



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

# **EVENT MANAGEMENT PLAN**

## **Full Event Plan**

**EVENT NAME:**

**EVENT DATE:**

***A SAFETY GUIDE FOR ORGANISERS***

COOTAMUNDA-GUNDAGAI  
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## 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?

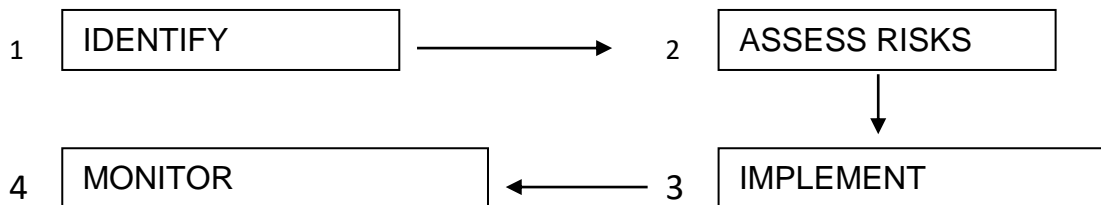
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On-site safety at the event is paramount – the public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to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

### What is risk management?

---

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



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?

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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 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 Factsheet (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

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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.
- 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**

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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, this will be your responsibility.

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**

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- 1 **THINGS TO CONSIDER GUIDE.**
- 2 This requires considerable information to be sourced. During this event management planning you are required to complete a 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 must attach to support your risk assessment process - including the Temporary Food Permit ( if applicable).
- 7 Fill in the **EVENTS RISK ASSESSMENT SHEET** with your details and provide to the Council representative – the Risk Officer- 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**

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

### **Useful Publications**

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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**

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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 the correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out Public Liability Insurance cover for **\$20 mil** to cover your event. Contact your insurance provider for advice and give them **all** the details of your event.

**On your Public Liability Insurance \*\* Cootamundra-Gundagai Regional Council, NSW Police and TfNSW must be noted as an interested party on the insurance cover \*\***

## **Stewards**

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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**

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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 must be evacuated.

## **Evacuation**

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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**

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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**

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

## **Security**

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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**

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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**

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

## **Signs**

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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**

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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**

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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 several 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**

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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**

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

#### **The Event Planning Guide**

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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

File No

|   |    |   |    |                                   |                                    |                          |   |                         |  |                              |                             |                          |
|---|----|---|----|-----------------------------------|------------------------------------|--------------------------|---|-------------------------|--|------------------------------|-----------------------------|--------------------------|
| <b>Description of Event and Location:</b>   |    |   |    |                                   |                                    |                          |   |                         |  |                              |                             |                          |
| <b>Company/Personnel/Organisation Running the Event:</b>  |    |   |    |                                   |                                    |                          |   |                         |  |                              |                             |                          |
| <b>Date and Time:</b>   |    |   |    |                                   | <b>Stall</b><br>where appropriate) |                          |   | <b>holder/Activity:</b> |  |                              |                             |                          |
| <b>HAZARD IDENTIFICATION</b> Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory |    |   |    |                                   |                                    |                          |   |                         |  |                              |                             |                          |
|   | NA | S | US |                                   | NA                                 | S                        | US  |                         |  |                              |                             |                          |
| <b>Paperwork</b>  |    |   |    | <b>Public Matters</b>             |                                    |                          |   |                         |  |                              |                             |                          |
| Licences of Operation   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Crowd control measures in Place   |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| Specialist certificates required (eg Traffic Control Management)  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Loud hailer available   |                         |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> |
| Food handling approvals sighted   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Entry Points Manned   |                         |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> |
|   |    |   |    |                                   |                                    |                          | Firefighting equipment  |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| <b>Activities</b>   |    |   |    | <b>Site</b>                       |                                    |                          |   |                         |  |                              |                             |                          |
| Electrical equipment tagged   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Traffic Guidance Scheme, provisions for parking (attach copy or Traffic Guidance Scheme No .....) |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| Personal protective equipment (provided and worn)   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Emergency team access   |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| First Aid Kit available   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Site amenities, toilets, fresh water  |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| Lighting is adequate for activity   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | General site conditions, security, signage  |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| Environmental Protection (attach plan if applicable), air water, litter, and noise  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Gas and water main's location and identification  |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| Noise control/dust control  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Rubbish disposal  |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| Ladders (Good condition and properly secured)   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> | Presence of hazardous materials (e.g., gas cylinders)   |                         |  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| Manual handling and lifting equipment   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| Gas cylinders and equipment in order & comply   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| Emergency procedures, e.g., fire, explosion, civil disturbance, lost child, etc   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| <b>Insurances sighted</b>   |    |   |    | <b>COMMENTS/CONTROL MEASURES:</b> |                                    |                          |   |                         |  |                              |                             |                          |
| Public Liability  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| Professional Indemnity  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| Workers Compensation  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| Other   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| <b>**Note: Public Liability/Certificate of Currency Insurance MUST state as "Interested Parties" on your policy** for:</b>          |    |   |    |                                   |                                    |                          |   |                         |  |                              |                             |                          |
| Council,  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| NSW Police  |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| TfNSW   |    |   |    | <input type="checkbox"/>          | <input type="checkbox"/>           | <input type="checkbox"/> |   |                         |  |                              |                             |                          |
| <b>EVENT ORGANISOR</b> (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<br>Safety Contact  |  |
| Phone Numbers  |  |
| Venue<br>Safety Contact  |  |
| Phone Numbers  |  |
| <p>General Description of Activity:</p> <ul style="list-style-type: none"> <li>▪ Type of Activity:</li> <br/> <li>▪ Number of staff/volunteers:</li> <br/> <li>▪ Description of activity:</li> </ul> |  |

