

Events on Public Land Application Form

**Lodge Applications** at Ballina Shire Council | 40 Cherry Street | Ballina (Mon-Fri 8.15am to 4.30pm)

**mail**  PO Box 450 Ballina 2478 | **dx** 27789 | **f** 02 6681 1375 | **e** council@ballina.nsw.gov.au

**t** 1300 864 444 | **w** ballina.nsw.gov.au | **abn** 53 929 887 369

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| **Important Note: Refer to the Event Guidelines document when completing the application** |

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| **1. Applicant details** |
| **The applicant is the organisation, company or individual taking responsibility for management of the event and must be the holder of the public liability insurance.** |
| Applicant name:       | ABN:       |
| Postal address:       |
| Email address:       |
| Preferred method of contact for correspondence: | [ ]  Email | [ ]  Post |
| Business phone:       | Alternate phone:       | Mobile:       |
| Event Manager:       | Mobile:       |
| Organisation type  | [ ]  Not for profit | [ ]  Commerical company | [ ]  Individual | [ ]  Other:       |

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| **2. Public liability insurance**  |
| **It is essential that the hirer holds a minimum $20,000,000 public liability insurance cover specific to the scheduled event. It is the responsibility of the hirer to verify with their insurer that their insurance policy terms will cover the proposed event.** |
| Has a copy of the Certificate of Currency been attached to the application? | **[ ]  Yes** | \* Applications **will not** be accepted without a current Certificate of Currency |
| **[ ]  No**\* |

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| **3. Event details** |
| Event name:       |
| Location:       |
| Is this location bushfire prone land?(refer to Section 16.5 of Event Guidelines) | **[ ]  Yes\*** | \* If Yes, complete Bushfire Emergency Evacuation Plan - Pro Forma on page 10 |
| **[ ]  No** |
| Event date/s:       |
| Start time:       | Finish time:       | Anticipated attendance:       |
| Target Market:       | Website:       |
| Setup date and time:       | Pack down date and time:       |

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| **4. Description of event** |
| Description:       |

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| **5. Food** |
| **Will food be served or sold at event?** | **[ ]  Yes\* – complete Question below** |
| **[ ]  No – proceed to Question 6** |
| \*Provide details: *including gas use on site*  |
| **Complete Food Vendor form on page 7** |

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| **6. Alcohol** |
| **Will alcohol be consumed, served or sold at event?** | **[ ]  Yes it will be consumed (BYO) OR** |
| **[ ]  Yes it will be served or sold –** refer to the NSW Office of Liquor, Gaming and Racing for licensing requirements |
| **[ ]  No – proceed to Question 7** |
| Liquor Licence holder name:       | Phone:       |
| Address:       | Fax:       |
| Provide number of dispensing and consumption areas to be available | Dispensing:       | List operating hours during event:       |
| Consumption:       |
| How will boundaries of the dispensing and consumption areas be defined?       |
| What security measures will be taken to ensure the limitation of disorderly, unsafe conduct or underage drinking? *include number of guards, supplier and hours of operation*  |
| If the event located in an alcohol free zone? | **[ ]  Yes**\* | \* provide details:       |
| **[ ]  No** |

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| **7. Security** |
| **Have you completed Australia’s Strategy for Protecting Crowded Places from Terrorism Self-Assesment Tool at nationalsecurity.gov.au/crowdedplaces?** | **[ ]  Yes\* if yes, what was identified in the Self-Assessment?** |
| **[ ]  No**  |
| \*Provide details: |

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| **8. Electricity** |
| If there is existing council controlled electrical facilities, do you require access? | **[ ]  Yes**\* | \* provide details: *including access times*       |
| **[ ]  No** |
| Will generators be used at the event? | **[ ]  Yes**\* | \* provide details:       |
| **[ ]  No** |
| Will you be engaging the services of a qualified electrician? | **[ ]  Yes**\* | \* provide details:       |
| **[ ]  No** |

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| **9. Amenities** |
| **Will additional amenities be provided at event?** | **[ ]  Yes – complete below** |
| **[ ]  No – proceed to Question 9** |
| How many portable toilets will be provided? | Male:       | Female:       | Disabled:       |
| Who will be supplying the portable toilet facilities?       | Phone:       |
| Delivery date and time:       | Collection date and time:       |

