

# AGRICULTURAL SHOWS THE SECRETARY'S HANDBOOK



**AGRICULTURAL SOCIETIES COUNCIL OF NSW LTD**

**FOR THE USE OF  
AGRICULTURAL SOCIETIES IN NSW**

**[www.agshowsnsw.org.au](http://www.agshowsnsw.org.au)**

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## Affiliated Societies (Groups)

### Group 1 - FAR NORTH COAST

Alstonville, Bangalow, Bonalbo, Casino, Grafton, Kyogle, Lismore, Maclean, Mullumbimby, Murwillumbah, Nimbin, Woodenbong

### Group 2 - MID NORTH COAST

Bellingen, Camden Haven, Coffs Harbour, Comboyne, Gloucester, Kempsey, Macksville, Taree, Wallamba, Wauchope, Wingham

### Group 3 - HUNTER RIVER

Bulahdelah, Cessnock, Dungog, Gosford, Gresford, Maitland, Merriwa, Morisset, Muswellbrook, Newcastle, Singleton, Stroud, Wyong

### Group 4 – CUMBERLAND

Blacktown, Castle Hill, French's Forest, Hawkesbury, Luddenham, Menangle Park, Minto, Penrith, St Ives

### Group 5 - SOUTH COAST & TABLELANDS

Albion Park, Berry, Bowral, Bulli, Camden, Dapto, Kangaroo Valley, Kiama, Milton, Moss Vale, Nowra, Picton, Robertson

### Group 6 - FAR SOUTH COAST & TABLELANDS

Bega, Bemboka, Bombala, Candelo, Cobargo, Cooma, Dalgety, Delegate, Eurobodalla, Nimmitabel, Pambula

### Group 7 - SOUTHERN HIGHLANDS

Adelong, Batlow, Boorowa, Braidwood, Bungendore, Canberra, Crookwell, Goulburn, Gundagai, Gunning, Jerrawa, Queanbeyan, Tarago, Taralga, Tumbarumba, Tumut, Yass

### Group 8 – RIVERINA

Albury, Corowa, Culcairn, Ganmain, Henty, Holbrook, Illabo, Jingellic, Junee, Lockhart, The Rock, Wagga Wagga, Walbundrie

### Group 9 - SOUTH WESTERN

Ardlethan, Aria Park, Barellan, Barham, Barmedman, Berrigan, Bribbaree, Cootamundra, Deniliquin, Finley, Griffith, Hay, Hillston, Lake Cargelligo, Leeton, Narrandera, Temora, Ungarie, Wakool, Weethalle, Wentworth, West Wyalong

### Group 10 - CENTRAL WESTERN

Bedgerabong, Condobolin, Cowra, Eugowra, Forbes, Grenfell, Koorawatha, Morongla, Murrumbarrah, Narromine, Parkes, Peak Hill, Trundle, Tullamore, Woodstock, Young

### Group 11 – WESTERN

Bathurst, Blayney, Bourke, Canowindra, Carcoar, Cobar, Coonamble, Cudal, Cumnock, Dubbo, Gilgandra, Gulargambone, Manildra, Molong, Neville, Nyngan, Orange, Sofala, Tooraweenah, Trunkey Creek, Warren, Wellington, Yeoval

### Group 12 – CASTLEREAGH

Baradine, Binnaway, Coonabarabran, Dunedoo, Gulgong, Lithgow, Mendooran, Mudgee, Oberon, Rydal, Rylstone-Kandos

### Group 13 - CENTRAL NORTHERN

Armidale, Ashford, Barraba, Bundarra, Dorrigo, Glen Innes, Guyra, Inverell, Manilla, Quirindi, Tenterfield, Uralla, Walcha

### Group 14 - NORTHWEST

Bingara, Brewarrina, Gunnedah, Moree, Mungindi, Narrabri, Tamworth, Walgett, Warialda, Wee Waa

### Group 15 – NEXT GENERATION

Outside of a Group – Norfolk Island

## Who do you need on your Show Committee?

Agricultural Shows are run by virtue of the commitment of volunteers.

The size and complexity of the Show plays a large part in determining how many people are on a Show Committee. Nevertheless, the ASC recommends that each Show, as a minimum, elects a Show President, Show Treasurer and Show Secretary. Best practice would suggest that these roles should be held by different individuals and no one person takes on two roles. However, some shows may not be able to source enough volunteers. Therefore, in some cases, the Secretary may also be Treasurer.

Each Show has its own individual requirements so the following role descriptions are guidelines only.

### **PRESIDENT**

The President's role is to provide leadership and overall responsibility for the organisation and the Committee.

#### *The President would ideally be:*

- well informed on the Show's activities and be able to provide oversight
- able to develop good working relationships with internal and external stakeholders
- forward thinking and committed to meeting the overall goals of the Show
- have a good working knowledge of the duties of office bearers
- able to work collaboratively with Committee Members of all ages
- a good listener and attuned to the interests of Members and other interest groups
- a good role model and positive representative for the Show
- someone with good leadership skills
- knowledgeable in not for profit governance procedures

#### *Specific duties include but are not limited to:*

- chair Committee Meetings ensuring that they are run efficiently and effectively
- act as a signatory for the Show in all legal and financial matters
- regularly focus the Committee's attention on matters of Show governance that relate to its own structure, role and relationship to any paid employees
- periodically consult with Committee Members on their role, to see how they are going and help them to optimize their contribution
- work with the Committee to ensure:
  1. the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee Members when required
  2. goals and relevant strategic and business plans are developed in order to achieve the goals of the Show.
- serve as a spokesperson for the Show when required
- assist in the development of partnerships with sponsors and funding agencies, as well as organisations that are relevant to the goals of the Show.

