



Bi-Monthly communication



ISSUE 4

1ST DECEMBER 2012

IDPwD (International Day for People with a Disability)

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International Day of People with Disability (IDPwD) is a United Nations sanctioned day that aims to promote an understanding of people with a disability and encourage support for their dignity, rights and well-being.

Why not share how your centre celebrated IDPwD 2012 by putting a piece in the next edition of Bits and Pieces



Celebrating 20 years of International Day of People with Disability

IVD (International Volunteers Day)

How did you centre celebrate IVD? Did you have a lunch? Did you give out certificates? Share your stories/photos with us all by sending them in for addition to the next edition of Bits and Pieces.



National Volunteers Week 2013



GETTING IN EARLY

Start planning your celebrations now. National Volunteers Week 2013 is 13th to 19th of May. That's 5 months away but it will creep up on us quickly.

More information and resources will be provided in February edition of the Bi-Monthly Communication.

Board Talk

Donations –Total donations received \$9500, \$5000 of this was for Hannah Dodd and the donation was forwarded on to Hannah.

Financial assistance from RDA(NSW) to the amount of \$2,000 was given to Sui Watts to support Sui's attendance at the Hope Cup in Taiwan.

Budget update – Future budgets will incorporate CPI increase in expenses. Discussion held by Directors who have determined the need to employ a Project Manager to justify a grant for projects for RDANSW.

Reminder to pay **Centre Affiliation** fee was added to “annual reminder” to centres. This affiliation fee needs to be paid before the RDA(NSW) AGM to ensure Centres are eligible to vote.

Rider registration fees 2013. Rider Registration fees to increase in alignment with the city of Sydney CPI, and rounded to the nearest dollar. Rider registrations will increase by 1.3%. Fees for 2013 will be \$75.50 per Rider. Associate Membership will be \$79.50.

Finance committee:– There were no nominations put forward by the Council or from members. Mima Ware and John Trisley will be invited to be Included as part of the Finance committee

RDAA National Championships –3 riders and 2 horses from Manning Great Lakes Centre attended the RDAA National Championships at Werribee, held over 3 days. They achieved great success, 1 rider was announced National Walk Champion. A proposal for a similar competition is being developed to be held in NSW, and also investigation to apply for a grant (participation Grant) for this event.

Promotion/Marketing/Fundraising/grants. We are combining these portfolios and renaming to Promotions/ Marketing and Fundraising. Terms of reference Guidelines will be drafted and circulated.---- A new poster will be prepared for 2013 Awareness week.

Great News---Donation of 2 Mechanical Horses - Jen McPherson, Producer's Assistant at Southern Star Entertainment, has donated two mechanical horses for use at our RDA Centres. They were used when filming “Wild Boys” in the studio when shooting walking close up shots for the film. As they are no longer required by the studio, Jen wanted to give them to RDANSW where they could be of benefit to our riders. Despite the name they're not actually 'mechanical' as they have no motor – they're more like 'rocking horses'. A Big thank you to Ryde RDA who has offered to store them at their centre for the time being. It is anticipated that the horses will be lent to centres who would like to use them for a while.... Similar to what we do with the RDANSW carriages. The horses will be assessed and approved by CASP prior to them being used.

The Bi Monthly communication is to include what was previously “Board talk”. It is not the intention for the Bi-Monthly Communication to replace “Bits' n' Pieces”. The Bi-Monthly Communication is proving to be a great tool for communication and has been embraced by some centres already. The Bi monthly communication will be placed on the website and the Office Coordinator will send a link to all the centres. Centres will be asked by their Regional Reps for feedback on the Bi Monthly Communication. Centres will also be reminded they can ask for certain topics to be covered.

RAM - NSW 28 to be renamed and moved to CEN section of RAM

RDANSW is to develop the relationship with Equestrian Australia (EA). This will allow our riders to compete in National Competitions. Outside RDANSW (Australia only) RDANSW Riders are covered by RDANSW insurance. These events need to be minuted by the centres and the endorsed policy needs to come through the State Office.

Board Talk (continued)

Lesson Reports –There have been queries about the need for written lesson reports. Answer from CASP – Centres have decided which way is the best for them. The important thing is that they do have lesson plans and review them after each lesson keeping a record of that review. For some of the centres each coach seems to keep their records with them. Keeping in mind many centres only work one day each week with the coaches all being present that day. Larger centres that work more than one day all seem to have a system that works for them- email-phone calls or whatever.”

Assisting people with a disability to volunteer at Centres - paragraphs with suggestions will be placed in the next coaches' newsletter -

Employment of Executive Officer - The Council is investigating the employment of a part time Project Manager/ Executive Officer for 2 a year period subject to source and funding.

