

Appendix 6c

To 'ACC Cross Country'

## **DUTY SCHOOL – TOILETS, BINS & CLEAN UP**

Each year, an ACC school is allocated the role of Duty School. The following duties are required for this role:

- To arrive no later than 8.00am
- The duty school must have three adults (at least 1 of each gender) and 6 student helpers. One official will be the Head Duty School Official and will supervise the other two officials.
- All Duty school officials must report to the ACC before commencing duties.
- All Duty School officials must report to the ACC staff before leaving the event at the end of the day.
- Duty school is only responsible for Toilets, Bins, Litter & **final clean up/pack up**.
- Bins need to be spread evenly around all team areas and food vendors ASAP after 8.00am. **Two bins** must be at the finish area for disposing of timing bibs and pins.
- The ACC has contracted **Quayclean- 0421 496 226** to be on site from 9.00am to 2.00pm. **Quayclean** will be responsible for keeping all toilets in a clean and tidy condition.
- The duty school must allow for a final mass litter clean up once all schools have departed the venue after the presentations. The ACC recommends that the school cross country team be held back to assist with this final clean-up of the entire area.
- The Head Duty School Official must not leave the venue at the end of the day until the venue is cleared by the ACC Director of Sport.

### **Duty Staff – Overall Supervision**

- Inspect the toilet/s and change room/s and make a note of pre-existing problems (e.g. graffiti, litter, availability of toilet paper, physical damage to toilet seats and doors etc).
- Liaise with ACC Staff, Town of Cambridge staff (PH: 9285 3112) and cleaning contractor to ensure a sufficient supply of toilet paper and rubbish bins.
- Liaise with **Quay Cleaning (0421 496 226)** to ensure that all toilets are kept in a clean and tidy condition.
- Manage toilet areas and venue bins and litter.

### **Duty Staff — Toilet Blocks & Portable Toilets**

- Report to Overall Supervisor throughout the carnival.
- Be always on location.
- A written report is not necessary unless there is something serious to report (in this case, the problem is to be immediately referred to the Overall Supervisor).
- When more than one (1) toilet block is used, ensure to rotate between those blocks (they are in proximity).
- Do not leave your duty.
- Be "visible" to students, as a preventative measure to damage.
- Liaise with cleaning contractor to ensure that all toilets are kept in a clean and tidy condition.
- Check that there is enough toilet paper and that toilets are functioning correctly. If there is a problem with toilet function contact the Town of Cambridge (PH: **9383 8900**) for indoor toilet block and change rooms, or, Instant Products Group (PH: 9406-6600) for the portable toilet block in the car park.
- At around 10.00am duty school staff are to check toilet paper supply and report to the cleaners if a refill is needed. A key to the toilet dispensers and extra toilet paper will be provided at the briefing in the morning.

### **Duty Staff — Bins and Final Clean-up**

- Bins: Ensure that bins are collected from a central point and placed around the event area in locations with large numbers of people i.e. marshalling marquees, food vendors, school marquee areas. **Two bins** must be positioned near the finish line for used timing bibs and pins.
- At the end of the day return all bins to the central location.
- **Complete a final cleanup of the entire area at the conclusion of the carnival. The ACC suggests that the host school cross-country team do a supervised litter collection of the entire area.**
- Duty staff are asked to not leave the venue until they have checked with ACC staff that the venue is sufficiently clean.

### **Duty Staff — Special Guest Presenter of Awards**

- Ensure there is a car bar reserved for the ACC President (**Jeff Allen –Principal Servite College**) and special guest if applicable.
- Ensure there is a car bay reserved for the cleaning contractor.

**Student Supervision:** the duty school is not responsible for student supervision around the venue except for the toilet areas. There are three other officials rostered onto Student Supervision around the venue.