## TREASURER

The role of the Treasurer is to be responsible for the financial supervision of the Show to allow the Committee to provide good governance. The Treasurer is responsible for reporting regularly on the Show's financial status to Committee and Members.

### The Treasurer would ideally:

- have good organisational skills
- have financial expertise
- have the ability to maintain accurate financial records
- have computer skills
- have good communication skills
- be honest and trustworthy
- have knowledge of not-for-profit governance

### Specific duties include but are not limited to:

- provide advice to the Committee in their management of the Show finances
- administer all financial affairs of the Show
- lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- monitor income and expenditure against the budget to ensure sound financial management
- ensure development and Committee review of financial policies and procedures
- support any required auditing processes
- receipt of all incoming monies
- bank all monies received
- pay all accounts
- maintain accurate records of all income and expenditure
- ensure that all receipts and payments concur with bank deposits and withdrawals
- regular financial reports – presented at each committee meeting
- arrange and despatch invoices for periodical payment
- issue yearly or ½ yearly membership fees
- keep accurate record of all membership payments
- be a signatory on the Show account
- provide Profit and Loss for each section of the Show
- help write a treasurers handbook/list of what each job entails to be able to hand to new members in this role.

## SECRETARY

### The Secretary would ideally be:

- organised with some office skills
- computer literate with knowledge of word processing, spreadsheets, email and website management
- a good communicator and able to delegate when necessary
- diplomatic
- able to manage confidential information

If a full paid position, the Secretary can be a Show Member but not a voting member.

### Specific duties include but are not limited to:

- maintain records of the Committee and ensure effective management of Show's records
- write Minutes of Committee Meetings, and distribute to members shortly after each meeting
- development of the agenda in consultation with other Committee Members and distribution prior to the meeting
- ensure that accurate and sufficient documentation exists to meet legal requirements
- enable and authorise people to help with the Committee's business
- ensure that the records of the Show are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee Members, Committee Meeting Minutes, financial reports, and other official records
- ensure that official records are maintained of Members of the Show and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- ensure that proper notification is given of Committee Meetings
- manage the general correspondence of the Committee except for such correspondence assigned to others
- help and lead the Committee in providing systematic communication from the Committee to Show Members and other relevant stakeholders
- may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation
- may also be the Public Officer.

## Show Secretary Checklist of ASC Requirements

- Notify the ASC immediately if there is a change of Secretary, President or Treasurer.

Executive Information Forms are available at:

[https://www.agshowsnsw.org.au/files/ASC%20Forms/2017 to 2018 Executive Information form.pdf](https://www.agshowsnsw.org.au/files/ASC%20Forms/2017%20to%202018%20Executive%20Information%20Form.pdf)

- Pay insurance premiums and advise ASC of any alterations or additional cover required (eg new events such as Wife Carrying Competition). For more information see ASC website <https://www.agshowsnsw.org.au/>

- During the week following the Show:

- a) Complete and return the **Statistical Information Form**

[https://www.agshowsnsw.org.au/files/ASC%20Forms/2017 Statistical Information form FILLABLE 2.pdf](https://www.agshowsnsw.org.au/files/ASC%20Forms/2017%20Statistical%20Information%20Form%20FILLABLE%202.pdf)

- b) Advise ASC immediately of any incidents that may lead to an insurance claim. **Incident Report Forms** are available at:

[https://www.agshowsnsw.org.au/files/Accident or Hazard Reporting Form - MASTER\(2\).pdf](https://www.agshowsnsw.org.au/files/Accident%20or%20Hazard%20Reporting%20Form%20MASTER(2).pdf)

- c) Return all **Open Horse Results** - on the appropriate form.

<https://www.agshowsnsw.org.au/downloads/horse-forms>

- d) Complete the **NLIS** spreadsheet for all cattle, sheep and goats exhibited at your Show and return it to the ASC within two (2) days of the Show or scan all cattle devices and upload this information on the NLIS database.

<https://www.agshowsnsw.org.au/downloads/animal-health-bio-security>

- Keep on file:

- a) The Secretary's Handbook (keep updated)

- b) All ASC Newsletters and Hot Topics, making sure relevant subjects are communicated to Members.

<https://www.agshowsnsw.org.au/members/asc-newsletters-updates>

- If your Society is incorporated, request your Certificate of Currency from the ASC when your insurance is paid, and in time to send in your Annual Return (A12-T1 or T2) to the Department of Fair Trading.



