EVENT MANAGEMENT PLAN

EVENT NAME: **EVENT DATE:**

A SAFETY GUIDE FOR ORGANISERS

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# CONTENTS

MANAGING YOUR EVENT

This **Information Pack** is designed to assist you in the planning of your event, activity, stall or function that **will take place on Council land**. It is important that right from the start of your planning process, your committee is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you have public liability insurance this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants and suppliers.

Why do we have to manage our risk?

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

What is risk management?

The basic principles of and processes in Risk Management are: -

1 | IDENTIFY | ⟶ 2 | ASSESS RISKS |

                                           ↓

4 | MONITOR | ⟵ 3 | IMPLEMENT |
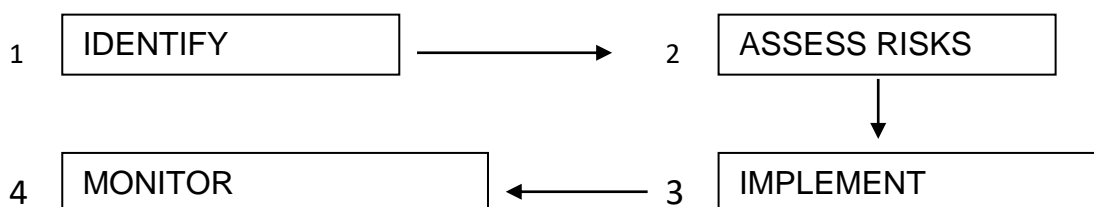
The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Holes or depressions in grounds or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls

These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised. It is your responsibility to ensure that you comply with Council's Risk Management procedures and you complete the relevant paperwork.

So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it. This Pack includes:

- ▪ *You're Event – Things to Consider Guide* provides a guideline to matters that you should think about and address during your event planning.

- A ***Pre-Event Audit Sheet*** – this sheet gives you a range of possible hazard areas. If you run through the sheet and make those possible hazard areas that are N/A (Not Applicable), then concentrate on the others for the rest of this process. You can use the next sheet (***Hazard Summary***) to summarise your identified hazards. Refer back to the *Pre-Event Audit* sheet just before the event to check off on each item and have your volunteer and other workers review and understand the assessment. Keep this record. Use a similar sheet for the next recurrence of the event/activity/function.

- ***Hazard Summary Sheet*** – use this sheet to put down all the hazards that you can identify relating to your event. There are some 'triggers' included to help you focus on the areas of concern. Once you have exhausted the possible hazards make copies of the *Individual Hazard Assessment Sheet* (see below) one for each hazard.

- An ***Events Risk Assessment Sheet*** – this sheet provides information that summarises the event/activity/function and shows that you have completed an assessment. This sheet would be signed after you have prepared a separate sheet for each of the possible hazards not marked N/A on the Pre-Event Audit sheet above.

- ***Individual Hazard Assessment Sheet*** – you will need to copy this sheet and complete for each separate hazard. If you repeat the event/function/activity at other times of the year the initial hazard assessment should remain relevant.

- ***Risk Definitions and Classifications Fact-sheet*** *(Appendix)* – this sheet explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. This will help you determine how you should respond to your possible hazards.

- ***Detailed Site/Activity Information Sheet*** – this sheet allows you to collect plans, documents etc. that are available for your event and show that you have considered elements of hazards and taken steps to manage these.

- ***Catering and Sale of Food for Temporary Food Premises*** – this information pack includes an application form if you or a group is to conduct a food stall or provide food at the event. The application is compulsory if food is provided or sold.

Planning and Programming

Careful planning is vital to make the event, that you are organising, a success. Developing an **Event Management Plan** may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course the bigger the event the greater the management required. The job will be easier to do next year! This guide covers the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead;

- Establish a working group or committee if necessary and have named organiser(s) identified.

- If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead. Longer if you are planning a major event;

- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas. If development approval is required this can take some time, so ensure that you seek Council's requirements at least 3 months before the proposed event;

- Book your venue/site 6-12 months ahead and confirm in writing;

- Arrange for local publicity;

- Check the availability of sound and light equipment, marquees etc.;

- Send out first press release as soon as dates are firmed up;

- Book first aid, caterers, judges, compares, dignitaries and any other services 6 – 9 months ahead;

- If holding competitions send out schedules and rules 2 – 4 months ahead;

- Start looking for volunteers and staff 2 – 4 months ahead;

- Talk about finances as early as possible and any other funding opportunities; there will be cut-off dates for various funding applications so be aware of the time scales involved;

- Order posters and publicity 3 months ahead and send out 6 –8 weeks prior to the event;

- Apply for licences, consents, approvals, permits at least 3 – 4 months ahead, earlier if you can;

- Create other plans to achieve publicity and target sponsors;

- Notice for your event or activity should be given to the Council. The minimum notice for small/medium events is 28 days. In the case of a large scale event at least 6 months' notice should be given;

- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

What to do when things go wrong

Remember as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will almost definitely end up in court.

If an incident does occur at any event on the Council's land, the Council will ask:
- Were plans in place to manage a major incident?
- Were there risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency services resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practised?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember careful planning and organisation will help ensure that your event is successful and above all else safe.

Suggested Action from Here for Risk Assessment

1   THINGS TO CONSIDER GUIDE.

2   This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.

3   Look at your event/activity as if you were a parent looking for hazards that may hurt your child. Use the PRE-EVENT AUDIT form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the HAZARD SUMMARY SHEET.

4   Copy enough INDIVIDUAL HAZARD ASSESSMENT SHEETS to cover each of the hazards listed in step 1 above.

5   Fill in the INDIVIDUAL HAZARD ASSESSMENT SHEET for each hazard, referring to the RISK DEFINITIONS AND CLASSIFICATIONS FACT-SHEET (APPENDIX) to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be.

6   Fill in the DETAILED SITE/ACTIVITY INFORMATION SHEET noting any plans, documents, forms etc. that you have to attach to support your risk assessment process - including the Temporary Food Permit.

7   Fill in the EVENTS RISK ASSESSMENT SHEET with your details and provide to the Council representative – the Risk Manager- for signing.