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| **10. Waste management** |
| **Will additional bins be provided at event?** | **[ ]  Yes – complete below** |
| **[ ]  No – proceed to Question 10** |
| **Bins required** | per 100 attendees | 1 x 240L per 100 attendees – if no food or drinks served/sold |
| 2 x 240L per 100 attendees – if food or drinks served/sold |
| over 1,000 attendees | 2 x 3m front loader skip bins and 2 x 240L recycle bin per 100 attendees |
| Types and number of bins supplied for event  | [ ]  General wasteNumber of bins:       | [ ]  RecycleNumber of bins:       | [ ]  Front load skipNumber of skips:       |
| Bin supplier:       | Phone:       |
| Delivery date and time:       | Collection date and time:       |

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| **11. Water** |
| **Is a town water supply available at event?** | **[ ]  Yes**  |
| **[ ]  No** |

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| **12. Temporary structure** |
| **Will temporary structures be used at event?***stage, marquee, scaffolding, raised seating* | **[ ]  Yes\* – complete below** |
| **[ ]  No – proceed to Question 12** |
| \*Provide details of the structures: *including size, usage and hours of operation*  |

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| **13. Live or Amplified Music or Public Address System** |
| **Will any systems of amplification be used during the event?** | **[ ]  Yes\* – complete below** |
| **[ ]  No – proceed to Question 13** |
| \*Detail the amplification: *including activity taking place, direction of the speakers, hours of operation and type of equipment being used*  |
| **Has a noise management plan been developed?** | **[ ]  Yes\* - please attach** |
| **[ ]  No**  |
| \*Detail how noise levels at the event will be monitored and minimised? *amplified music must be contained within the event site.*  |

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| **14. Temporary road closures** |
| **Will the event require temporary road/carpark closure?** | **[ ]  Yes\***  |
| **[ ]  No – proceed to Question 14** |
| Select relevant:  | [ ]  Road closure | \*provide details:       |
| [ ]  Carpark closure |
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| **\* A copy of a compliant Traffic Control Plan and/or Parking Plan prepared by an accredited Traffic Control provider must be attached to application.** |

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| **15. Parking and public transport** |
| **Is there ample parking on or near the site?** | **[ ]  Yes\* – complete below** |
| **[ ]  No**  |
| \*Provide details: *including disabled parking*       |
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| **Are there plans for providing public transport?** | **[ ]  Yes\* – complete below** |
| **[ ]  No – proceed to Question 15** |
| \*Provide details:       |
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| **16. Vehicle access** |
| **Will vehicles require access on council land?** | **[ ]  Yes\* – complete below** |
| **[ ]  No – proceed to Question 16** |
| \*Where is access required?       | \*Provide reason for access:       |
| **List all vehicles requiring access** | **Vehicle** | **Make** | **Model** | **Registration** |
| 1 |       |       |       |
| 2 |       |       |       |
| **Have emergency vehicular access points been identified?** | **[ ]  Yes\* – complete below** |
| **[ ]  No**  |
| \*List access points:       |

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| **17. Aquatic activities** |
| **Will any water based activities be part of event?** | **[ ]  Yes\* – complete below and contact Road and Maritime Services/Cape Byron Marine Park as permits may be required** |
| **[ ]  No – proceed to Question 17** |
| \*Provide details of all water-based activities:       |

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| **18. Fireworks**  |
| **Will fireworks display be conducted at event?** | **[ ]  Yes – complete below. A licence from WorkCover must be obtained by your pyrotechnician.** |
| **[ ]  No – proceed to Question 18** |
| Licenced operator supplying the fireworks       | Telephone       |
| Location where fireworks will be conducted       |
| Detail the fireworks launch site, exclusion zone and how this will be managed:       |

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| **19. Amusement Rides**  |
| **Are you proposing to have amusement rides at event?** | **[ ]  Yes\* complete declaration below and application on page 9** |
| **[ ]  No – proceed to Question 19** |
| \*Under Section 68 of the Local Government Act 1993, Council may be required to receive and review applications for approval to operate a specified Amusement Ride or Device. This requires lodgement of a separate Section 68 application by the owner/operator of the device on Page 9. |
| \***Amusement Device Declaration**As the applicant, I declare that I have engaged the operator of the amusement device to ensure that the amusement device and/or inflatable is installed in accordance with manufacturer’s instructions and that adequate risk management measures have been implemented within the attached risk plan to identify control measures for potential hazards. These hazards include collapse, extreme wind or weather conditions or other site specific risks. The operator will remain on-site for the full duration of the event. The operator has completed a declaration as part of this application.Name:       Position:       Signature: Date:       |

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| **20. First aid and medical services**  |
| First aid service supplier/provider:       |
| Number of first aid personnel:       | Start and finish time:       |
| Detail arrangements for emergency responses and event access:        |
| How will all event related staff will be informed of the emergency evacuation plan:       |