### Assessment completed by:

|   |  |  |
|---|--|--|
| Sign: .....<br><br>Organiser/Hirer Safety Contact |  | Date: .....<br><br>Received by:<br>Sign: .....<br><br>Council Representative |
|---|--|--|

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

|   |  |  |
|---|--|--|
| Sign: .....<br><br>Presenter/Hirer Safety Contact |  | Date: .....<br><br>Received by:<br>Sign: .....<br><br>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?** *e.g. manual handling, electrical, security*

**What is the risk?** *e.g. 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<br>(Insignificant) | No injuries, low financial loss   |
| 2     | Minor Injuries<br>(Minor)              | First aid treatment, on-site release immediately contained, medium financial loss                                     |
| 3     | Major Injuries<br>(Major)              | Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss |
| 4     | Fatality<br>(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)**

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# ***CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES***

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## **INTRODUCTION – HOW TO USE THIS INFORMATION**

### **SECTION A – GENERAL CONDITIONS**

### **SECTION B – CONSTRUCTION STANDARDS**

- Category 1 – On site food preparation
  - ie: Any food requiring more than one-step in preparation at the market site. Includes: hamburgers, hot dogs international foods etc.
  
- Category 2 – One step low hazard food preparation
  - ie: Foods with minimal risk of bacterial multiplication and requiring no more than a single preparation step on the site. Includes: popcorn, fairy floss, squeezing of juices etc.
  
- Category 3 – Pre-wrapped and bottled foods – Fruit & Vegetables
  - ie: Fruit and vegetables, bottled preserves/jams, wrapped cakes etc.

APPLICATION FORM – Catering and Sale of Food for Temporary Holder Permit

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**THIS CODE WILL APPLY TO ANY ACTIVITY THAT PROVIDES FOOD FOR WHICH A TRANSACTION HAS OR WILL TAKE PLACE.**

# INTRODUCTION

## Guidelines for Temporary Food Premises

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The Introduction of the new Food Safety Standards has seen the requirements for Temporary Food Premises to seek approval to operate.

Temporary food premises are structures set up for a specific occasion such as a fete, show, carnival or markets. The cost of providing such premises to a permanent standard as required for a premise such as a restaurant is seen unpractical. However, the issues of food safety that includes the construction of premises, food handling, food storage and cleanliness is as important as it would be for a restaurant. The aim of this Code is to provide minimum standards for the establishment and operation of a temporary food premises.

### General Provisions

The Code applies to temporary food premises within Council's area and operators must also comply with the relevant Local and State legislation regarding hygiene, safety and land use requirements as applicable.

Council's Environmental Health Officers are authorised to enforce this guideline and to issue any necessary direction or registration with or without conditions, or cancel any registration.

### Definitions

- **Temporary Food Premises**  
Temporary food premises shall include any structure, food stall or mobile food stall erected, installed or located on any premises, including privately owned property or on any public road, footpath or public reserve or park, which is used for the sale of food for the duration of any fete, fair, festival, carnival, market or similar event.
- **Food Vending Vehicles**  
Includes any vehicle including any van, truck, trailer or moveable module whether mobile or stationary used for the purpose of selling any article of food.