8   Use the PRE-EVENT AUDIT form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimise them. These staff (and volunteers) should sign the form. Keep this form with your other event records.

Further Information

Information or clarification can be obtained by calling Cootamundra-Gundagai Regional Council - Cootamundra Office and ask for the Risk Officer on 1300 459 689.

Useful Publications

The APPENDIX includes a list of useful publications that give excellent advice about event management and safety.

YOUR EVENT – THINGS TO CONSIDER GUIDE

Risk Assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

For example, you need to know:

- Do you have enough adequately trained marshals for your event?

- Do they have correct equipment to do their job?

- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event.
Contact your insurance provider for advice and give them **all** the details of your event. In some cases a specialist insurance provider may be required, contact the group for more details.
** Cootamundra-Gundagai Regional Council as an interested party to be stated on the insurance cover **

Stewards

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on several factors.

- If the event is indoors or outdoors.

- How many children are likely to attend?

- If it is dark or light.

- If there are unsound surfaces.

- If the weather is bad.

- If vulnerable people are there.

- If alcohol is being served.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

Communication

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

Evacuation

You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this is far less likely for outdoor events.

First Aid

You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

Fire Safety Arrangements

You should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

Security

You must ensure any special security measures are in place for example, if you have VIPS at your event, or large amounts of cash. The Police can advise you on this issue.

Barriers

There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

People with Disabilities

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Signs

You must provide clear direction and information signs at your event. Council may be able to assist with signage.

Any temporary signs on public land (like footpaths, parks, road verges) will need to be approved by the Council. Remember to give plenty of time for this matter as approval cannot be assumed nor can it be dealt with immediately.

The Environment

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning, and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

Food Safety

If you are preparing food for your event it is essential you consider the section of this Information Pack on **_Catering and Sale of Food for Temporary Food Premises_**. There are a number of regulations you will need to comply with, including:

- Siting of the food

- Design & construction of the facilities & equipment

- Cleanliness & repair of the above

- Washing facilities

- Hand washing facilities

- Waste disposal

- Temperature control

- Staffing including appropriate training

- Food safety practices & supervision

- Safety of temporary power provisions such as LPG, propane & butane cylinders.

If you are a food business within Cootamundra or Gundagai or you are bringing in other food businesses, you must refer to the relevant section in the **_Catering and Sale of Food for Temporary Food Premises_**.

Facilities

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages)

Regulation

Please contact police for laws and regulations that might apply to your event.

The Event Planning Guide

Use this guide to assist you cover off the various elements for a successful event. You may not need to use all the sections, eg if there is not going to be any type of drinks served then this section can be left blank. The Guide is intended to be used with the Risk Assessment sheets that follow as well.

PRE-EVENT AUDIT

Description of Event and Location:

Company/Personnel/Organisation Running the Event:

Date and Time:	**Stall** **holder/Activity:** where appropriate)

HAZARD IDENTIFICATION Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory

	NA	S	US		NA	S	US
Paperwork				**Public Matters**			
Licences of Operation	❑	❑	❑	Crowd control measures in Place	❑	❑	❑
Specialist certificates required (eg Traffic Control Management)	❑	❑	❑	Loud hailer available Yes ❑ No ❑	❑		
Food handling approvals sighted	❑	❑	❑	Entry Points Manned Yes ❑ No ❑	❑		
				Firefighting equipment	❑	❑	❑
Activities				**Site**			
Electrical equipment tagged	❑	❑	❑	Traffic Control Plan, provisions for parking (attach copy or Traffic Control Plan No..................)	❑	❑	❑
Personal protective equipment (provided and worn)	❑	❑	❑	Emergency team access	❑	❑	❑
First Aid Kit available	❑	❑	❑	Site amenities, toilets, fresh water	❑	❑	❑
Lighting is adequate for activity	❑	❑	❑	General site conditions, security, signage	❑	❑	❑
Environmental Protection (attach plan if applicable), air water, litter and noise	❑	❑	❑	Gas and water mains location and identification	❑	❑	❑
Noise control/dust control	❑	❑	❑	Rubbish disposal	❑	❑	❑
Ladders (Good condition and properly secured)	❑	❑	❑	Presence of hazardous materials (eg gas cylinders)	❑	❑	❑
Manual handling and lifting equipment	❑	❑	❑				
Gas cylinders and equipment in order & comply	❑	❑	❑				
Emergency procedures, eg fire, explosion, civil disturbance, lost child, etc	❑	❑	❑				
Insurances sighted				**COMMENTS/CONTROL MEASURES:**			
Public Liability	❑	❑	❑				
Professional Indemnity	❑	❑	❑				
Workers Compensation	❑	❑	❑				
Other	❑	❑	❑				
Note: Public Liability/Certificate Of Currency Insurance MUST have Council, NSW Police & RMS stated as "Interested Parties" on your policy							

EVENT ORGANISOR (PLEASE PRINT)   Contact Number:

Name.. Signature .... Date ....

HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about setting up the event		
What are the hazards with setting up		
Think of hazards relating to First Aid, providing food, emergencies, etc.		
During the event what could go wrong with people, parking, cash handling, security, communications, etc.		
Pulling the event down – what might the hazards be		

EVENT RISK ASSESSMENT

Organiser/Hirer	
Activity/Event	
Venue	
Activity Date(s)	
Organiser/Hirer Safety Contact Phone Numbers	
Venue Safety Contact Phone Numbers	

General Description of Activity:

- Type of Activity:

- Number of staff/volunteers:

- Description of activity:

Assessment completed by: Date:……………………………………………………

                                                              Received by:

Sign:…………………………………………………….   Sign: ……………………………………………………

          Organiser/Hirer Safety Contact   Council Representative

Revisions by: (Mark all amendments with an asterisk * and attach to this cover sheet)

                                                              Date:……………………………………………………

                                                              Received by:

Sign:………………………………………………….   Sign: …………………………………………………
          Presenter/Hirer Safety Contact   Council Representative

Attachments (please provide number of each)

HAZARD SUMMARY SHEET ……………………… YES / NO	DETAILED SITE/ACTIVITY INFORMATION SHEETS - ………..
INDIVIDUAL HAZARD ASSESSMENT SHEETS - …………….	INCLUDING FOOD HOLDER PERMIT ………………YES / NO
SUPPLEMENTARY DOCUMENTS (IF REQUIRED) - ………..	OTHER - ……………………………………………………………

Required Distribution:

Organiser/Hirer	Council Representative
Organiser /Hirer Safety Contact	Police & Emergency Services

INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk (as required)

What is the hazard? *eg manual handling, electrical, security*

What is the risk? *eg injured back lifting elements*

What are the elements of the risk occurring?