## ASC Forms and Documents—What to do with them?

Invoices	Please pay to ASC.
Executive Information	Complete and return to ASC immediately after AGM or when a change of positions occurs.
Membership	Pay amount shown and keep invoice for your records. For ASC and Group memberships.
Insurance	Keep for your records – pay accompanying invoice to the ASC.
Insurance Declaration	Complete and return to ASC by due date.
Insurance Updates	Sent every 6-12 months. Read and file for future reference.
Trade Space Receipt	Photocopy and give one to each Trade Space holder when they make payment.
Showgirl Zone Final Application	Complete and return to ASC before the May/June ASC meeting if your Show Society would like to host the Zone Final.
Showgirl Forms A, B, C & a photo	Complete and return to the ASC Showgirl Coordinator following your Showgirl Competition. Form B and a photo of your Showgirl also needs to be sent to your Showgirl Zone Final Coordinator.
Statistical Information	Complete and return to ASC as soon as possible after your Show.
Horse Results	Return to ASC as soon as possible after your show. All open Horse events. These are forwarded onto the RAS.
NLIS	Complete and return to ASC within two (2) days after completion of Show.
Newsletters & Insurance Updates	Read and file for future reference.
Waivers	<p>Should be completed by anyone at your Show who is competing in horse events, responsible for handling animals or competing in physical activities such as rodeo, wife carrying, demolition derby, wood chop, young farmers' challenge, chainsaw racing, hay stacking etc.</p> <p>There is a single waiver that covers all these activities. You can either use the individual version of this waiver or a bulk entrant version is also available.</p> <p><a href="https://www.agshowsnsw.org.au/downloads/waivers">https://www.agshowsnsw.org.au/downloads/waivers</a></p>

Please refer to the ASC website [www.agshowsnsw.org.au](http://www.agshowsnsw.org.au) for sample forms.

## ASC Products

### **SHOWGIRL ZONE FINAL RIBBONS AND CERTIFICATES OF PARTICIPATION FOR SHOWGIRL ZONE FINALISTS**

Will be sent to Zone Hosts by ASC Showgirl Coordinator.

### **AWARD CARDS**

Stocks of award cards are held at the ASC office. Award cards are available for First (Blue), Second (Red), Third (Green), Champion (Orange), and blank (Purple).

Large cards (16 cm x 12 cm) are available at \$15.00 per hundred, and small cards (12 cm x 9 cm) are \$15.00 per hundred. These prices are exclusive of GST and postage.

### **WRISTBANDS**

Available from the ASC office for a cost of \$132 per box of 1,000 plus GST and postage. There are two types of wristbands available.

- 1) Have the ASC logo printed on them. Available in gold, silver or cranberry.
- 2) Have the ASC logo + signed waiver to compete printed on them. Assorted neon colours available (purple, blue, yellow, orange, green, pink).

For an order form go to <https://www.agshowsnsw.org.au/downloads/asc-forms2>

### **LIFE MEMBERSHIP BADGES**

Life membership badges are available in silver or gold plated metal for \$12.00. There is an additional cost for engraving. This price is exclusive of GST and postage.

Honorary Bars are available in gold with blue enamel for \$6.00.

Patrons Badges are \$8.00.

For an order form go to <https://www.agshowsnsw.org.au/downloads/asc-forms2>

### **PLAQUES**

Plaques for long serving members (50 years or more) or Secretary's serving 10, 15 or 25 years, can also be obtained from the ASC.

### **ASC COOKBOOKS**

The ASC has released 4 cookbooks which can be purchased at cost price: The Country Show Cookbook—Award Winning Recipes from Country Shows; Homecooking; My Grandmother's Favourite Recipes— From the Country Shows and The Best of Country Show Cookbook. Contact the ASC Office.

## ASC Services

### **AGRICULTURAL SHOWS JOURNAL**

The official Journal of the Agricultural Societies Council of NSW is printed and distributed before Easter each year.

The Journal covers the activities undertaken by the Council on behalf of all Societies, financial statements, details of the livestock judging competitions, the Land Sydney Royal Showgirl Competition, and informative articles on other aspects of the show world.

News items and photos from Societies are welcomed and encouraged for inclusion in the Journal. Of special value are details of Centenary Shows, both for the information of readers and to ensure that a historical record is kept in published form. If your Show would like to submit an article, please contact the ASC office.

### **SHOWTIMES NEWSLETTER**

This is published four times a year, following ASC Board meetings. It contains a report of the meeting as well as important information from other sources.

**It is important that these newsletters are kept on file**, as it is often necessary to refer back to them.

### **SHOW DATE LIST BOOK**

The Show Date List Book is printed twice a year (July & Dec) and copies are sent to each show society President and two to each Secretary. The second one is to be passed on to the Treasurer. If change of show dates is required then this request must go to a group meeting. See "Policy on shows changing dates" <https://www.agshowsnsw.org.au/members/policy-documents>

The secretarial information and show dates are taken from details you send us, so it is in your own interests to make sure they are accurate and up to date. Group Secretaries should send dates to the ASC when they are confirmed each year.

### **WEBSITE**

All NSW Show Societies have been allocated a page on the ASC website which they can use as their own. Shows are encouraged to load photos, programs and stories onto their website. The ASC website is [www.agshowsnsw.org.au](http://www.agshowsnsw.org.au). If you are not sure how to access your page please contact either Katie Stanley [katie.stanley@ascfnsw.org.au](mailto:katie.stanley@ascfnsw.org.au) or Nicky Seeto at the Office on 02 9879 6777.