### How to use this Code and apply for a Food Permit

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- 1 Read Section A that follows. This Section gives the conditions for food handling and provides important information about food, temperatures, transporting, labelling, infections, hygiene, water, crockery, animals, preparation, and so on.
- 2 Read Section B. This Section helps you determine into which of three categories your food activity is likely to fall. Each category then gives you clear information about the standards you are expected to meet when operating your food activity.
- 3 Decide which category your food activity is in, and then discuss with your group how you will ensure that these matters are met.

- 4 Now you are ready to complete the Application Form (at the end of this information packet). The Permit may be required, and this may cover until June 30th. You need this Permit to operate a food activity. There are a few different ways this can work:
  - a If you operate the same activity a few times a year at the same venue then the one application form will suffice.
  - b If you operate a similar food activity at different venues then you should complete a new application for each different venue (but you only pay the once per year).
  - c If you operate different food activities (eg sell prepared food at one stall, run a BBQ at another, etc) at different venues or the same venue at different times then you need to submit an application for each activity.
- 5 Send the Application Form to the Council (with your payment if this is the first time in the year ending 30 June) giving plenty of time before the event (at least 7 working days).
- 6 Prepare for your event taking all steps necessary to meet the Food Handling requirements.

#### **Further Information**

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

## SECTION A – GENERAL CONDITIONS

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Basic requirements – all food sellers including sellers of prepacked foods, fruit and vegetables and the like are to observe these requirements:

### PERISHABLE (HAZARDOUS) FOODSTUFFS – HOLDING TEMPERATURES

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Because the most common cause of food poisoning is “temperature abuse” of products which will rapidly spoil, the following requirements taken directly from clause 78 of the Food (Standards) officers attending the markets will strictly enforce regulation.

Products containing milk or milk products, eggs, meat, fish, cooked rice, or opened shellfish shall be stored and sold at a temperature under 5 degrees Celsius or above 60 degrees Celsius. ie: cream cakes, hot dogs, chicken, rice etc.

**Note:** There are exemptions for eggs sold in the shell provided they are shaded, and for bottled or canned products that have been processed by heat to prevent spoilage and remain hermetically sealed. Frozen food must remain in a frozen state to gain exemption.

**Note:** It is an offence to sell food that after being frozen and subsequently running down or melting, has been frozen again, subsequently refrozen.

### TRANSPORT OF FOOD TO THE MARKETS

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All foodstuffs being transported to the markets must be adequately protected from contamination and looked after. It is especially important that the temperature requirements in the section above be strictly observed during the transportation. With the exemption of whole fruit and vegetables or grains, which are to be further processed, all foodstuffs must be conveyed in the vehicle in such a way that dust, vermin and other likely sources of contamination are excluded.

Food grade plastic or foam eskies with tight fitting lids may be used for some foods. Where food comes into contact with the container, it must be impervious and easily cleaned. Lids may not be removed from containers in which foods remains when the vehicle is in motion or unattended.

Vehicles used for purposes incompatible with the carriage of foodstuffs may not be used for bringing food to the markets.

### LABELLING

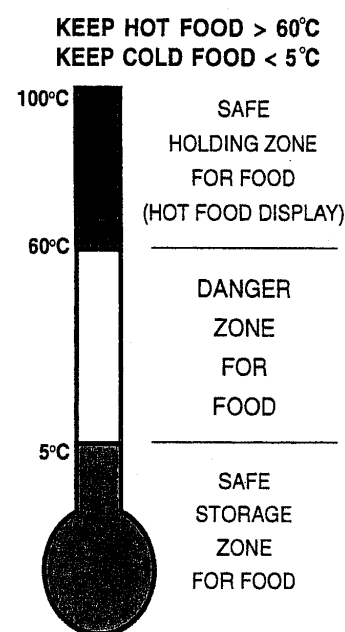
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Any product that is sold in a package, jar or the like is to be clearly labelled. The New Food Standard requires among other things that: -

- |  |   |
|--|---|
| a )the common name of the contents   | e )use by date appropriate to the class of food                   |
| b )the name of the maker, vendor or agent  | f )nutrition labelling (exemptions may apply to this requirement) |
| c )where more than one ingredient is used in the preparation of the product, a list of all the ingredients and additions | g )Percentage labelling   |
| d )product of Australia (or country and origin)  |   |

must appear on the label. The lid or container must not contain information about any product other than that contained nor any information, which could be misleading.