Likelihood*	Consequences*	Level of Risk*	Stakeholders

* Refer to Australian Standards terminology (Appendix)

Action to Control the Risk

Action	Who to take Action	Contact

Action taken in event of hazard occurring

Action	Who to take Action	Contact

DETAILED SITE/ACTIVITY INFORMATION

Please tick those copies attached to this document:

☐ *.....Plans,*
☐ *.....Schedules,*
☐ *.....Food handling approval*
☐ *.....Insurance coverage documentation*

☐ *.....Other (please specify) ………………………………………………….*

Provide site plan (showing structures including pegs in ground) *etc.*

Identify food handling equipment *e.g. hand washbasin, cook-top, gas bottles, etc. (If applicable)*

Assessment completed by: Date:...

Sign:..   Name: …………………………………………………………….

        Organiser/Hirer Safety Contact

Revisions by: Date:...
Mark all amendments with an asterisk *

Sign:..   Name: …………………………………………………………….

     Organiser/Hirer Safety Contact

Required Distribution:

Organiser/Hirer	Council Representative
Organiser/Hirer Safety Contact	Any person named in body of document

APPENDIX

Australian Standards Risk Definition and Classification

Qualitative measures of Likelihood

Level	Descriptor	Description
A	Very Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some time
D	Highly Unlikely	May occur only in exceptional circumstances

Qualitative measures of Consequence or Impact

Level	Descriptor	Example and detail description
1	Negligible Injuries (**Insignificant**)	No injuries, low financial loss
2	Minor Injuries (**Minor**)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (**Major**)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (**Catastrophic**)	Death, toxic release off-site with detrimental effect, huge financial loss

Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	H	H	E	E
B (likely)	M	H	E	E
C (unlikely)	L	L	H	E
D (highly unlikely)	L	L	H	H

Legend: E: extreme risk; immediate action required
H: high risk; senior management attention needed
M: moderate risk; management responsibility must be specified
L: low risk; manage by routine procedures

CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES

(To be completed if applicable)

CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES

INTRODUCTION

GUIDELINES FOR TEMPORARY FOOD EVENTS

GENERAL PROVISIONS

CONSTRUCTION STANDARDS

ATTACHMENTS
1. TEMPORARY FOOD STALL APPLICATION
2. Self-Checklist
3. COUNCIL NOTIFICATION FORM

INTRODUCTION

This section has been developed to assist event organisers to consider and manage risks associated with food service and sales at events.

Food sold at temporary events such as fairs, festival, markets and shows *needs to meet a range of requirements under the Food Safety Standards and the NSW Food Act and Regulations*, and event organisers need to ensure that stall holders at their event understand their responsibilities.

There are different levels of risk depending on the type of foods being prepared and cooked at the food stall, and this is reflected in the requirement for a Food Safety Supervisor and the construction and fitout standards.

Guidelines for Temporary Food Premises

To provide consistency across the state, the NSW Food Authority has developed the Guidelines for food businesses at temporary events which is based on the requirements in the Food Standards Code and the Food Act. The Guideline is available from the NSW Food Authority website.

Businesses that operate out of a mobile food vehicle should also refer to the NSW Food Authority Guidelines for Mobile Food Vending Vehicles.

The Guidelines are available on the NSW Food Authority website www.foodauthority.nsw.gov.au

General Provisions

All requirements of the Food Act and Food Safety Standards must be adhered to. Stall holders need to be aware of their responsibilities by familiarising themselves with the Guidelines above, and requirements in regard to safe food handling and issues such as labelling.

It is a requirement that food handlers have the skills and knowledge to handle food safely.

Notification
Markets, temporary events, food stalls and similar retail food outlets need to notify Council of their business and food activity details.

The Notification Form must be completed and submitted to Council prior to the event.

Approvals
Mobile Food Vending Vehicle - If you have a mobile food vehicle you may also need a section 68 Approval to Operate. Please check out Council's factsheet for Mobile Food Vehicles.

Home Business - Development Consent is required to start a home based food business. Your kitchen will have to comply with the requirements of the Food Standards Code, and a Development

Application will need to be lodged with Council and consent granted before you start your business.

Food Safety Supervisor
Food businesses may need to appoint a Food Safety Supervisor (FSS) if the food they prepare and serve is:
  · ready-to-eat
  · potentially hazardous (ie needs temperature control)
  · not sold and served in the supplier's original package.

The business needs to ensure an FSS is appointed and the FSS certificate is available at the event before commencement of operation.

Food Handling
Staff need to have the food handling skills to undertake the job they are doing.

Labelling
It is important that any food sold meets labelling requirements under the Food Standards Code. The requirements for labelling must be adhered to and any food not correctly labelled can be seized by Council Environmental Health Officers.

Detailed advice about labelling requirements is available in the Guideline, and factsheets and further information is available from the Australia New Zealand Food Standard Code and the NSW Food Authority.

While unpackaged foods may be exempt from most labelling requirements, it is important that consumers, particularly those with allergies or intolerances know or can easily find out what ingredients are in the food they are eating.

Exemptions for Charities and Community Groups
A charitable or not-for-profit organisation that sells food for fundraising purposes is a 'food businesses under the Food Act 2003 (NSW). The food safety requirements in the Food Standards Code applies to their food activities, including the preparation and transport of food for sale.

While organisations that sell food for charity need to comply with the food safety requirements in the legislation, these organisations are not required to appoint a Food Safety Supervisor or notify their business/food activities to the relevant authorities provided the food:
  - does not need to be kept hot or refrigerated to keep it safe (i.e. potentially hazardous foods) OR
  - would need to be kept under temperature control, but will be eaten immediately after thorough cooking, such as at a sausage sizzle.

