



BBQ Trailer Policy and Guidelines

INTRODUCTION

The BBQ Trailer Policy and Guidelines establish the position of the Break O'Day Council regarding the use of Council's BBQ Trailer by Community Groups in respect to the responsibilities of the Community Groups. Council is committed to ensuring that Community Groups possess the necessary skills, knowledge, experience, qualifications and attitudes to use the BBQ trailer. The trailer has been established for community groups for the purpose of community projects.

STATEMENT OF USE

The equipment is to be used only for the purpose for which it was designed and within the boundaries of the Break O'Day municipality.

All operating instructions from the Break O'Day Council and Community Services Officer are to be followed. All warnings associated with the use of the equipment are to be followed.

Council inspects the equipment on a regular basis. If the equipment is returned in an unsatisfactory condition or in the case that any pieces of equipment are missing through whatever cause, then this amount will be deducted from the retention bond. Council accepts that the utensils, esky's and gas bottles can wear and tear over time and replacement will be assessed by the Break O'Day Council Community Services Officer.

If the trailer is returned in a damaged or unsatisfactory condition then the amount needed to repair or replace the damage may be deducted from the retention bond.

If the amount of damage to the equipment or trailer exceeds the amount of the retention bond, then the Community Group must pay this difference within seven days, if requested to do so by Council.

If the trailer's damage is to the extent that it cannot be repaired, then the Community Group concerned will be held responsible for the full replacement value of the trailer and equipment. The current value of the trailer is \$13,000.

Council will not be held responsible for any loss, damage, injuries, claims, suits or death as a result of the Community Groups use of the trailer and equipment, whether through Council's negligence or otherwise.

Any defect with the trailer or equipment must be reported **as soon as practical** to Council.

The trailer and equipment must be returned in a clean and orderly manner or a cleaning fee will be deducted from the retention bond. Community Groups should take the hygiene of the utensils very serious as the spread of bacteria is very common.

It is the responsibility of the Community Group to ensure that the driver of the vehicle to which the trailer will become attached, is currently licensed and conforms to all road and safety regulations.

Any accident must be reported to Council as soon as practical and any third party details and other details must be provided to Council.

The trailer and utensils must be returned to Council by the date and time, nominated by the relevant Council Officer, otherwise a deduction from the retention bond may be made.

INSURANCE

The BBQ trailer is registered with Break O’Day Council and covered within the terms and conditions of the Council’s Motor Vehicle Insurance for loss or damage resulting from an insured peril/risk.

The policy does not cover Community Groups whilst driving their own vehicles and towing Council’s BBQ trailer. Therefore, Council strongly recommends that all Community Groups using private vehicles are covered by their own comprehensive insurance policy. Community Groups should note that the Council does not pay insurance costs for private vehicles. Council will not cover costs incurred by Community Groups driving uninsured vehicles.

Any accident must be reported to Council as soon as practical. If the Community Group is involved in an accident, whilst hiring the trailer and equipment, Council will recover all expenses incurred as a direct result of that accident.

The Community Group is responsible for any traffic infringement incurred in the operation of the trailer.

RETENTION BOND FOR USE OF TRAILER

The letting out of trailer (registration number Z40GV) is **\$48.50 per day**, of charge to Community Groups, **\$161.00 per day** for private usage, on an as per booking basis. Every application to book the trailer and equipment is subject to Council’s approval.

The booking of the trailer is subject to a retention bond for the amount of \$300 and is payable prior to the trailer and the utensil’s being released. The retention bond is refundable to the Community Group concerned, provided all utensils and the trailer is returned in good condition. Fair wear and tear accepted.

I have read and agree to the Policy and Guidelines

Signed: _____

Date: _____

COMMUNITY BBQ TRAILER BOOKING FORM

Group/Organisation: _____

Name (Supervisor of Group): _____

Drivers Licence No: _____

Postal Address: _____ P/Code: _____

Telephone: _____ Mobile: _____

Email: _____

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SITE DETAILS _____

Site Name: _____

Suburb: _____

Type of Event: _____

Date(s) Required: _____

Trailer Pick up date: _____

Trailer Drop off Date: _____

INVENTORY CHECK FOR BODC AND CLIENT

Once agreed the “BODC Check” is correct, please sign below. On return, please ensure that the internal and external surfaces of the trailer are clean and BBQ is free from cooking grime, including the fat dripping tray.

EQUIPMENT	BODC CHECK	NO. SUPPLIED Check before use	RETURNED/ COMMENTS	BODC CHECK
Trailer BBQ		1		
Jockey Wheel (adjustable)		1		
Safety Chain		1		
Spare Tyre		1		
9kg Gas Cylinders		2		
Regulator and Fitting		1		
50 litre Esky		1		
120 litre Esky		1		
BBQ Cleaner		1		
Portable Led Lights		2		
Cutlery Trays		2		
Power Chargers		2		
Can Max Butane Lighter Gas		1		
Gas lighter or Matches		1		
Stainless Steel drip tray		1		
1200mm floor mat (BBQ)		1		
Hand towel holders		2		
Plastic bucket		1		
ABE Powder Fire		1		
Trailer plug & Lead		1		
Drip Tray Clean (2 Parts)	Yes/No	Yes/No	Yes/No	Yes/No
Internal surfaces clean	Yes/No	Yes/No	Yes/No	Yes/No
External surfaces clean	Yes/No	Yes/No	Yes/No	Yes/No

Pick up

Signature of hirer: _____

Date: _____

Bond Refund is to be refunded: Yes / No

Date: _____

Receipt Number (Office use only):

Return this form to: Community Services Programs Officer Break O’ Day Council,

32-34 Georges Bay Esplanade, St Helens 7216

CONDITIONS OF USE

- 1. Assign one person the responsibility of the trailer, utensils and equipment. This person should ensure that the trailer is safely located and secured as it is heavy and can easily roll away.

- 2. I understand that I am required to obtain permission from all relevant landholders including Council, private, public parks and wildlife land, prior to carrying out any event.

- 3. I understand that I am responsible for the proper use and care of all the utensils' and equipment.

- 4. At the beginning of each community event please **check off** all the tools and equipment are accounted for prior to works commencing.

- 5. At the end of the day before everyone departs check off all the tools and equipment that have been used and then check off all tools have been returned to the trailer, and are clean and in good working condition.

- 6. Please make a comment in the comment column if anything is lost or damaged.

- 7. Return the BBQ trailer in a clean condition.

- 8. I understand there should be no herbicide stored in the BBQ trailer at any time.

I,, a volunteer of the Community Group

(Name)..... have read and understood the above conditions.

Signature: **Date:**