Foodstuffs not labelled or missing any of the above details will not be permitted to be sold.



## **SICKNESS OR INFECTION OF THE SKIN**

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No person suffering from a communicable disease or infection including a skin eruption shall handle food or any utensil used for handling food.

**Note:** minor abrasions of the skin may be covered with a bandage which in turn must be covered with a waterproof covering.

## **PERSONAL CLEANLINESS AND HYGIENE**

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Both body and clothing must be clean and of neat appearance. Wearing of a clean apron is recommended.

For personal hygiene, every stallholder must have available a clean towel and soap/bactericide. (See what is required as per categories, which follow.)

**Note:** The regulation demand cleansing of hands: -

- Before commencing or recommencing work.
- Immediately after using the toilet. (Take soap and towel with you.)
- Immediately after using a handkerchief or nasal tissue.

## **WATER AND ICE**

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Only potable (drinking) water may be used when preparing food for sale.

If you do not know the meaning of potable water, please ask your Local Council Environmental Health and Building Officer.

Ice used for keeping food cool or adding to food or drink must have been made from potable water.

## **SECOND HAND GOODS**

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Where second hand goods, such as clothing, footwear or printed material are to be received or sold, food may not be sold if handled by the same person unless the food is contained in sealed packages.

## **FOREIGN OBJECTS**

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No foreign objects shall be placed or be present in any item of food for sale.

## **SMOKING**

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No person is permitted to smoke or chew tobacco or any similar product when serving or when present in or about any food stall (does not apply to customers outside the stall.)

## **MINIMUM DISPLAY HEIGHT**

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No foodstuffs shall be stored or displayed at a height of less than 750 mm above the ground, unless protected to the satisfaction of the Environmental Health and Building Officer.

**Note:** This clause applies to fruit and vegetables as well as other foods.

## **CROCKERY**

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Crockery items, which are chipped, cracked or broken or are in a state of disrepair, may not be used in connection with food.

## **HUMAN CONTACT**

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Human contact with food when packing and serving must be minimised (except fruit and vegetables.) Tongs or disposable gloves should be used. This clause does not apply to confectionery (sweets, chocolates etc.)

**Note:** When holding implements, utensils or appliances they must only be held by a part of the utensil that does not come in contact with the food. Such utensils may not be placed in the pockets of clothing.

## **WRAPPINGS**

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Only clean unprinted paper or food wraps may be used for wrapping foodstuffs.

## **DOGS AND ANIMALS**

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No stallholder is permitted to bring a dog or other animal onto the ground. Under no circumstances is a dog or other animal to be permitted to enter any food stall.

## **LOCATION OF FOOD STALLS**

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It is preferred that food stalls be set up on well-grassed sites or bitumen sealed areas.

## **GARBAGE**

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All stalls are to be provided with an adequately sized rubbish receptacle with a fitted lid. Contents are to be disposed of in a proper manner (usually into the bulk bins provided) at the end of the day.

## **HOME PREPARATION**

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Preparation of food for sale in the home is not permitted except where the kitchen or place complies fully with the National Code for the Construction and Fit out of Food Premises and the Food Standard Code in respect of the construction standards, sanitation, and equipment.

These details may be obtained on request from your Council's Environmental Health and Building Officer.

## **CHILDREN IN FOOD STALLS**

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It is not desirable that young children be permitted to enter a food stall for health and safety reasons.

## **PERMISSION TO TRADE**

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Approval by the Health Surveyor by telephone shall not be given as permission to trade. All stalls are subject to approval on site.

Applicants for market/one day events shall obtain a stallholder permit from Council.

## **DIRECTIONS**

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Stallholders are required to meet any directive given at the Market by any officer authorised under the Food Standard Code. Officers carry appropriate authorisation documents, which may be requested before admitting an officer to a van or stall.

## **SECTION B - CONSTRUCTION STANDARDS**

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This section is divided into three (3) categories and persons selling food at markets must operate within one (1) of the three (3) categories as outlined below.

### **CATEGORY 1: ON SITE FOOD PREPARATION" FOOD VEHICLES/FOOD STANDS**

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This category related to on site food preparation for the sale of food to the public.

**Includes:** Hamburgers, Kebabs, Spring Rolls, International Foods, Hot Dogs, Hot Chips, Pies, Sandwich preparation, or any other food prepared, made, or cooked on site.