Inspections
Councils may undertake inspections at temporary events, and these inspections will be charged as per the adopted Fees and Charges.

Council's Environmental Health Officers are authorised to enforce compliance with legislation, and will check that good food safety practices are in place, such as temperature control, cleanliness, hand washing and labelling.

Inspections will be undertaken based on risk.

Construction & Fit out Standards

The Guidelines for Food Businesses at Temporary Events outlines the requirements for food stalls, including the minimum standards for construction and fixtures. The below is a summary of the information provided in the Guideline and is not be exhaustive. Stall holders should ensure that their stall and setup meets the requirements of the Food Safety Standards and the Act.

NOTE: There may be some exemptions to the requirements below for pre-packaged low-risk foods, for example pre-bottled or sealed jams, honey, pickles and drinks; pre-wrapped and sealed cakes, toffees and biscuits; whole fruit, vegetables and nuts intended to be washed or peeled before eating.

Construction
The minimum standard of construction for temporary food stalls is:
- preparation and serving areas to be enclosed on three sides
- must be adequately screened to reduce the risk of food contamination and to restrict public access
- floors to be in the form of a non-absorbent easily cleaned material (e.g. vinyl) cut larger than the floor area to enable it to be turned up at the wall and clipped or fixed into position.
- walls to be non-absorbent easily cleaned. The framework of the wall panels should support the fabric taut and rigid.
- ceiling to be of similar construction to the walls
- whole structure to be securely fixed together when assembled and protected against wind.
- Structure is to be able to be weighted down.

Fixtures

Surfaces	Food preparation surfaces (e.g. counters, shelves, stands) must be made from rigid, smooth and durable material, free of cracks or joints and impervious to water. Timber surfaces should be painted, laminated or clear finished.
Protection	Food must be protected from likely contamination from customers. Sneeze barriers or other enclosures should be considered.
	Equipment and utensils should be protected from contamination and be stored off the ground.

Cleaning, sanitising and handwashing

Handwashing	A separate hand washing facility, with warm water through a single outlet, must be provided where it is easily and readily accessible e.g. at the staff entrance to the stall. Soap and single-use paper towels must be provided.
Cleaning	A sealed container of warm potable water (minimum capacity 10 litres) with a tap and suitable bowls or containers should be provided for cleaning and sanitising. Clean towels, detergent and food grade surface sanitiser must also be provided.
Sanitising	A suitable sanitising agent must be available for sanitising food handling implements and food contact surfaces. Where utensils are stored in a sanitising solution between uses, the solution should be changed frequently to keep it clean.

At Multi day events stall holders must include a separate sink for food preparation only.

Food Storage

All foods are to be stored during transport and while at the event to ensure that they are protected from contamination – covered, separate from chemicals and personal belongings, off the ground, and under temperature control if required.

Potentially hazardous foods like poultry, meat, dairy products, seafood and egg-based products must be stored under temperature control. Ensure COLD food is 5° C or below, HOT food is 60° C or above, and frozen food remains hard frozen.

Water

Potable water must be used for handwashing, washing and preparing food. Food grade containers should be used to store water and ice must be made from potable water and treated as food.

Waste

Waste water must be disposed of lawfully. Adequate bins for waste and recycling. The waste bin must be enclosed/lidded.

Temporary Food Stall Application (template for use by event organiser)

This template Application Form has been developed for use by the event organiser to ensure that the organiser is able to adequately address and mitigate risks when developing their Management Plan and organising the event.

Event organisers can edit the form to better reflect the event.

Stall Self Checklist (for use by stall holder)

This Checklist is based on the NSW Food Authority Guideline Checklist, and has been developed for use by stall holders to ensure that they have considered the requirements of legislation and their responsibility.

Event organisers are encouraged to send this self-checklist to stall holders.

Council Notification Form (for use by stall holder)

All food businesses operating in the Cootamundra-Gundagai Regional area must notify Council using this form.

If the stall holder has not notified Council using this form in the last 12 months, or if any of their details have changed since they last notified Council, then the form should be supplied to Council no later than 7 days before the event.

Further Information

Information or clarification can be obtained by calling Cootamundra-Gundagai Regional Council - and ask for the Environmental Health Officer on 1300 459 689.

TEMPORARY FOOD STALL APPLICATION (template for use by event organisers)

Owner/Proprietor details		
Business / Stall Name		
Owner/Proprietor Name	Full name	
Registered address	Street or PO	
Daytime contact details	Phone	
	Mobile	
Contact name (if different from above)		
Email address		

Food Sold	
List menu	

Structure and Facilities	
Type	☐ Marquee with appropriate weights NOTE: each leg of the temporary structure must be weighed down appropriately for the structure and the conditions) ☐ Registered vehicle/caravan/food van
Exact size and dimension of the stall	
Please describe your fuel and method of cooking e.g. 1 x gas cylinder, 4 x burners and 1 x deep fryer	
List your power requirements (all equipment including power leads and earth leakage devices must be tagged and tested)	

Do you have a fire blanket and extinguisher?	☐ Yes ☐ No ☐ N/A ☐ Yes ☐ No ☐ N/A

Do you have access to potable water?	☐ Yes ☐ No

Will you need access to potable water?	☐ Yes ☐ No

Do you have a previous inspection report from Council	☐ Yes ☐ No

Do you have a temp probe/thermometer	☐ Yes ☐ No ☐ N/A

Approvals, Notifications and Training	
Do you have the necessary approvals from a Council?	☐ Yes ☐ No ☐ N/A

Is food cooked fresh on site?	☐ Yes ☐ No

Is food cooked at another site?	☐ Yes ☐ No	If yes, does that site have Council approval ☐ Yes ☐ No

Do you have a Food Safety Supervisor Certificate?	☐ Yes ☐ No ☐ N/A

Have you notified your food business to the appropriate Authority	☐ Yes ☐ No ☐ N/A

Are staff trained in Safe Food Handling	☐ Yes ☐ No ☐ N/A

Attachments: Copies of documents must be attached to this Application Form	
Public Liability Insurance Certificate of Currency ($20 Million)	☐ Yes ☐ No
Food Safety Supervisor Certificate	☐ Yes ☐ No ☐ N/A

STALL SELF CHECKLIST

Have you…?