### **POLICIES**

*Currently the following recommended Policy and Guideline Documents are available on the website <https://www.agshowsnsw.org.au/members/policy-documents>*

1. Sample Show Constitution adapted for Show Societies
2. How to make changes to your Show Society Constitution
3. Sample Show Constitution adapted for Groups
4. Constitutional requirements for Australian Charities and Not for Profit
5. Policy on Shows changing dates
6. Show Society Committee Members' Code of Conduct

## Show Time Guide-Secretary's to complete or ensure these tasks have been completed

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### **AGRICULTURAL SHOWS JOURNAL**

#### **10<sup>th</sup> MONTH PRIOR TO SHOW**

Contact all advertisers in previous schedule to confirm advertising for the next show schedule.

Contact previous sponsors to confirm sponsorship support for the next show.

Approach alternative businesses for additional sponsorship. All this information has to be generated prior to the schedule going to print.

Organise sub-committee meetings to revise schedule and suggest judges and additional stewards.

AGM sets charges for admission, subscriptions, trade space, horse stalls etc.

#### **8-7<sup>th</sup> MONTH PRIOR TO SHOW**

Judges for all sections must be nominated.

Judges for the cattle and sheep section are usually nominated by breed societies or head stewards. All Judges nominated must be written to. Judges in the local area can be invited to officiate.

It is courteous to ask their availability, travel and accommodation requirements. If the following monthly meeting approves their charges, they are officially confirmed to judge and sent an invitation and form to fill in and sign.

Arrange ring entertainment, special attractions, fireworks etc.

Arrange ring program.

#### **6-5<sup>th</sup> MONTH PRIOR TO SHOW**

Invite announcer, cattle inspectors and stewards.

Send early advice letters to Council and Police.

Obtain a quotation for printing of schedule and tickets. Investigate using a ticketing system.

Draft schedules to Chief Stewards/Committee for checking. Work out how many schedules and tickets are required based on last year's figures.

#### **4<sup>th</sup> MONTH PRIOR TO SHOW**

Finalise schedule and ring schedule and take to printer. Tickets (Gate, Membership, Complimentary etc) and entry forms printed, along with any other printing requirements such as 'With Compliments' slips, posters and fliers. Request a proof copy of the schedule to check.

Launch Showgirl Competition (if applicable). Approach regular sponsors early to be recognized in the schedule for prizes, invite judges and arrange a suitable venue.

Place ribbon order with ribbon supplier (contact details in ASC Date List booklet). Check and order stationery and prize cards. Prize cards are also available from the ASC.

Order wristbands. Can be purchased through the ASC office.

Check ribbons against order when they arrive and sort into sections.

Organise a Stewards workshop day. This is an ideal opportunity for all Stewards to meet each other and gain insights into how to be a Steward for any section.

### **3<sup>RD</sup> MONTH PRIOR TO SHOW**

Distribute schedules and entry forms to local outlets for example libraries, pet shops/produce stores, and mail to all previous year's exhibitors. Also mail to sponsors and donors.

Confirm judges. Send schedule, lapel badge and tickets, along with details of accommodation. Confirm booking with motel/s.

Send schedule and tickets to announcer and arrange accommodation.

Place schedule on show website, all sections. Place horse schedule on Emma's website.

<http://www.emmaswebsite.com.au/esh/>

Arrange amplification for the Show.

Cleaners are asked to tender.

Notify local motels of approximate number of rooms required for Judges' accommodation. Book motel rooms as letters come back from judges or book a block number early.

Get the local press involved in the Showgirl competition to generate interest. Use social media if able.

Official opening should be finalized, and official guests invited.

Apply for liquor license through the local licensing sergeant (often the Police Station) no later than six (6) weeks prior to the Show. Send a copy of the license application to the council. Do on line.

### **2<sup>ND</sup> MONTH PRIOR TO SHOW**

Purchase trophies. Perpetual trophies are polished and engraved if necessary.

Print/type up prize cards.

Arrange working bees to prepare the grounds. Can also be done before now.

Additional staff need to be engaged if required. Arrange for gate keepers, parking attendants, security, bar staff, marshals.

Forward exhibitor tickets, passes and maps etc. Post schedules and tickets to members, ASC representatives and other Show Societies in your group.

Close entries if applicable.

Send complimentary tickets to local press, radio and television.

Type ring result sheets and ring prize money sheets. Ring prize money sheets to be initialed by stewards and used as a record for auditors.

Prepare ring payout sheet using schedule as a guide and prepare envelopes for prizemoney.

Compile gate roster sheets or volunteer organization does this.

Organise qualified first aid attendant eg. St Johns Ambulance, Volunteer Rescue Association (VRA) or State Emergency Services (SES).

Send invites for official opening to VIPs and life members, patrons etc.

### **1 MONTH PRIOR TO SHOW**

Organise for advertising to begin on local radio, TV (needs to be booked in 3 months ahead) and in local newspapers. Display posters in prominent places around town. Advertise on your Show's Facebook page if applicable.

Finalise Grand Parade, Showgirl parade and arrange memento gifts for girls and judges.

