues arise; the Chamber may be required to disclose information relevant to organisations to deal with these matters.

4.24.4 Access and Correction

- (a) An Exhibitor/Competitor may contact the Chamber if the Exhibitor/Competitor has a complaint or a query about the information handling practices of the Chamber.
- (b) An Exhibitor/Competitor may request that the Chamber remove any personal information about that Exhibitor/Competitor published in connection with an Exhibit or an Event from the Chamber's publications. The Chamber will, to the extent that it can reasonably do so and as soon as is reasonably practical, remove such information from the relevant publications.
- (c) An Exhibitor/Competitor may request the Chamber to provide access to any personal information held by the Chamber about the Exhibitor/Competitor, to the extent authorised by the Privacy Act and all other applicable laws. Those laws may not give rise to a right of access to all information or in all circumstances.

An access request must be made in writing, addressed to:

The Chief Executive Officer
Queensland Chamber of Agricultural Societies
PO Box 240

ROCKLEA QLD 4106

QCAS POLICY DOCUMENT

0001 AMBULANCE SERVICES AND FIRST AID POLICY

Accidents can and do happen at Agricultural Shows. If they do, they have the potential to expose organisers to risk and liability if it can be shown that a competition was permitted to proceed in bad weather or if the first aid procedures in place were insufficient and therefore contributed to the severity or complications of an injury. From a public liability standpoint and to protect the Society and its members, the Organising Committee should have specific guidelines in place that can deal with situations that could lead to accidents and procedures set in place for deciding who is to render medical care. This is not an issue that can be set in stone, rather guidelines which should be followed.

There is no connection between the Ambulance Subscription Scheme levied through the Electricity Account and the fees charged by the Queensland Ambulance Service for services provided at Shows or Events. The levy is a charge administered by the Treasury Department while the fees charged by the Queensland Ambulance Service is their own scale of charges for services rendered. A strong deputation to the Ambulance Commissioner failed to negotiate any reduction in the fee charges although they were very understanding of the issue. Very often additional Paramedics have to be rostered on duty to provide the services required in in some circumstances.

If Show Societies are considering engaging the Queensland Ambulance Service to provide the necessary First Aid requirement they should contact the Officer in Charge of the local or nearest Ambulance Station no less than one month prior to the event. This is to allow sufficient time for the staff roster system to be organised and to ensure that Paramedics are available. There is a formal process to determine what level of service is required and for what period of dedicated service is required, if any. Once the survey has been completed and the recommendation offered it is up to the Society to determine whether to accept or reject the offer made by the Ambulance personnel.

If the Show Society rejects the proposal offered then they must accept full responsibility to seek and engage a suitable First Aid Service to cover the event.

There are several options available but every area is different and also the type of service required.

- (1) Engage the Ambulance Service on a stand-by system whereby the Ambulance operate from the Showgrounds, but they are subject to any call-outs required away from the ground. This could leave the grounds uncovered with a First Aid Service for any number of occasions and time. Another First Aid Service would need to be available in the interim.
- (2) Only employ the Ambulance Service for a dedicated period of time if there some recognised high risk events. A qualified First Aid person or trained First Responder, if available in the area, would have to be engaged for the other remaining time.
- (3) Engage the services of St Johns Ambulance if there is a service available for the area. St Johns cannot transport patients.
- (4) Provide a qualified First Aid person or a trained First Responder, if available, and only call an Ambulance if considered necessary. There is no charge for this Ambulance Service whether it be for additional attention to the patient or for transport.
- (5) A Sub-Chamber could nominate at least two (2) interested persons to be trained as Senior First Aid Personnel who could service all the Shows within the Sub-Chamber at a moderate cost. This could need the services of Paramedics for any dedicated period as required for the event. The Ambulance Service could train these persons to the level suggested.

Senior First Aid persons are not trained to give pain killing injections. In the event that a Sub Chamber chose to train First Aid providers, there is also a cheap Defibrillator available which any member can use and is quite satisfactory for emergencies.

QCAS POLICY DOCUMENT**0002 ALCOHOL AND DRUG ABUSE POLICY**

The Queensland Chamber of Agricultural Societies Inc. considers that any Judge, Steward or Person who is affected by alcohol or drugs while performing a duty at an Agricultural Show or Show Committee organised function, is considered an unacceptable form of behaviour which will not be tolerated under any circumstances.

The Chamber considers that all persons assisting at a Show or function should be free of any intimidation or embarrassment caused by any person who is affected by alcohol or drugs.

The Executive of the Show Society or person in charge of the Event must ensure that any Judge, Steward or Person is not subject to any behaviour which is a personal embarrassment to the Members of the Show Society or renders the Show Society in disrepute.

Any reports of alcohol or drug abuse will be treated seriously and action will be taken immediately to remedy the problem.

Disciplinary action may be taken against any person who is in breach of these protocols.

Any Judge, Steward or Person affected by alcohol or drugs by their actions may be liable under the Workplace, Health and Safety Act.

Disciplinary action arising from any incident involving alcohol or drug abuse may involve a warning, dismissal or referral to authorities.



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