☐ Received the necessary approvals:
  - o Council for – home-based operations or a Section 68 Approval for a Mobile Food Vending Vehicle
  - o Setting up at the event (check with organisers)
  - o Food vending vehicle inspection

☐ Notified your business details to the appropriate authority? (the Council where the food van is garaged or your food stall business is based)

☐ Obtained Public Liability Insurance for your food business

☐ Asked about possible inspection fees

☐ Check that your stall will;

  - o Be located in a dust free area, away from toilets and garbage bins?

  - o Have sufficient supply of potable water?

  - o Have adequate wastewater disposal facilities?

  - o Have adequate garbage bins?

  - o Have power?

  - o Have suitable construction – floors, walls and ceiling?

  - o Have food handling facilities for storage, cooking, hot/cold holding, preparation and serving?

  - o Have cleaning and hand washing facilities?
  - o Address safety issues – fire control and SafeWork issues

☐ Provided a suitable vehicle and containers for the transport and storage of the food?

☐ Addressed food handling operations adequately, including:
  - o all food handlers have adequate skills and knowledge for their activities?
  - o checked if there are potentially hazardous foods involved? If YES, then have you:
    - ▪ provided adequate hot or cold storage facilities (e.g. portable cool rooms, adequate supply of ice, hot boxes)?
    - ▪ checked there is a thermometer?
    - ▪ checked a sanitiser is available?
    - ▪ checked that frozen foods can be correctly thawed?
  - o organised designated staff to handle money only, while other staff serve ready-to-eat food using tongs or gloves?
  - o provided adequate measures to protect food from contamination (e.g. lidded containers, sneeze barriers)?
  - o checked that eating and drinking utensils are protected from contamination until use?
  - o minimised the need for reusable dinnerware and tableware?
  - o checked that packaged food is appropriately labelled?
  - o got adequate shelving so food is not stored on the ground?
  - o Got adequate hand washing supplies, including soap and paper towels?

FOOD PREMISES NOTIFICATION / UPDATE FORM

Food business registration type (tick all that apply)

☐ New business ☐ Existing Business ☐ Ceased to trade ☐ Change of details

Applicant and Business Details

☐ Registered Business or ☐ Sole Trader

Title [____] Given name/s [_____]

Family Name [_____]

Proprietor/Company name [_____]

ABN/ACN [_____]

Directors name/s [_____]

Postal Address [_____]

Email [_____]

Business Telephone number [_____]

After hours phone number [_____]

Contact Person (if different from above) [_____]

Position [_____]

Phone Number [_____]

Date on which changes will take place / date of commencement of business [_____]

Development Application/ CDC number [_____]

Trading Name [   ]

Property Address [   ]

[   ]

[   ]

Number of food handlers (FTE) (number working on an average shift) [   ]

Food Safety Supervisor

Name [   ] Position [   ]

Certificate number [   ] Date issued [   ]

Business Details

Type of business (tick most appropriate box)

☐ Bakery   ☐ Childcare Centre   ☐ Licensed Club   ☐ Seafood
☐ Bed & Breakfast ☐ Fruit & Vegetable   ☐ Mobile Vehicle   ☐ Service Station
☐ Canteen   ☐ Health Food   ☐ Pub/tavern   ☐ Supermarket
☐ Caterer   ☐ Hotel/Motel   ☐ Restaurant/Cafe   ☐ Takeaway
☐ Charity   ☐ Other   ☐ Temporary Event/Market Stall

Business Trading Hours: [   ]

Water Supply/Waste Water Treatment

Water provided by: ☐ Town Water Supply   ☐ Private Supply *(Tank, Bore, Creek)*

Waste Water: ☐ Town Sewerage   ☐ Onsite Treatment *(Septic Tank or other)*

Is a grease trap installed/used: ☐ **No**   ☐ **Yes – Size?** [   ] Litres

Applicant Declaration

I declare that to the best of my knowledge, the information provided in this application is accurate and correct.

Signature of Business Proprietor/Owner:

[   ]   Date: [   ]

Print Name

[   ]

Privacy and Personal Information

The Privacy and Personal Information Act 1998 applies to personal information held, used and disclosed by Council. If you would like further information, please contact Council on 1300 459 689. The information will be used by staff and the nominated institution for the purpose mentioned or a directly related purpose (to register or modify premises; to contact the business as needed; to provide or request information). The information is provided on a voluntary basis and you may apply to Council for access or amendment of the information at any time.

Enquires & Lodgement Details

Please send your completed registration form to the Cootamundra-Gundagai Regional Council – or for more information please call 1300 459 689.

		OFFICE USE ONLY	
By Mail:	PO Box 420 Cootamundra NSW 2590		
In Person:	81 Wallendoon Street **Cootamundra** NSW 2590 or 255 Sheridan Street **Gundagai** NSW 2722	Date Received : Received By: Receipt No. Application No: Risk Category: Expiry Date:	
Fax:	(02) 6940 2127		
Email:	mail@cgrc.nsw.gov.au		

EVENTS ON ROADS

(To be completed if applicable)

Events on Roads

TRAFFIC MANAGEMENT OF SPECIAL EVENTS APPLICATION FORM

<u>Special Event Application Form</u>

If you are proposing to hold an event on the Road, Street or on the side of the Road or Street, you are required to complete a Special Events Application Form.

<u>What is a Special Event?</u>

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road and/or street that requires special traffic management arrangements and may involve large numbers of participants and or spectators. Examples are marathons, fun runs, cycling events, parades, marches, street markets and fundraising events.

The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements.

<u>Why is Traffic and Transport Management required for a Special Event?</u>

From a traffic and transport perspective, a special event needs to:
• ensure the safe separation of event patrons, participants and volunteers from traffic.
• manage the reduced capacity of the road system; and
• Minimise the traffic impact on the non-event community and emergency services.