Print ring program.

Order liquor.

Keep a list of stable bookings. Have a stable booking book.

Organise the steward of each section to help prepare all section boxes. A section box would consist of schedules, exhibit books, judges book, lapel tags for stewards, pencils and biros, prize cards (a few blanks), string, scissors, sticky tape, pins and clips etc.

There is information under the members section on the website on how to manage risk at your Show.

Complete OH&S inductions for all volunteers for each section.

Prepare folders with judging sheets for each section. Write up entries in section books as they are received.

Photocopy Trade Space receipt form, Horse entry forms, jumping sheets and Horse result sheets received from the ASC.

Order sand or sawdust for livestock stalls.

Organise office assistance particularly for the time when entries close. During the show someone needs to be available for relief at all times. Someone must be responsible for providing refreshments to the Judges.

Check and replenish stationery supplies. Purchase good quantities of coffee, sugar, teabags, biscuits and cold drinks.

Check the Treasurer has organised change, ticket supplies and gate floats.

Organise Rain Protection. Please note that Rain Insurance is not automatically updated each year. You must take out Rain Insurance each year if you wish.  
<https://www.agshowsnsw.org.au/members/insurance-documents>

Members must give no less than fourteen (14) days notice prior to their show to request cover or rain protection contribution will not be accepted. Cancellation cannot occur within fourteen (14) days of the show.

Organise Life Member badges to be presented at the Show. ASC staff can organize them for you.

### **WEEK OF SHOW**

Assistance will be required on conclusion of the Show for pavilion payout.

Draw petty cash.

As donations and sponsorships are received, make up a list for use by announcer, giving the sponsors name and special use of the donation if any.

Meet sideshow representative.

Trade space - NO payment prior to show then NO set up, as well as insurance payment from Trade Space holders who are not insured for \$20 million public liability. If covered get current copy of insurance.

Display liquor licence in bar area plus any other signs sent to you.

Display plan of allocated horse stalls, put names on stable doors/gates.

Prepare gate keeper's instructions.

The ASC recommends displaying the Entrance Banners (sent to each Show) at each gate. They are designed to alert anyone entering the show of the Conditions of Entry. This is not just favoured by the Insurance company, it alerts the public to the expectations the Show Society has of them while they are on the Showground.

Receive entries for such classes as art, photography, craft etc.

### **SHOW DAY**

Handle all enquiries and problems.

President receives official guests.

Liaise with stewards as needed.

Record results. This recording can then be provided to the local newspaper.

Receipt all monies received during Show for entry fees etc.

Pay prize money during Show if possible. Pay judges travelling expenses.

Collection of moneys and the balancing of receipts to be done before leaving each night. Can use bank night deposit, but get security to go with you.

**POST SHOW**

Necessary to open the office for a couple of days to a week after the Show to allow exhibitors to collect entries and any prizes. It's a good idea to advertise these times. Progressively clean up.

Perishable exhibits not collected by a certain date (in schedule) go in the bin.

Return mail or freight as per instructions by exhibitor.

Do a ribbon count and store unused ribbons.

Check place cards and wristbands remaining.

Pay Show accounts. Before the end of the financial year, bank unclaimed prize money. Send accounts for any outstanding.

Send thank you letters to all Judges, Stewards and volunteers who helped in various ways with the Show.

Send to the ASC Office either via email, fax or post:

- 1) The Statistical Information form
- 2) The Horse Results. Points accrued at local Shows are a determining factor in riders and horses competing at Sydney Royal. These points accrued for horse or rider cut off at the end of November. It is therefore important that Shows send their results as soon as possible after their Show.
- 3) NLIS movements for cattle, sheep and goats to and from the show. The DPI requires these 2 days after the show.

After the Show hold a meeting for the Stewards to discuss the Show and all the sections and to schedule any necessary changes while fresh in everyone's mind. Stewards keep a copy of changes and give a copy to Secretaries.

Trade space expression of interest forms can be given out, if they weren't during the Show, for the next year's Show.

Sub-committees to submit changes for schedule and requests for funding to finance committee. Start on schedule changes while fresh in the minds of the Stewards.



## First Aid

The provision of adequate first aid facilities is a requirement at Agricultural Shows. Many Shows choose St John Ambulance to provide them with first aid services.

### St John Ambulance

Phone: 1300 360 455

## MANUAL TO THE PROVISION OF FIRST AID

The number of First Aid personnel and posts will vary with the type of event. As a Manual St John Ambulance Australia have suggested the following formulation.

Patrons	First Aid Personnel	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

Occasionally, some Shows have difficulty in securing St John's participation. In those instances, you can also try:

### Paramedical Services

Email: [admin@paramedical.com.au](mailto:admin@paramedical.com.au)

Phone: 02 9608 0222

### Acute Health

Email: [info@acutehealth.com.au](mailto:info@acutehealth.com.au)

Phone: 3100 222 883

### Event Medical Services

Web enquiry: <http://emsevents.webs.com/>

### Pink First Aid

Email: [pink@pinkfirstaid.com](mailto:pink@pinkfirstaid.com)

Phone: 0418 223 392

### Complete Response Solutions

Phone: 1300 277 247

When hiring first aid providers, please confirm that all first aid officers in attendance are fully trained and certified.

