

CODE OF CONDUCT

FILMING, PHOTOGRAPHY, FUNDRAISING & PROMOTIONS

*APPLICANT: - PHOTOGRAPHERS, MEDIA, PROMOTIONAL
PERSONNEL, VOLUNTEER COLLECTORS AND ENTERTAINERS*

INTRODUCTION

- This “Code of Conduct for Filming, Photography, Fundraising & Promotions” (“Code of Conduct”) is intended to ensure that all Applicants comply in all respects with the obligations placed on employers and employees pursuant to the Passenger Transport Act (1994) and associated Passenger Transport Regulations (2009), the Work, Health and Safety Act (2012) and the South Australia Governments Information Privacy Principles Instructions (IPPS) (2016).
- Compliance with the Code of Conduct is an essential condition to receiving approval to conduct your intended activity.
- It is the responsibility of the applicant to ensure that all individuals including volunteers, employees, agents, entertainers, subcontractors thereof are familiar with the terms of the Code.
- The Department for Infrastructure and Transport (DIT) staff are entitled to instruct the applicant to immediately cease activity where:
 - * a violation of the Code of Conduct is determined by DIT to have occurred, notwithstanding any contrary view held by the Applicant.
 - * a default notice, prohibition notice, improvement notice or other notice pursuant to the Acts has been served in connection with activities undertaken by the applicant.
 - * DIT & IPPS has been notified, pursuant to the Acts, of a contravention or possible contravention of the Act in respect of the performance of activities by the applicant.
 - * there has been a breach of DIT policy/procedures/guidelines.

1. GENERAL OBLIGATIONS OF APPLICANTS

- 1.1 All applicants must have public liability cover of at least \$20,000,000.
- 1.2 All activities conducted by applicants shall be in accordance with:
 - a) the Work, Health and Safety Act (2012) and regulations there under
 - b) relevant Australian Standards
 - c) the “Code of Conduct Filming, Photography, Fundraising & Promotions”
 - d) relevant Acts, Regulations and Rules relating to the safety and the lawful requirement of Public, Municipal and other Authorities.
- 1.3 It is the responsibility of the applicant to ensure that all volunteers, employees, agents, Entertainers, subcontractors thereof is familiar with the terms of the Code of Conduct.
- 1.4 All applicants are to wear photographic identification pertaining to their company to confirm their identity.
- 1.5 Applicants may be required to produce a copy of the approval form should they be approached by a DIT staff member. Please ensure they have a copy with them throughout the course of the activity.
- 1.6 Applicants must agree to notify the nominated DIT liaison contact of any risks / incidents / injuries occurring during the course of the activity.

2. GENERAL SAFETY

- 2.1 Applicants must notify the DIT liaison contact of any events or circumstances they consider dangerous to personnel / volunteers, DIT employees or the general public as soon as reasonably possible.
- 2.2 All manual handling must comply with regulations under the Work, Health and Safety Act (2012) and Code of Practice for Manual Handling.
- 2.3 No chemicals can be used in or around the work area without prior consent from the DIT liaison contact, and relevant Material Safety Data Sheets must be provided.
- 2.4 Applicants shall ensure the provision of adequate first aid materials pursuant to statutory requirements of the Code of Practice for First Aid.

3. EMERGENCY EVACUATION AND FIRE PROCEDURES

- 3.1 Upon hearing an emergency or fire alarm, all persons must immediately vacate the area / building / vehicle by the nearest and safest exit. An announcement will be made when it is safe to re-enter the area / building / vehicle.

4. INCIDENT REPORTING AND INVESTIGATION

- 4.1 Applicants shall:
 - (a) immediately report to DIT all incidents occurring at a DIT site in connection with the performance of the persons
 - (b) maintain detailed and timely records of any incidents and comply with any Regulations in response to the recording and reporting of incidents and make those records available to DIT whenever requested and shall permit DIT to photocopy any such records;
 - (c) investigate all incidents and implement necessary preventative action to minimise recurrence of injuries; and
 - (d) notify the DIT contact liaison person of any dangerous occurrences.

5. PERSONAL BEHAVIOUR

- 5.1 Applicants must exercise due care at all times.
- 5.2 Any promotional material distributed or activities conducted must be in a manner so as not to bring disruption to DIT customers or members of the general public.
- 5.3 Applicants must comply with all instructions given by DIT employees or Police Officers.
- 5.4 The use of alcohol and drugs is prohibited on DIT property / vehicles other than approved and licensed social circumstances. No person is permitted to enter DIT premises/vehicles in an intoxicated condition, or with intoxicating liquor or drugs in their possession.
- 5.5 When working on DIT property / vehicles, applicants must recognise that all are considered smoke free zones.
- 5.6 Fighting, skylarking and any behaviour considered inappropriate by DIT is forbidden.
- 5.7 Interference with DIT equipment is not allowed and no person is permitted to operate or interfere in any manner with equipment which he or she is not authorised to use, operate or work upon. No person shall interfere with or use emergency safety equipment, except for legitimate emergency requirements, or with the approval of the responsible DIT contact liaison person.
- 5.8 The promotion / activity / performance shall be conducted at all times in an orderly manner and any noise levels should be kept to a reasonable level so as not to inconvenience the nearby DIT employees, customers, retailers or passersby.

6. EQUIPMENT

- 6.1 All equipment required when undertaking the activity is the responsibility of the applicant which includes:
- provision of plant and equipment.
 - training and/or instruction in the use of the plant and equipment.
 - maintenance of plant and equipment.
 - records of maintenance and repairs of the plant and equipment.
 - safe storage and protection of the plant and equipment.
 - replacement of any plant and equipment.
 - provision of training, information, and instruction on and maintenance of any Personal Protective Equipment required when using any plant and equipment.
- 6.2 All equipment and Personal Protective Equipment must at all times meet any legislative requirements, Australian Standards or Codes of Practice.
- 6.3 Protected power boards with automatic shut off circuits, which meet Australian Standards, must be used between all power sources and electronic equipment, tools and machinery.
- 6.4 Only a licensed forklift operator may drive or operate a forklift. Other lifting equipment must have an operator with adequate training and experience in control. A copy of licences required to use any of this equipment must be provided to DIT prior to the commencement of the activity.

7. HOUSEKEEPING

- 7.1 Disposal of all rubbish including excess samples, is the responsibility of the persons conducting the promotion / activity / performance.
- 7.2 Passageways and access to safety and fire protection equipment must be kept free at all times.
- 7.3 Any person who causes a spillage is responsible for ensuring that it is cleaned up. Applicants are to notify the DIT contact liaison immediately they either cause or discover a spill.

8. SIGNAGE

- 8.1 All approved signage should be placed so as not to bring disruption to DIT employees, customers, retailers, the general public, and DIT services.
- 8.2 All signage is to be removed on completion of the promotion / activity.
- 8.3 No offensive or politically motivated signage is allowed.

9. LOCATION OF ACTIVITIES

- 9.1 All activities including photographer / filming / promotions / car lotteries / charity collections in the Adelaide Railway Station or on DIT infrastructure will be conducted in an area mutually agreed between DIT and the promoter.

10. VEHICLES

- 10.1 No parking is provided specifically for applicants.
- 10.2 Motor vehicles, trailers and other driven equipment shall, at all times, be operated in a safe manner.
- 10.3 Applicants will only drive or operate a vehicle if appropriately licensed to do so.