<u>What Class does my Special Event fit into?</u>

<u>Class 1</u>   An event that impacts major traffic and transport systems and there is significant disruption to the non-event community. This is an event that reduces the capacity of the main highway through a country town.

<u>Class 2</u>   An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. This is an event that blocks off the main street of a town or shopping centre but does not impact a principle transport route or highway.

<u>Class 3</u>   An event with minimal impact on public roads and negligible impact on the non-event community.

<u>Class 4</u>   An event that is conducted entirely under Police control (but is not a protest or a demonstration) i.e. Anzac Day March.

How do I apply to conduct a Special Event?

To manage these events Cootamundra-Gundagai Regional Council has developed a Special Events Application Form, which includes Traffic Management. Applications for Special Events need to be submitted to Council **90 days** for cycle events and **6 weeks** for all other events before the event is to be held.

Road Occupancy Certificate (ROC)

A Road Occupancy Certificate (ROC) will be issued by council once your event has been reviewed by the Local Traffic Committee and approval of your event is granted by the committee.

Special Event Application Process

Step 1
- This is your initial contact with Council about your event.
- This involves information about the concept/time/location of the event seeking approval in principle for the event (this contact can be by a phone call, letter, or email).

Step 2

CLASS 4 EVENTS
- This involves completing the event overview (Section 1) and the required documentation (section 3) of the application.
- **NOTE** Class 4 Events are **NOT** required to submit a certified Traffic Management Plan.

CLASS 1, 2 & 3 EVENTS
- This involves completing the event overview (Section 1) and the event risk management (Section 2) of the application.
- Submission of these sections is required for approval by Local Traffic Committee/Council and/or the relevant road authority.

Step 3

CLASS 1, 2 & 3 EVENTS
- **ONLY** submit this section after Step 2 has been approved and notification has been received from Council.
- This step is the submission of required documentation (Section 3) that must be provided to Council before the staging of your event.

Are there any costs associated with my application?

There can be costs associated with the development of a Traffic Management Plan and the use of Council property and staff. Please contact Council on 1300 459 689 to discuss.

What if my event has been approved before?

If your event has been approved in previous years and there have been no major changes to this event i.e. change of route, you may wish to submit your entire application utilising the details from your previous application. Please note that you will be required to include **CURRENT** event documentation as outlined in Stage 3 of the application, this includes recertification of your Traffic Management Plan by a certified Traffic Control Planner AND Public Liability Insurance.

Who can I contact for assistance with my application?

There are various people who can assist you with your Special Events Application.

GENERAL INFORMATION AND ASSISTANCE
Road Safety Officer
Phone No. 1300 459 689

RISK ASSESSMENT MANAGEMENT/PLANS (PUBLIC LIABILITY)
WHS Risk Management Officer
Phone No. 1300 459 689

TRAFFIC MANAGEMENT PLANS AND TRAFFIC CONTROL PLANS
Operations and/or WHS Risk Management Officer
Phone No.1300 459 689

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

SPECIAL EVENTS TRANSPORT MANAGEMENT PLAN TEMPLATE

2. EVENT OVERVIEW – SECTION 1

1   Event Summary

Event Name: … … … … … … … … … … … ….. … … … … … ….. … … … … … … … … … … … … … …

Event Location: … … … … … … … … … ……………….. … … … … … … … … … … … … … … …

Event Date: … … … … ………….   Event Start Time: … … … … ..   Event Finish Time: … …………

Event Setup Start Time: … … … … … … … … … .   Event Pack down Finish Time: … … … … …. ..

Event is   ☐ Off-street   ☐ On-street moving   ☐ On-street non-moving

☐ Held regularly throughout the year (calendar attached)

Estimated number participants: … … … … …   Estimated number spectators: … … … … …

1.2   Contact names

* Event Organiser: …

Phone: … … … …… …… … .   Fax: … … … … … … …Mobile: … … … … … … .

Email: …

* Event Management Company (If applicable) … … … … … … … … … … … … … … …

Phone: … … … …… …… … .   Fax: … … …… … … …Mobile: … … … … … … .

Email: …

* Roads & Traffic Authority (if Class 1): … … … … … … … … … … … … … … … … … …

Phone: … … … …… …… … .   Fax: … … … … … … …Mobile: … … … … … … .

Email: …
  *The event organiser is the person or organisation in whose name the Public Liability
  Insurance is taken out

1.3   Brief description of the event (one paragraph)

… … … …

… …… ……

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 **CLASS 2** **CLASS 3**

2.1	**Occupational Health & Safety - Traffic Control**
☐	Risk assessment plan (or plans) attached
2.2	**Public Liability Insurance**
☐	Public liability insurance arranged. Certificate of currency attached.
2.3	**Police**
☐	Police written approval obtained
2.4	**Fire Brigades and Ambulance**
☐	Fire brigades notified
☐	Ambulance notified

3   TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 **CLASS 2** **CLASS 3**

3.1	**The route or location**
☐	Map attached
3.2	**Parking**
☐	Parking organised - details attached
☐	Parking not required
3.3	**Construction, traffic calming and traffic generating developments**
☐	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
☐	There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
3.4	**Trusts, authorities or Government enterprises**
☐	This event uses a facility managed by a trust, authority or enterprise; written approval attached
☐	This event does not use a facility managed by a trust, authority or enterprise
3.5	**Impact on/off Public transport**
☐	Public transport plans created - details attached
☐	Public transport not impacted or will not impact event
3.6	**Reopening roads after moving events**
☐	This is a moving event - details attached.
☐	This is a non-moving event.
3.7	**Traffic management requirements unique to this event**
☐	Description of unique traffic management requirements attached
☐	There are no unique traffic requirements for this event
3.8	**Contingency plans**
☐	Contingency plans attached

Class 2 / Class 1 *(side label)*

3.9 Heavy vehicle impacts

☐ Impacts heavy vehicles - RMS to manage

☐ Does not impact heavy vehicles

3.10 Special event clearways

☐ Special event clearways required - RMS to arrange

☐ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 3 / CLASS 2 / CLASS 1 *(side labels)*

4.1 Access for local residents, businesses, hospitals and emergency vehicles

☐ Plans to minimise impact on non-event community attached

☐ This event does not impact the non-event community either on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements

☐ Road closures or restrictions - advertising medium and copy of proposed advertisements attached

☐ No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached

☐ No road closures, restrictions or special event clearways - advertising not required

4.3 Special event warning signs

☐ Special event information signs are described in the Traffic Control Plan/s

☐ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☐ Messages, locations and times attached

☐ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

☐ The proposed messages and locations for portable VMS are attached

☐ This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

• The ''personal information'' is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.