## Risk Management

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Risk management and compliance with the rules and obligations of our insurers is an increasingly important area for Shows to address.

The following information is available for download on the ASC website:

- Checklists

Checklists are available on the website <https://www.agshowsnsw.org.au/members/insurance-documents> to help with identifying and managing risk at your show.

- Risk Assessments

Risk assessment tools are available on the website in the members section.

## Service of Liquor

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<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/factsheets-checklists-guidelines.aspx#Liquorlicencefactsheets>

The above link will assist you in applying for a liquor licence, understanding what signs you require for your venue and complying with the liquor laws in NSW.

All persons who serve liquor must have completed an approved responsible service of alcohol (RSA) course. This requirement applies to those serving liquor in a voluntary capacity as well as any security officers undertaking crowd control duties. Details of approved RSA courses are available from the Office of Liquor, Gaming and Racing at [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

## Competition Guidelines

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If you are holding a rodeo, campdraft, wood chop, demolition derby, hay stacking, young farmers challenge, chainsaw, tractor pull, trail-ride, wife carrying, horse events, stockman's challenge, lawn mower racing or any high risk event, and you want insurance under the ASC program, your insurer expects that you are using either pre-approved ASC rules and regulations OR the rules and regulations of the peak body association for that activity.

Shows should notify the insurer either on their Insurance Declaration or via [alyson@ascofnsw.org.au](mailto:alyson@ascofnsw.org.au) if they are holding any high risk event and state the rules and regulations they are following. You can make modifications to those rules and regulations but they need to be reviewed and approved by your insurer to make sure your insurance will protect you against any claims.

For more information, please contact Alyson at the Office.

*Competition Rules and Regulations for:*

- **Campdraft** – please follow the rules and regulations of a peak body association for this activity and advise your insurer.
- **Rodeo** – please follow the rules and regulations of either ABCRA, APRA, NRA or an officially recognised rodeo peak body association.
- **Demolition Derby**
- **Vintage Tractor Pull**
- **Young Farmer Challenge**
- **Lawn Mower Racing**
- **Hay Stacking** and
- **Wife Carrying** can be found at <https://www.agshowsnsw.org.au/members/competition-guidelines>

## Insurance Summary for Agricultural Show Societies

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### Industrial Special Risks

This policy provides cover for losses that occur from fire and other related perils like storm and it also covers for additional events that result in a physical loss or damage to real and personal property e.g. theft, breakage of glass, accidental damage, money etc. Examples of an event that can be claimed is a fire in a pavilion or a wild storm or hail storm that damages a roof or causes water damage to ceilings etc. Another example is a third party running into the Show fencing with their vehicle causing damage to the fence and the gate.

### Public Liability

This policy covers the legal liability to pay compensation in respect of personal injury or property damage caused by an occurrence in connection with the Show. For example there is a large hole in the ground and a patron breaks their ankle on it and then sues the Show Society for damages etc. Another example is a marquee that is not erected properly and hits a patron/exhibitor vehicle causing damage and then requests the Show pay for the repairs.

### Association Liability

Provides cover for those who hold positions on committees which are incorporated under the Association Incorporation Act against negligent acts, or errors or omissions. The type of claim made may include defamation, discrimination and unfair dismissal of an employee or volunteer, breach of contract, wrongful dismissal of a Society member etc.

### Voluntary Workers

This policy covers Accidental Death and/or weekly benefits for any person who is engaged in voluntary work authorised and under the control of the Show Society. Volunteers who currently are employed in a regular occupation can obtain a weekly benefit of \$500 while they are injured and cannot work. Volunteers who are retired or not currently earning an income are entitled to a weekly benefit to assist with any out of pocket expenses associated with being injured e.g. petrol costs, getting to doctor appointments, home help etc. This cover only applies from 12 year olds to under 80 year olds. Cover for 81 years and over still receive the weekly benefit but the Accidental Death benefit reduces from \$100,000 down to \$10,000.

### **Goods in Transit**

This policy covers any property excluding computers and office equipment that is the responsibility of the Show Society whilst being transported to and/or from the Show Society grounds. This cover includes livestock that may be attending an event like a Campdraft and are being transported by the Show. Also some Shows have moveable fencing that they hire or lend to other shows and can be damaged if the vehicle towing the equipment has an accident which damages the fencing.

### **Hall Hire Liability**

This cover can be provided on a needs basis if you have someone who wants to hire your grounds for a private event e.g. wedding, family reunion, 21<sup>st</sup> birthday etc. The cover is not for companies or businesses that are using the grounds to make money as they must have their own insurance. When arranging a booking for a third party the question needs to be asked if they have their own liability insurance as some household policies can be extended to cover a family function depending on the event. The booking fee must include the insurance cost and not be charged separately as this would imply that the Show Society is licenced to sell insurance which they are not. If the third party indicates that they do have insurance then they need to provide details and you can offer a discount on the booking fee excluding the insurance cost. The cover is arranged prior to the event and we require details of the third party, date and type of event and expected number of guests.

