

Equipment Manager (Officer for Equipment) Roles and Responsibilities

All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

Specific responsibilities

The Equipment Manager shall:

- I. Plan and implement the layout of the track and field for all competition.
- II. Coordinate field marking by providing dates to Dubbo Regional Council and ensure the field is accurately and appropriately marked.
- III. Assist the Executive and Officer for Health and Safety with an annual inspection and risk assessment, and provide any requirements to Dubbo Regional Council.
- IV. Monitor the condition of the grounds and liaise with the ground's owner regarding maintenance of the grounds in a safe condition.
- V. Be responsible for the distribution and collection of all equipment at all competitions at the ground conducted by the Centre or on the Centre's behalf.
- VI. Recommend the purchase and or repair of all equipment.
- VII. Ensure all equipment is maintained in an organised manner and in safe and good working order.
- VIII. Ensure all equipment meets the all technical requirements, including any changes to rules, weights, etc.
- IX. Source or prepare information on the operation of electronic equipment for the use of the Centre and as part of equipment hire.
- X. Ensure the Centre equipment hire agreement is used for all equipment hire.
- XI. Conduct a pre-season and post-season stock-take of all Centre equipment and assist the Treasurer with an up-to-date asset/equipment register.
- XII. Provide details of equipment to the Treasurer for insurance purposes.
- XIII. Manage DAC access to Barden Park, including managing the key register (with the Secretary), issue of keys and security system PINs, etc.