• I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.

• Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.

• The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".

• The "personal information" held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.

• The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6   APPROVAL

TMP   Approved   by: ……………………………………………………………………………….   Event   Organiser
………………………Date

7   AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ………………………………………………. Council   ………………………Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ………………………………………………… RMS   ………………………Date

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*   "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule 1 Form - Notice of Intention to Hold a Public Assembly

To the Commissioner of Police

<table>
<tr>
<td>1</td>
<td>

I

....

....   (name)   of

....

.(address)   on   behalf   of

.... (organisation)

notify the Commissioner of Police that

on the ……… (day) of ……… (month), ……… (year), it is intended to hold

either:

(a)   a public assembly, not being a procession, of approximately

……… (number) persons,

which will assemble at………………………………………………………………………………………(Place)

at approximately ……… am/pm,

and disperse at approximately ……… am/pm.

or

(b)   a public assembly, being a procession of approximately

………(number) persons,

which will assemble at approximately ……… am/pm, and at

approximately ……… am/pm the procession will commence and shall proceed

……
…………………

</td>
</tr>
<tr>
<td>2</td>
<td>

The purpose of the proposed assembly is……………………………………………………………………………

……
………………

……
………………

……
………………

……
………………

</td>
</tr>
</table>

3	The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (strike out whichever is not applicable):
	(I) There will be .... (number) of vehicles and/or.......... (number) of floats involved. The type and dimensions are as follows: …… ……………… …… ……………… …… ……………… (ii) There will be .... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly. (iii) The following number and type of animals will be involved in the assembly: …… ………………… …… …………………
4	I take responsibility for organising and conducting the proposed assembly.
5	Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address: ……………………………………………………………………………………………………… ……………………………………………………………………………………………………….. Postcode. ……………………………………………… Telephone No. ……………………
6	Signed ………………………………………………………………………………………. Capacity/Title

2. EVENT RISK MANAGEMENT – SECTION 2

2.1 Work Health and Safety –Event Control

☐ Event Management plan – attach details.

A map or description of the route or location is required e.g. start and finish points, marshalling locations, communication procedures.
As part of the event management plan the Risk Assessment and Traffic Management Plans are required.

☐ Risk Assessment/Management plan – attach details.

A Risk Assessment of the event (this includes participants and spectators) must be undertaken. From this control measures must be documented detailing how any identified risks will be managed. A form is included with this package. Assistance with this form can be obtained from Council's WHS Risk Management Officer, contact 1300 459 689.

☐ Traffic Management Plan/s (TMP) – attach details.

Traffic Impact Assessment of the event must be undertaken and includes the impact of access for:
   o   event parking
   o   through traffic and public transport
   o   local residents, businesses, hospitals, emergency services and building sites

From this control measures must be documented detailing how any
identified impacts will be managed. This assessment needs to be
undertaken by a certified Traffic Control Planner.
These plans can be developed by Council staff and charges do apply. For further information contact 1300 459 689.

2.2 Closing and Reopening of roads for moving events

☐ This is a moving event – attach details.

☐ This is a non-moving event.

It this is a moving event a schedule detailing start and finish times and estimated
times that the road will be closed and reopened after the last competitor/entrant
passes by various route locations is required.

2.3 Traffic management requirements unique to this event

☐ Description of unique traffic management requirements – attach details.

☐ There are no unique traffic requirements for this event.

A description of traffic requirements that are not addressed elsewhere in this plan
is required. Examples are a special purpose filming vehicle being used, a parade
with unregistered vehicles or animals.

2.4 Contingency plans

☐ Contingency plans. Plans to be supplied prior to event.

A contingency for unplanned incidents that may disrupt traffic and transport before, during or after the event is required. Examples are bad weather, delayed start or end, slow participants, etc. Traffic management contingency plans should be fully documented and include emergency contact names and phone numbers.

2.5 Privacy Notice

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Service (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submissions of the Transport Management Plan for the event described in Section 1 of this document.

I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.

Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.

The "personal information" being supplied is either my own or I have approval of the person concerned to provide his/her "personal information".

The "personal information" held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.

The person whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

Regulate traffic means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Event Organiser: … … … … … … ....… … … ...Date: … … … ……… … … .

Print Name:……………………………………………………………

3. EVENT DOCUMENTATION – SECTION 3

3.1 Traffic Control/Management

☐ Traffic Management Plan/s (TMP) – attach certified TMP/s.

A TMP is a risk management plan for traffic and describes the use of traffic control devices. A TMP can only be developed and implemented by certified personnel.

These plans can be developed by Council staff and charges do apply. For further information contact 1300 459 689. **NOTE**: **Class 4 Events** are **NOT** required to submit a certified Traffic Management Plan.

3.1 Public Liability Insurance

☐ Public Liability Insurance obtained • attach Certificate of Currency.

Event organisers must indemnify and keep indemnified Gundagai Council and Roads & Traffic Authority from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the granting of permission to organise and hold such event. This indemnity shall be in the form of a Public Liability Policy of Insurance to the value of not less than $20,000,000.

3.2 Police

☐ Police written approval obtained – attach copy of approval.

Under the Summary Offences Act 1988 – Section 23, Police require a completed Schedule 1 form: Notice of Intention to Hold a Public Assembly. This form is supplied as a part of this application package and needs to be submitted to Police for approval. If the event is a vehicle race the Commissioner's delegated approval is required under Section 40 of the Road Transport (Safety and Traffic Management) Act 1999.

3.3 Trusts, authorities or Government enterprises

☐ This event utilises a facility or property managed by a trust, authority or enterprise – attach copy of approval.