## **Biosecurity**

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### **Handbook**

The Biosecurity Handbook can be downloaded from [https://agshowsnsw.org.au/files/Biosecurity/15\\_May\\_2017\\_UPDATED\\_AGRICULTURAL\\_SOCIETIES\\_COUNCIL\\_BIOSECURITY\\_HANDBOOK.pdf](https://agshowsnsw.org.au/files/Biosecurity/15_May_2017_UPDATED_AGRICULTURAL_SOCIETIES_COUNCIL_BIOSECURITY_HANDBOOK.pdf).

### **Hendra Virus**

There are no exclusions or conditions in the ASC insurance policy for the outbreak of Hendra virus so your Liability policy responds. Your insurer does not require horses to be vaccinated at this stage so vaccination is at the show's discretion. Competition entry forms should have a disclaimer for the horse owner to sign that states that the horse is healthy to the best of his/her knowledge and that the animal does not need to be vaccinated against the virus. However, if a government authority releases an official warning this advice would change.

### **National Livestock Identification System (NLIS) at shows**

All cattle, sheep and goats exhibited at shows must be recorded in the NLIS database. This ensures that exhibitors and shows comply with the Biosecurity (NLIS) Regulation 2017 and that animals which have been to a show or sporting event are traceable.

Shows are a biosecurity risk because animals from different properties come together and then disperse again.

You must comply with the NLIS by:

- scanning all cattle devices and uploading this information using the 'Sighted livestock', or the 'Livestock moved onto my property' and 'Livestock moved off my property' functions available on a 'Sporting event' NLIS account, and uploading all movements of sheep and goats to the show as mobs using the 'Mob-based movement onto PIC' and 'Mob-based movement off PIC' functions, or
- completing a spreadsheet of all exhibited livestock and send it to the ASC within two days of the show. The DPI will assist you in learning how to upload this data to the NLIS as movements of *mobs* of cattle, sheep and goats to and from the show.

From January 2018 shows will be expected to do their own NLIS uploads.

Remember, all cattle, sheep and goats have to be identified with an NLIS tag (except for dairy goats) and must be accompanied by a National Vendor Declaration (NVD) or a Transported Stock Statement (TSS) for the movement to the show and back 'home', to an abattoir or other property.

## GST Overview

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Goods and services tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.

### How GST works

Generally, businesses registered for GST will include GST in the price of sales to their customers, and claim credits for the GST included in the price of their business purchases.

### Registering for GST

You must register for GST if you run a business or other 'enterprise' and your GST turnover is \$150,000 or more for non-profit organisations.

### When to charge GST (and when not to)

If you are registered, the goods and services you sell in Australia are generally taxable under GST unless they are GST-free or input-taxed. If they are taxable, you include GST in the price.

GST-free sales include most basic foods, some education courses and some medical, health and care products and services.

### Claiming GST credits when you buy something

You can generally claim a credit for any GST included in the price you pay for things for your business. You may need a tax invoice from your supplier to claim the GST credit.

Tax invoices are not required if the GST-exclusive value of the sale is \$75 or less. However, you should have some documentary evidence to support all GST credit claims.

### Accounting for GST in your business

As a GST-registered business, you need to issue tax invoices to your customers, collect GST and send it to the ATO as your business activity statement (BAS).

There are a few ways you can make this easier to manage:

- use business accounting software to produce tax invoices and automatically generate reports of your GST liabilities and credits
- at BAS time put the GST you collect in a separate bank account take advantage of the 'cash accounting' option to better align your GST liabilities with your business cash flow.

**Lodging your BAS**

You report and pay GST amounts to the ATO, and claim GST credits, by lodging a business activity statement (BAS) or an annual GST return. You may be eligible to report annual where your projected GST turnover (income) is below \$150,000 for a not for profit organisation.

You can lodge and pay your BAS electronically, by mail or in person, but you need to do it on time to avoid interest and penalties.

You cannot claim a GST credit in an activity statement unless you have a tax invoice. If you obtain a tax invoice later, you can claim the GST credit in the activity statement for the tax period in which you obtain the tax invoice.

**SHOW SOCIETIES ARE OBLIGATED TO APPLY GST AS FOLLOWS:**

	<b><u>GST</u></b>	<b><u>NON GST</u></b>
	<b>Registered Shows</b>	<b>Registered Shows</b>
<b><u>RECEIPTS</u></b>		
Admission—Gate entry	Yes	No
Catering—prepared food and drink	Yes	No
Donations—not for a specific purpose	No	No
Entry Fees—competition	Yes	No
Grants	No	No
Ground Space Rents	Yes	No
Membership Fees	Yes	No
<b><u>PAYMENTS</u></b>		
Affiliation fees	Yes	Yes
Attractions—eg. Fireworks	Yes	Yes
Catering contracts	Yes	Yes
Judges Fees withholding tax rules apply	No	No
Insurances	Yes	Yes
Wages & Salaries Normal tax rates apply	No	No
Prize money	No	No

## Stamp Duty Exemption Reminder

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Stamp duty is 9% and is payable by registered insurers on general insurance.

### **Are you eligible to be stamp duty exempt?**

If your Show is a registered Not-For-Profit organisation, you can apply to the Office of State Revenue for an Exemption from Stamp Duty. You will need to provide a copy of your Constitution or Memorandum and Articles of Association. Where you use the Model Constitution, you will need to attach a copy of your Objects.