Risk Management - Review of incident and accident forms and review of complaints and contact forms. Review Spread sheet to determine any patterns of potential risk exposure. When undertaking Centre Support Check RR's to check incident sheets stored at centres to identify potential trends. Any identified are to be reported to Joan Edwards

2013 RDANSW Meetings will be held:-

RDANSW AGM/Administration Workshop:

Saturday 4th May - Program to Centres in February 2013

Four Board meetings:

Saturday/Sunday 2 / 3 March

Friday, 3rd May AGM/Workshop

Saturday/Sunday 29th/30th June

Saturday/Sunday 12/13 October

Four Council Meetings:

Two Telelink meetings:

Wednesday. 6 February, at 6.30pm to be chaired by Eric Lengling

Saturday, 24 July at 6.30pm.

Two Face to face meetings:

Friday, 3 May 2013 at 1.00pm to be chaired by Marie Perkis

Money Saving Tip for Centres

If your centre is billed directly for electricity – you can compare suppliers for the best prices and also by simply signing a two year agreement to stay with a supplier your Centre may qualify for an 18% discount on electricity.

Worth looking into



In the RAM—Did you know

You can search for an item in the content section of the RAM on the website.

At the top of the page there is a small window with the word “find” in it. If you click your cursor into this window you can then type into it. Just type in a name or a keyword of the document you are trying to find and then press “enter”. The search function will then bring up documents relevant to the search words you used.



Donation from FDC Constructions

You may remember Margaret Norman advising that FDC Constructions were offering donations of used office furniture and that centres should provide a “wish list”. To date only one centre has provided a list and they have now received the furniture. They received desks, tables, office chairs, white board and filing cabinets. Mike Whelan from FDC Constructions organised delivery of the furniture at no cost to the centre.

Contact Margaret Norman at margaret.norman@rdansw.org.au if your centre would like to take advantage of this offer.

Testing and tagging of electrical equipment—FAQ's

HAS THE LAW CHANGED REGARDING TESTING AND TAGGING OF ELECTRICAL EQUIPMENT?

Yes, Simplified safety regulations for electrical equipment in the workplace were gazetted on Friday 28 April 2006. The *Occupational Health and Safety Amendment (Electrical Equipment) Regulation 2006* amends the previous legislative provisions contained in the *Occupational Health and Safety Regulation 2001* (the Regulation). The amending regulation now specifically identifies working environments where testing and tagging of electrical equipment is required, such as electrical equipment used for construction work (as defined in the Regulation) and electrical equipment used in other ‘hostile operating environments’.

WHAT IS A HOSTILE OPERATING ENVIRONMENT?

In clause 64 of the Regulation a **hostile operating environment** means an operating environment at a place of work where an item of electrical equipment is, in its normal use, subject to operating conditions that are likely to result in damage to the item of equipment. This includes an operating environment that may:

- cause mechanical damage to the item of equipment, or
- expose the item of equipment to moisture, heat, vibration, corrosive substances or dust that is likely to result in damage to the item of equipment

Testing and tagging of electrical equipment—FAQ's (cont)

DOES ALL ELECTRICAL EQUIPMENT HAVE TO BE TESTED AND TAGGED?

No, Clause 64(2) of the OHS Regulation only requires testing and tagging of those items of electrical equipment that are used for construction work or used in a hostile operating environment where the safe operation of the electrical equipment could be affected.

DO I NEED TO RECORD THE RESULTS OF INSPECTIONS, TESTS AND MAINTENANCE CARRIED OUT ON ELECTRICAL EQUIPMENT?

Yes. Clause 65 of the Regulation requires that a record is made and kept of all inspections, tests and maintenance carried out on electrical equipment that is used for construction work or used in a hostile operating environment. The employer is to ensure that the following information is recorded, (a) the name of the person who made the inspection or carried out the test or maintenance, (b) the date on which or the dates over which, the inspection was made or the test or maintenance was carried out, (c) the result or outcome of the inspection, test or maintenance, and (d) the date by which the next inspection and test must be carried out.

Records can consist of documents, logbooks, asset registers or a computerised database. They should be located conveniently so that managers, employees and employee representatives can access the information. WorkCover inspectors have the right to examine the records of employers, which are required to be kept by the Regulation.

HOW LONG SHOULD I KEEP INSPECTION AND TESTING RECORDS?

Records of maintenance, including (but not limited to) inspections and tests, should be kept throughout the working life of the electrical equipment. Such records are a useful management tool for reviewing the frequency of the inspection and testing, and ensuring that regular inspection has been carried out. The Standard AS/NZS 3760 recommends that inspection and testing records be retained for a period not less than seven years.

ARE THERE ANY SPECIAL REQUIREMENTS FOR SERVICED OR REPAIRED ELECTRICAL EQUIPMENT?

Yes. Electrical equipment that has been serviced or repaired, which could have affected electrical safety must be inspected and tested in accordance with the provisions of the Standard, AS/NZS 3760 prior to the equipment being placed back into service at the workplace.

WHO CAN INSPECT AND TEST ELECTRICAL EQUIPMENT?