The purpose of this category is to ensure that on site food preparation outlets are fitted out in such a manner as to comply with the appropriate food legislation to ensure safety and promote a good standard of hygiene by providing for easy cleansing and maintenance.

**Includes:** Food Vehicles, Food Vans, Trailers, Caravans, Collapsible rigid structures, or any other food outlet such as to comply with the following.

### **CONSTRUCTION**

The floor, walls and ceiling shall be constructed internally of rigid, smooth faced, impervious material with unbroken surface, capable of being easily cleaned and kept in good repair. If joint strips are necessary, they shall be used in the vertical plane only and be free of screw heads, proud rivets, or the like.

The wall/floor junction shall be impervious and coved to a radius of 25mm or greater.

Walls - at minimum the walls shall be fully enclosed below 750mm on all sides including the counter area. Above 750mm to roof height, the walls on all sides, except counter, are to be capable of being enclosed.

### **FIXTURES**

Food preparation benches, shelving, cupboards, and the like shall be constructed of approved rigid smooth faced and impervious material free of open cracks and joints. (Standard chipboard should not be used.)

Cavities to be eliminated wherever possible.

Benches, shelving, cupboards, and the like shall be constructed so that the lowest shelf or base shall be 200mm above the floor. The unit should be supported from the wall or on metal legs.

The ends of hollow metal section shall be sealed.

Shelves (where practical) should be stood approximately 25mm clear of the wall to facilitate cleaning of the walls and stop accumulation of foodstuffs.

## **SERVICES**

- i Water pipes, electrical cables etc. should be run under the floor or within the wall cavities and all joints sealed. Where not recessed water pipes or electrical conduits must be set with stand offs 25mm clear of the wall surface and where possible only run verticals.

The gas installation, if any, shall be installed by a licensed gas fitter. The installation shall comply with the appropriate provisions of Australian Standard 1596 and the gas installation regulations made under the Dangerous Goods Act, 1975. A current compliance plate shall be affixed to the vehicle. NB. NSW road registration requires the compliance plate to be fixed to the vehicle.

## **EQUIPMENT**

- i A sink for the purpose of cleaning all utensils, appliances, equipment, and the like shall be provided. Detergent and cleaning implements shall be on hand.
- ii A wash hand basin for personal hygiene purposes must be provided in addition to the sink. Soap and towels must be provided in close proximity.
- iii A reservoir of potable water shall be provided sufficient to exceed the day's needs.  
Hot water is to be supplied from a hot water system with both the sink and the basin individually supplied from mixing set fixtures. Urns will not suffice. (NB: Water must be supplied continuously at a temperature not less than 45 degrees Celsius.) Fabricated stalls may have to consider the use of a trailer based "module". The unit must be always on when trading. NB. If customers return utensils for cleansing, a double bowl sink is required in lieu of single and scalding water (min 77 deg Celsius) must be available to the second bowl of the sink for final rinsing.
- iv A wastewater collection tank shall be installed external to the vehicle to collect the wastewater from the hand basin and the sink. The tank is to be provided with a vent. All fixtures are to be trapped. The wastewater tank is to have an outlet which enables ready disposal of the contents to a sewer gully or other suitable disposal point upon return home of the vehicle/or dismantling of the stall.
- v cooking appliances such as deep fryers, hot plates, and stoves shall be installed so as to provide a clear space of not more than 200mm between the underside of the appliance and the floor.
- vi Equipment which is not easily removed from the vehicle shall be positioned clear of walls at such distances as to permit easy cleaning.
- vii Where cooking or extensive heating processes are carried out an approved mechanical ventilation system, including grease removal filters, may be required.
- viii Walls and benches likely to be soiled or damaged by cooking fumes, grease and heat shall be protected by stainless steel sheeting or other approved material.
- ix A fire extinguisher and fire blanket is to be provided in any vehicle/stall where extensive cooking or heating processes are undertaken. The extinguisher shall be of a type suitable for dealing with the type of combustibles present.
- x Perishable foodstuffs are to be stored in a suitable refrigerator or other appliance fitted with the required thermometer (see general section) and which is capable of maintaining the required temperature (normally less than 5 degrees Celsius) throughout the period of trade.
- xi A suitable waste bin with tight fitting lid must be provided.

## **DESIGN OF MOTOR DRIVEN VEHICLE**

- xii Where a vehicle has a driving compartment, this section must be effectively sealed off from the section used for storing or preparing food.