If you need an application form, please contact the Office of State Revenue or click on the link below.

[http://www.osr.nsw.gov.au/sites/default/files/file\\_manager/oda006.pdf](http://www.osr.nsw.gov.au/sites/default/files/file_manager/oda006.pdf)

When you receive your Stamp duty Exemption document, please forward a copy to the ASC office for your insurer's records.

### **Renewing Your Stamp Duty Exemption**

Stamp Duty Exemptions expire every three years but can be easily renewed online.

If you have an Exemption Certificate or Renewal from the Office of State Revenue and have not forwarded a copy to the ASC office, please fax, email or post it to us.

# Financial Reporting for Incorporated Associations

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*ASC members must be incorporated*

An association **must** keep the following records:

- a register of committee members;
- a record of any committee member conflicts of interest;
- a record of the association's financial transactions and position;
- all minutes of the proceedings of committee and general meetings.

An association **should** keep the following records:

- a register of members;
- a register of authorised signatories.

## **Form A12 - Annual summary of financial affairs (Department of Fair Trading)**

Associations are required to hold an annual general meeting (AGM) within 6 months after the end of its financial year. The public officer is required to lodge an annual summary of financial affairs within one month after the AGM, and not later than 7 months after the end of the financial year of the association, whichever is earlier, unless an extension for holding an AGM or to lodge an annual summary is allowed by the Director-General.

## **Financial reporting - Audit**

The *Associations Incorporation Act 2009* divides associations into two tiers for reporting purposes.

*Larger, or Tier 1* associations, whose gross receipts exceed \$250,000 or current assets exceed \$500,000 are required to submit **audited** financial statements each year to the members at the AGM.

*Smaller, or Tier 2* associations are required to submit a summary of their financial affairs to the AGM.

Refer to sections 42 to 49 of the Act, if needed.



## The Land Sydney Royal Showgirl Competition

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The Land Sydney Royal Showgirl Competition – Conditions and Guidelines, entry forms and Zone final dates and locations are on the ASC website.

<https://www.agshowsnsw.org.au/competitions/showgirl-and-rural-achiever>

## ASC Judging Competitions

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The Agricultural Societies Council of NSW conducts various Group Final judging competitions throughout the State. Currently these include Beef and Dairy Cattle, Merino and Meat Breed Sheep, Merino Fleece and Grain, Fruit and Vegetable, Beef Paraders, Woolen Article Garment Competition and Rich Fruit Cake Competitions.

ALL JUDGING COMPETITIONS - RULES AND REGULATIONS and group final dates and locations are on the ASC website.

<https://www.agshowsnsw.org.au/competitions/group-finals>

### ***IMPORTANT: Please note a change of regulation for all Group Finals:***

Once a competitor has qualified to represent a Group at Sydney Royal Show in any one of the Judging or Parading Competition State Finals, he/she may not enter another Group Final as a potential qualifier in that type of competition **WITHIN THAT COMPETITION YEAR**. He/She can, however, enter any one or more Group Finals anywhere in the state, for practice (and score), in the same type of competition as one in which he/she has previously qualified as long as he/she discloses this to the Group Final organizers at the time of entry and indicates that he/she is not eligible for a placing in that event. (“qualified” means First in Merino Sheep, First or Second in Meat Breeds Sheep, Merino Fleece and Beef Cattle, and First, Second or Third in Dairy Cattle, Fruit and Vegetables and Grain. The Stud Merino Breeders Association competitions in Merino Sheep Judging at Armidale, Canberra and Dubbo are classed as Group Finals. Beef Paraders as per scaling system.)

If you need a copy of the Judging Competition scoring sheet using excel (to replace the physical Hormel slide), email [katie.stanley@ascofnsw.org.au](mailto:katie.stanley@ascofnsw.org.au) and it can be emailed to you.

## Showmen's Guild of Australasia

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Guild shows are those where the ground space in the defined amusement area is allocated on a priority basis to financial members of the Showmen's Guild of Australasia.

The Guild guarantees the rental of all stalls, riding devices and sideshows, and also the behaviour of all members.

The Guild delegates will allocate positions in the amusement area, and if requested, will collect all rentals and charges and pay same to the show society prior to the completion of the show.

Guild members receive priority on all Guild showgrounds. This does not mean that non-members are precluded from operating; if space is available non-members are allotted sites after the needs of the members have been satisfied.

Guild members will not sell foodstuffs other than those which are recognised as the traditional showmen's lines.

You need to sight a copy of the Certificate of Currency and Engineers Report, cross check serial numbers.

Show Guild members get free entry to your show (see a sample pass below).



Any issues or concerns that arise as a result of Showmen's attendees, we encourage you to contact the Guild Delegates onsite. If the problems are not resolved and are serious then please contact the ASC Showmen's Guild Liaison Officer Mr Sam Stephens on 0438 435 629 or [gottarock@bigpond.com](mailto:gottarock@bigpond.com)

In the case of complaints received about the conduct of showmen, the Guild reserves the right to discipline its own members.

The current President of the Showmen's Guild is Luke Hennessy who can be contacted on 0404 739 413.