The inspection and testing of electrical equipment must be done by a “competent person” as defined in Clause 3 of the Regulation. **Note:** The WorkCover *Code of Practice - Electrical practices for construction work* (first published in 1992) indicates that inspection and testing is to be carried out by a licensed electrician. A ‘competent person’ who has been trained in the use of electrical equipment test instruments including a portable appliance tester (PAT) can also carry out this task. (Refer also to the question – What is a Portable Appliance?).

DOES NEW ELECTRICAL EQUIPMENT REQUIRE TESTING?

No. With new electrical equipment the supplier is deemed responsible for the electrical safety of the new equipment in accordance with the principles of safe design and manufacture. It is, therefore, not necessary for to test new equipment but the equipment should be checked to ensure no damage has occurred during shipment or commissioning. Following the inspection and if the item of electrical equipment is to be placed into service in a hostile operating environment or used for construction work the new equipment should be fitted with a tag marked with the date it went into service. This action sets a baseline date to work with for future electrical inspection and testing activities.

Go to <http://www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/electrical-safety>

Property Identification Code (PIC)

Property Identification Code (PIC) - A memo went to Centres asking them to advise State Office of their PIC number by 15 December. If you have not yet done so please do so ASAP.

From 1 September 2012, anyone who keeps horses in NSW will be required to obtain a Property Identification Code (PIC) for the land on which the horses are kept. Even if you only have one horse, you will still need a PIC.

During the Equine Influenza (horse flu) outbreak in 2007, NSW Department of Primary Industries' and Livestock Health and Pest Authorities' efforts to control the disease were hampered by not knowing where and how many horses were located in different areas. The need for a register of the location of all horses and other livestock in Australia was recognised.

Knowing where horses (and other species) are located through PIC information will improve traceability and response times in the event of future disease outbreaks or other emergencies.

News from State Office



Thanks to the centres who completed and sent in their surveys.

Most centres responded. Maybe in 2013 we can get 100% return.



- **Christmas Break. SO will close from 21 December 2012 & re open on 29 January 2013**
- **New SO office hours in 2013 Mon, Tues, Thurs, Frid. Still 9.am to 3.30pm**



Don't forget the 2013 Annual Awards. Nominations from your centre need to be sent to you Regional Representative by the 1st March 2013. Nomination forms are in the members area of the website. The award categories are:

- Pearl Batchelor Volunteer of the Year
- Young Volunteer of the Year
- Volunteer Encouragement
- Shush Horse of the Year
- Rider of the Year



Reminder annual reports. Centres need to send information to the Regional Reps. before 31 December as the RR's need to send their report for the Annual report by 31 December.

Annual reminder to Centres

Communications Advice Forms

“Communications Advice” Forms are to be completed and sent to State Office due to change in Office Bearers after your Centre AGM, or any other changes that need to be advised. It is necessary to send the forms to the State Office so that amendments can be made to our records, and where applicable; the State Directory, and the website. Remember if the information in these places is not correct, people will find it difficult to contact you. The forms can be found in the RAM NSW – 23 for Centres, & individuals. Please note that the form includes contact details for the treasurers of each centre.

Rider Registration Forms

Completed summary forms – ESR – 03 and the fees due must be forwarded to State Office monthly. If possible please email ESR – 03 forms (an editable version of this form can be downloaded from the members’ area of our website). This both saves on data entry time in the office, and reduces the chances of error. Rider Registration details and payments must be sent to State Office before the riders compete in major events held outside your centres such as the Mounted Games & the State Championships. This is necessary for insurance purposes.

Centre Affiliation Fee

Annual affiliation fee needs to be paid by the centres before the RDA NSW AGM so the centres will be eligible to vote as Members of RDA NSW.

Minutes and Audited Reports

Centre minutes are to be sent to the regional representative as well as State Office on a regular basis. Audited Financial Reports must be sent to State Office, all Centres should have a completed Audited Report for the last financial year that was presented at their AGM as per the centre constitution. It is a legal obligation of the directors of the association to be aware of the activities of the members they are responsible for. Where possible please send TYPED minutes by email for easy distribution to all minute readers.

Incoming Office Bearers

All centres must make sure that Incoming Office Bearers read bothmCentre Constitution and State Constitution and Rules. It is also the responsibility of centres to make sure new office bearers have access to the RAM documents including the Constitution and Rules

Website revamp

Work is progressing on the upgrade of the website. It will have a new look. Some of the current functions and also some new functions. There is still time to provide suggestions you may have on how it could look. Please send your suggestions to margie.lewis@rdansw.org.au



State Mounted Games Championships

The 2013 State Mounted Games Championships will be held on Tuesday 26th March at the Sydney Royal Easter Show. Riders Practice your "games skills", spruce up you horses and we will see you there.



**MERRY CHRISTMAS TO YOU ALL.
ENJOY YOUR BREAK, SEE YOU ALL
IN 2013**