☐ This event does not use a facility managed by a trust, authority or enterprise.

If the event uses a facility/property managed by a trust, authority, or government enterprise, written consent is required.

AUTHORISATION TO CONDUCT EVENT

Council's traffic management requirements have been met. Regulation of Traffic is therefore authorised for all **non-classified roads** described in the risk management plans attached to this application.

All required event documentation has been submitted for this event. This event has been authorised to be conducted as detailed in this application.

Authorised by:................… … … … … … ..……… … … … ...(Cootamundra - Gundagai Regional Council)

Date: … … … … … ….. … ..… …

Regulate traffic means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

OTHER FACTORS TO CONSIDER

1. The impact of an event on heavy vehicles will be assessed by the RMS. Alternate routes may be required. The RMS is responsible for providing alternate routes for heavy vehicles. If a proposed event impacts on an approved B-Double route, the event may proceed only if a suitable alternative approved B-Double route is available. For example, if the main street of a town is an approved B-Double route and no suitable alternative exists, the event would need to be relocated.

2. All applications will be assessed, processed and conducted with reference to the RMS - 'Guide to Traffic and Transport Management for Special Events'.

3. Under the WH&S Act 2011 and WH&S Regulations 2011 the event organiser has a duty of care towards those persons who work at (including volunteers) or attend the event and to ensure that they are not exposed to risks from a public liability perspective.

4. Only qualified persons will undertake any associated traffic control and will be appropriately attired with high visibility clothing. Roadwork fluorescent vests properly worn are appropriate.

5. Provisions of the Australian Road Rules are to be observed.

6. Any Police directions given in accordance with the Australian Road Rules are to be promptly obeyed.

7. The event organiser is to take all reasonable measures to reduce obstruction to pedestrians and vehicles during the course of the event.

8. Participants are not permitted to use the carriageway during periods of poor visibility.

9. The volume of loud hailers or amplifiers used in conjunction with the event should be maintained at a reasonable level.

10. The route and timing of the event must not be altered without Police or Gundagai Council approval.

11. Where a road closure is required, the event organiser will advise (via a letter drop) the residences/ businesses impacted by the closure of the event.

12. Council will undertake to advertise the event in the local newspaper a minimum of 7 days before the event. Any objections received are to be resolved by the event organiser.

13. Appropriate roadside warning signs with black legend on yellow background and conforming to Australian Standards shall be located along the route as per the Traffic Control Plan.

14. Where road warning signs are required the signs are to be located (where possible) 200 metres prior to the intersection with the event route in a 100kph speed zone and 100 metres in a 50kph speed zone as per the Traffic Control Plan.

15. Other event specific conditions may be applied to your event at Councils' discretion.

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway. Heavy Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	A Class 1 event: • impacts major traffic and transport systems • disrupts the non-event community over a wide area • requires the involvement of Police, one or more Councils and the RTA • requires a detailed Transport Management Plan • requires advertising the event's traffic aspects to a wide audience.	A Class 1 event may: • be conducted on-road or in its own venue • involve trusts and authorities when using facilities managed by them • involve Transport NSW • involve the State Rail and State Transit Authorities • involve private bus and coach organisations • impact the road transport industry • require RTA to provide special event clearways • require RTA to provide heavy vehicle detour routes • require the RTA to adjust traffic signals • require RTA to manage Variable Message Signs • depending on the nature of the event, invoke the Police "User Pays" policy.	For example: • an event: that affects a principal transport route in Sydney, or • an event that reduces the capacity of the main highway through a country town, or • a bicycle race that involves the Sydney Harbour Bridge.	Minimum 4 months from first approach to Council to proposed start date. 6 months for vehicle races.	Charges apply where: *"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."*	As described in Council's Special Events Policy. Asset rentals: refer to Council.	Marginal costs apply where services are provided above those normally provided to the community. RTA provides quote. Asset rentals: refer to RTA.	TMP model recommended.	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended
2	A Class 2 event: • impacts local traffic and transport systems but does not impact major traffic and transport systems • disrupts the non-event community in the area around the event but not over a wide area • requires the involvement of Police and Local Council • requires a detailed Transport Management Plan • requires advertising the event's traffic aspects to the local community.	A Class 2 event may: • be conducted on-road or in its own venue • involve trusts and authorities when using facilities managed by them • involve State Rail and the State Transit Authority • involve private bus and coach organisations. • depending on the nature of the event, invoke the Police "User Pays" policy.	For example: • an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway • a motor rally on local country roads.	Minimum 3 months. 3 months for vehicle races.	Charges apply where: *"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."*	As described in Council's Special Events Policy Asset rentals: refer to Council		TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.		Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended
3	A Class 3 event: • does not impact local or major traffic and transport systems • disrupts the non-event community in the immediate area only • requires Local Council and Police consent • is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac • requires Police agreement that event qualifies as Class 3 • is never used for vehicle races.	A Class 3 event , depending on Local Council policy, may: • require a simplified Transport Management Plan not be available in all Council areas. • depending on the nature of the event, invoke the Police "User Pays" policy. • require advertising the event's traffic aspects to the community.	For example: • an on-street neighbourhood Christmas party.	Minimum 6 weeks	Charges apply where: *"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."*	As described in Council's Special Events Policy Asset rentals: refer to Council		Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.			Required. Refer to TMP.		
4	A Class 4 event is intended for small on street events and: • requires Police consent only • is within the capacity of the Police to manage on their own • is not a protest or demonstration • is always an on-street event • does not require RTA or Council consent • does not require advertising the event's traffic aspects to the community • does not require a TMP • does not require the involvement of other Government agencies.	A Class 4 event may: • be conducted on classified or unclassified roads • cause zero to considerable disruption to the non-event community • cross Police Local Area Commands (LACs) • cross Local Government Areas (LGAs) • require Council and RTA to assist when requested by Police • depending on the nature of the event, invoke the Police "User Pays" policy.	For example: • a small ANZAC Day march in a country town • a small parade conducted under Police escort.	Minimum 1 month	Charges apply where: *"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."*						Required if User Pays policy in force. Police named on policy. Certificate of currency required.					

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