## **GENERAL**

xiii General provisions applying to all stallholders are provided at the front of this guide. These form part of the requirements for this category of stall.

## **CATEGORY 2: "ONE STEP PREPARATION"**

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Requirements for stalls where one step only preparation takes place and where the ingredients or produce are not of a hazardous type (see general section) and where cooking except for heating of water or soup is not part of the process.

**Includes:** Popcorn, Squeezing Juices, Fairy Floss, Tea and Coffee, Frozen Fruit Cups, Soups, and other items, which may be considered, appropriate by Council's Health Surveyor.

## **CONSTRUCTION**

- i Walls - at a minimum the walls shall be fully enclosed below 750mm on all sides including the counter area. Above 750mm to roof height, the walls on all sides, except under the counter, are to be capable of being enclosed.  
Construction shall be of "polytarp" or similar easily cleaned material (not canvas) stretched over a demountable frame with the polytarp preferably on the inside of the frame.  
The wall panels shall be provided with sufficient framework to support the fabric taught and rigid. No part of the walls may flap in the breeze or be otherwise insecure.
- ii Roof - the roof shall be of similar construction to the walls.
- iii Floor - the floor shall be in the form of a groundsheet cut larger than the floor area to enable it to be turned up the wall and clipped or otherwise fixed into position.

## **NOTE:**

The whole structure shall be securely fixed together when assembled and must be secured against wind loadings. These stalls will not be permitted on sealed areas if securing requires peg penetration through bitumen.

## **FIXTURES**

- iv Food preparation benches, counters, shelving, stands etc., shall be made from rigid smooth faced material, free of cracks or joints and be durable. Painting, laminating or clear finish must be used on any timber product. Shelves shall be minimum 200mm off the floor. Foodstuffs shall not be stored on the floor. Metal end sections shall be sealed.
- v the preparation and or display of foodstuffs must take place behind and under a sneeze barrier designed to protect the food from contamination. Such a device could be constructed of Perspex, which is capable of being folded and welded into custom shapes.

## **CONTAINERS**

- vi All food or drink shall be served in single use containers from category 2 stalls.

### **HAND WASHING**

- vii A sealed container (minimum capacity 10 litres) of potable (usually town) water and having a tap fitted shall be provided as a water supply.
- viii Hot (45 degrees) water and cold water may be provided for personal hygiene if a water heating device can be firmly secured in the stall against collapse or fire. Hot and cold water are to mix in a dispensing spout and dispense into a basin separate from any facility for washing implements. Soap and a towel are to be provided convenient. Alternatively, where a hot water supply is not practicable, Bactericide - ie "Hibicleanse" (Chlorhexidine Gluconate) or similar may be dispensed from a pump pack into the hands before washing instead of having hot water and soap at the basin. Clean towels are still required.

### **UTENSILS WASHING FACILITY**

- ix A sealed container (minimum capacity 10 litres) of potable (usually town) water and having a tap is to be provided along with a suitable bowl or container for washing the utensils in. Clean towels and detergent are to be provided.  
*NB This must be kept separate from the hand washing facility.*

### **WASTEWATER DISPOSAL**

- x Sullage water must be disposed of to the sewer if available on site. (Usually via a surcharge gully near the amenities block.) If sewer is not available, the waste is to be disposed of as directed by the Health Surveyor.

### **OTHER EQUIPMENT**

- xi Where facilities are provided for heating, extreme care is to be taken with positioning of the appliance to ensure there is no fire, electrical or scalding hazard. Heating appliances may not be placed on the front counter or within 300mm of external walls.
- xii A garbage bin with a tight-fitting lid shall be provided in the stall for receipt of solid waste. This shall be emptied to the bulk bin or other facility as provided at the market venue before leaving.

### **GENERAL**

- xiii General provisions and application form applying to all stallholders are provided at the front of this guide. These form part of the requirements this category of stall.

### **CATEGORY 3: "PRE-WRAPPED AND OTHER FOODS"**

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This category relates to pre-wrapped and other foodstuffs sold at "traditional style" food stalls where food is protected from contamination by wrapping or were stored in sealed containers.

**Includes:** Pre-bottled/sealed: Jams, Honey, Pickles, Drinks etc.  
Pre-wrapped and sealed: Cakes, Toffees, Biscuits, etc.  
Natural Protection: Fruit, Vegetables, etc.