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| **21. Environmental management** |
| What steps will be taken to avoid environmental impacts?       |

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| **22. Community safety** |
| What security arrangements do you have in place for equipment left overnight due to setup/pack down or 2 day (or more) events?       |
| Is additional lighting being provided? | **[ ]  Yes\***  – **complete below** | **[ ]  No** |
| \*Details:       |

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| **23. Site damage** |
| What steps will be taken to avoid site damage?       |

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| **24. Access and equity compliance** |
| Is the site accessible for wheelchairs and for people with disabilities? | **[ ]  Yes** | **[ ]  No** |
| Does the proposed promotional material for the event specify if the event is wheelchair accessible? | **[ ]  Yes** | **[ ]  No** |
| Will appropriate disability access toilets be provided?  | **[ ]  Yes** | **[ ]  No** |
| Road/carpark closures: is adequate and suitable disability parking incorporated on the site plan? | **[ ]  Yes** | **[ ]  No** |

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| **25. Promotion and signage**  |
| Do you intend to erect any on-site banners/signs? | **[ ]  Yes**\* provide details: *permissible up to* ***7 days prior*** *at the* ***event site only*** | **[ ]  No – proceed to Question 25** |
| \*Details:       |

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| **26. Wet Weather Alternative** |
| Detail the contingency plans in case of inclement weather: *including method of notifying potential attendees .*  |

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| **27. Risk Management Plan** |
| **It is essential that the applicant prepares a risk management plan specific to the scheduled event. A copy of the risk management plan must be lodged with this application.** |
| Has a copy of the Risk Management Plan been attached to the application? | **[ ]  Yes** | \* Applications **will not** be accepted without a copy of the Risk Management Plan |
| **[ ]  No**\* |
| **Refer to Sample Risk Management Plan on Page 9** |

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| **28. Site Plan** |
| Attach a site plan, which clearly indicates all of the following applicable to the event: |
| * Emergency access points/evacuation routes
 | * Power outlets/generators
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| * Safe assembly areas
 | * Amusement rides
 |
| * Temporary structures
 | * First aid posts
 |
| * Security, crowd control and/or police locations
 | * Lighting
 |
| * Liquor consumption areas/non-alcohol areas
 | * Amenties/portable toilet facilities
 |
| * Site entrances/exits
 | * Fireworks launch site/exclusion zone
 |
| * Waste outlets
 | * Market stalls
 |
| * Parking and disabled parking
 | * Water supply
 |
| * Food vendors
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| **29. Application Attachments** |
| Ensure you have completed all sections of application – the following documents must be attached to the application |
| [ ]  Certificate of Currency (Public Liability Insurance) | [ ]  Program of Activities |
| [ ]  Food Vendors List (if applicable) | [ ]  Traffic Management Plan/Parking Strategy and supporting documentation (if applicable) |
| [ ]  Noise Management Plan (if applicable) | [ ]  Waste Management Plan |
| [ ]  Application to Operate an Amusement Device (if applicable) | [ ]  Risk Management Plan |
| [ ]  Site Plan |  |

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| **30. Declaration** |
| I declare that all information required and documents supplied in this application are true and correct and I am authorised to sign on behalf of the organisation. |
| **Name**  | **Position**  |
| **Signature**  | **Date**  |

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| **31. Lodgement** |
| In Person | Customer Service Centre: 8.15am to 4.30pm Monday to Friday (excludes public holidays).40 Cherry Street Ballina |
| Mail | Ballina Shire Council PO Box 450 BALLINA NSW 2478 |
| Email | council@ballina.nsw.gov.au |

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| **Privacy Protection Notice** |

The completed temporary events on public land application form contains personal information which is being collected for the purpose of processing this application. The information will be processed by the Strategic and Community Facilities Group and may be made available to public enquiries under the Government Information (Public Access) Act. Provision of the information is voluntary, however, if insufficient information is provided, Council will be unable to process the application. The information will be stored in Council’s electronic document management system.