- i) Wrapping/protection of food is to remain intact when delivered to the customer.
- ii) All food is to be stored a minimum of 750mm above the ground level.
- iii) Soap and clean towels are to be provided at each food stall.
- iv) Compliance with holding temperature requirements where applicable.
- v) General provisions applying to all stallholders are provided at the front of this guide. These form part of the requirements for this category of stall.

**Temporary Food Permit Application follows.**

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**APPLICATION FOR CATERING AND SALE OF FOOD TEMPORARY HOLDER PERMIT**

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Local Government Act 1993 – Section 68 (1)

**APPROVAL TO BE SUBJECT TO THE RELEVANT SECTIONS OF THE COOTAMUNDRA SHIRE COUNCIL CODE FOR CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES.**

***APPLICATIONS MUST BE RECEIVED SEVEN (7) WORKING DAYS BEFORE DATE OF EVENT.***

To: The General Manager  
Cootamundra-Gundagai Regional Council  
PO Box 420  
COOTAMUNDRA NSW 2590

Our Group/I have previously submitted our annual application fee.

**An annual fee may apply for the application and will remain current until 30 June.**

1. Applicant/Charity Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name and Phone Number: \_\_\_\_\_
2. Name of Food Outlet: \_\_\_\_\_
3. Intended Location for Market/One Day Event: \_\_\_\_\_
4. Intended Date of Market/One Day Event: \_\_\_\_\_
5. Food intended to be sold (describe range and type of food and whether it is to be sold wrapped or unwrapped, hot or cold etc): \_\_\_\_\_
6. How is the food protected/transported to the Market? \_\_\_\_\_
7. Address of premises where food will be prepared (Prior to sale at Market/One Day Event): \_\_\_\_\_
8. For unwrapped foods, how do you protect food against potential sources of contamination? \_\_\_\_\_
9. Food requiring temperature control. How will you keep cold food below 5 degrees Celsius and hot food above 60 degrees Celsius? \_\_\_\_\_  
\_\_\_\_\_
10. How do you provide facilities that are required for:  
Hand washing: \_\_\_\_\_  
Washing food and utensils: \_\_\_\_\_

I hereby undertake to comply with the Cootamundra-Gundagai Regional Council Code for Catering and Sale of Food for Temporary Food Premises and certify that I will accept all responsibility under the Food Act 1989, as the proprietor of this stall.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## *EVENTS ON ROADS*

**(To be completed if applicable)**

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### ***TRAFFIC MANAGEMENT OF SPECIAL EVENTS APPLICATION FORM***

#### **Special Event Application Form**

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.

#### **What is a Special Event?**

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.

#### **Why is Traffic and Transport Management required for a Special Event?**

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.

#### **What Class does my Special Event fit into?**

**Class 1** 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.

**Class 2** 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 principal transport route or highway.

**Class 3** An event with minimal impact on public roads and negligible impact on the non-event community.

**Class 4** 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 at least **12 weeks** before the event is to be held.

### **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 GUIDENCE SCHEME**

Operations and/or WHS Risk Management Officer

Phone No.1300 459 689

**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**  
**TRAFFIC MANAGEMENT OF SPECIAL EVENTS APPLICATION FORM**

**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 Applicant Details**

\* Event Organiser: .....  
Name of person submitting application: .....  
Postal address: .....  
..... Postcode: .....  
Phone: ..... Fax: ..... Mobile: .....  
Email: .....  
Signature: ..... Date: .....  
  
\*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)**

.....  
.....  
.....  
.....

This includes the route the event will be taking, what it is i.e., fun run, and any other information which describes the event.

## 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 Guidance Scheme/s (TGS) – 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.

If 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 TfNSW 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”.

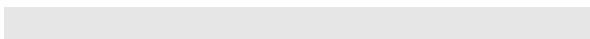
The “personal information” held by the Police, TfNSW or Local Government may be disclosed inside and outside of NSW to event managers, or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted 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 TfNSW 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 **Cootamundra- Gundagai Regional Council, NSW Police and TfNSW** 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 \$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.

## OTHER FACTORS TO CONSIDER

1. The impact of an event on heavy vehicles will be assessed by the TfNSW. Alternate routes may be required. The TfNSW 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 TfNSW - 'Guide to Traffic and Transport Management for Special Events'.
3. Under the WH&S Act 2011 and WH&S Regulations 2017 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 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 Cootamundra - Gundagai Regional 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 Guidance Scheme.
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 Guidance Scheme.
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           | <p>A Class 1 event:</p> <ul style="list-style-type: none"> <li>impacts major traffic and transport systems</li> <li>disrupts the non-event community over a wide area</li> <li>requires the involvement of Police, one or more Councils and the RTA</li> <li>requires a detailed Transport Management Plan</li> <li>requires advertising the event's traffic aspects to a wide audience.</li> </ul>   | <p>A Class 1 event may:</p> <ul style="list-style-type: none"> <li>be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve Transport NSW</li> <li>involve the State Rail and State Transit Authorities</li> <li>involve private bus and coach organisations</li> <li>impact the road transport industry</li> <li>require RTA to provide special event clearways</li> <li>require RTA to provide heavy vehicle detour routes</li> <li>require the RTA to adjust traffic signals</li> <li>require RTA to manage Variable Message Signs</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul> | <p>For example:</p> <ul style="list-style-type: none"> <li>an event that affects a principal transport route in Sydney, or</li> <li>an event that reduces the capacity of the main highway through a country town, or</li> <li>a bicycle race that involves the Sydney Harbour Bridge.</li> </ul> | <p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p> | <p>Charges apply where:</p> <p><i>"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."</i></p> | <p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p> | <p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rentals: refer to RTA.</p> | <p>TMP model recommended</p>   | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council &amp; Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p> | <p>RTA arranges if required.</p> <p>RTA provides quote.</p> | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p>   | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p>   |
| 2           | <p>A Class 2 event:</p> <ul style="list-style-type: none"> <li>impacts local traffic and transport systems but does not impact major traffic and transport systems</li> <li>disrupts the non-event community in the area around the event but not over a wide area</li> <li>requires the involvement of Police and Local Council</li> <li>requires a detailed Transport Management Plan</li> <li>requires advertising the event's traffic aspects to the local community.</li> </ul>  | <p>A Class 2 event may:</p> <ul style="list-style-type: none"> <li>be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve State Rail and the State Transit Authority</li> <li>involve private bus and coach organisations.</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul>  | <p>For example:</p> <ul style="list-style-type: none"> <li>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</li> <li>a motor rally on local country roads.</li> </ul>   | <p>Minimum 3 months.</p> <p>3 months for vehicle races.</p>   | <p>Charges apply where:</p> <p><i>"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."</i></p> | <p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>   |  | <p>TMP model recommended</p>   | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council &amp; Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>                              |   | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p>   | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p>   |
| 3           | <p>A Class 3 event:</p> <ul style="list-style-type: none"> <li>does not impact local or major traffic and transport systems</li> <li>disrupts the non-event community in the immediate area only</li> <li>requires Local Council and Police consent</li> <li>is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac</li> <li>requires Police agreement that event qualifies as Class 3</li> <li>is never used for vehicle races.</li> </ul>   | <p>A Class 3 event, depending on Local Council policy, may:</p> <ul style="list-style-type: none"> <li>require a simplified Transport Management Plan</li> <li>not be available in all Council areas.</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> <li>require advertising the event's traffic aspects to the community.</li> </ul>   | <p>For example:</p> <ul style="list-style-type: none"> <li>an on-street neighbourhood Christmas party.</li> </ul>   | <p>Minimum 6 weeks</p>  | <p>Charges apply where:</p> <p><i>"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."</i></p> | <p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>   |  | <p>Council may require TMP</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>   | <p>Required with Council &amp; Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>                              |   |                                   | <p>Required. Refer to TMP.</p>   |   |                      |
| 4           | <p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> <li>requires Police consent only</li> <li>is within the capacity of the Police to manage on their own</li> <li>is not a protest or demonstration</li> <li>is always an on-street event</li> <li>does not require RTA or Council consent</li> <li>does not require advertising the event's traffic aspects to the community</li> <li>does not require a TMP</li> <li>does not require the involvement of other Government agencies.</li> </ul> | <p>A Class 4 event may:</p> <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the non-event community</li> <li>cross Police Local Area Commands (LACs)</li> <li>cross Local Government Areas (LGAs)</li> <li>require Council and RTA to assist when requested by Police</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul>  | <p>For example:</p> <ul style="list-style-type: none"> <li>a small ANZAC Day march in a country town</li> <li>a small parade conducted under Police escort.</li> </ul>  | <p>Minimum 1 month</p>  | <p>Charges apply where:</p> <p><i>"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."</i></p> |   |  |                                |  |  | <p>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p>  |   |                                   |                                  |   |                      |