Events on Public Land – Food Vendors List

Temporary Event – Food Vendors List

Temporary Event – Food Vendors List

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| **Event details** |
| **Event name**  | **Event Location**  | **Event date**  |
| **Event organiser name**  | **Event organiser contact number**  |

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| **#** | **Food Business name** | **Name of council that issued the licence for this busines** | **Current Food Licence No** | **Food Safety Supervisor Certificate Details (medium & high risk foods)** | **Type of food sold** | **Food business contact name, phone number and email** |
| **1** |       |       |       |       |       |       |
| **2** |       |       |       |       |       |       |
| **3** |       |       |       |       |       |       |
| **4** |       |       |       |       |       |       |
| **5** |       |       |       |       |       |       |
| **6** |       |       |       |       |       |       |
| **7** |       |       |       |       |       |       |
| **8** |       |       |       |       |       |       |
| **9** |       |       |       |       |       |       |

Events on Public Land – Food Vendors List

Temporary Event – Food Vendors List

Temporary Event – Food Vendors List

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| **Event details** |
| **Event name** | **Event Location** | **Event date** |
| **Event organiser name** | **Event organiser contact number** |

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| **#** | **Food Business name** | **Name of council that issued the licence for this busines** | **Current Food Licence No** | **Expiry date** | **Type of food sold** | **Food business contact name, phone number and email** |
| **10** |       |       |       |       |       |       |
| **11** |       |       |       |       |       |       |
| **12** |       |       |       |       |       |       |
| **13** |       |       |       |       |       |       |
| **14** |       |       |       |       |       |       |
| **15** |       |       |       |       |       |       |
| **16** |       |       |       |       |       |       |
| **17** |       |       |       |       |       |       |
| **18** |       |       |       |       |       |       |



Application to Operate an Amusement or Inflatable Device

**Lodge Applications** at Ballina Shire Council | 40 Cherry Street | Ballina (Mon-Fri 8.15am to 4.30pm)

**mail**  PO Box 450 Ballina 2478 | **dx** 27789 | **f** 02 6681 1375 | **e** council@ballina.nsw.gov.au

**t** 02 6686 4444 | **w** [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au)

This document must be read in conjunction with the **Event Guidelines.**

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| **1. Operator details** |
| Name of Registered Owner/Operator of the device:       | ABN:       |
| Postal address:       |
| Email address:       | Preferred method of contact for correspondence: [ ] Email [ ] Post |
| Business phone:       | Alternate phone:       | Mobile:       |
| On-site contact name:       | Mobile:       |

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| **2. Amusement device details** |
| Type of amusement device:       |
| Classification of device:       |
| Manufacturer or sole importer of amusement device:       |
| Date of device first registration:        | Dimensions of device: Height:       | Width:       | Length:       |

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| **3. Registration details**  |
| Registration Number:       | State of Issue:       | Expiry Date:       |
| Name of Registered Owner:       |
| Address of Registered Owner:       |
| Has a copy of the Registration Certificate been attached to the application? | **[ ]  Yes** | \* Applications **will not** be accepted without a copy of the current Registration Certificate |
| **[ ]  No**\* |

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| **4. Event details** |
| Event Name:       | Organisation:       |
| Location(s) for the operation of amusement device:       |
| Proposed period of operation:       | From:       | To:       |
| Name all individuals trained to operate the amusement device during the period applied for:       |

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| **5. Amusement device insurance details**  |
| It is essential that the hirer holds a minimum $10,000,000 public liability insurance cover for the specific device. It is the responsibility of the operator to verify with their insurer that their insurance policy terms will cover the proposed device. |
| Has a copy of the Certificate of Currency been attached to the application? | **[ ]  Yes** | \* Applications **will not** be accepted without a current Certificate of Currency |
| **[ ]  No**\* |

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| **6. Certification details (not required if an exempt ‘small amusement device’)** |
| Name/Company Name of Certifier:       |
| It is essential that the certifier holds a minimum $5,000,000 professional indemnity insurance cover.  |
| Has a copy of the Certificate of Currency been attached to the application? | **[ ]  Yes** | \* Applications **will not** be accepted without a current Certificate of Currency |
| **[ ]  No**\* |
| It is essential that certification is provided for the location – see guidelines for further details. |
| Has a copy of the certification been attached to the application? | **[ ]  Yes** | \* Applications **will not** be accepted without a copy of the certification |
| **[ ]  No**\* |

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| **7. Amusement device declaration** |
| As the device owner/operator, I declare that all amusement devices and/or inflatables will be installed in accordance with manufacturer’s instructions and that adequate risk management measures will be implemented on the day for potential hazards such as collapse, extreme wind, weather conditions or other site specific risks. The operator will remain on-site for the full duration of the event. |
| Name:       | Signature:       | Date:       |

Bushfire Emergency Evacuation Plan - Pro Forma

Please fill in details as required.

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| **Event details** |
| Event Name:       |
| Date:       |
| Location:       |

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| **Identification of Emergency Roles for Event Staff & Emergency Contact Numbers** |
| The following outlines roles and responsibility regarding the implementation of the Emergency Procedures in the event of a bushfire.  |
|  | **Area of Responsibility** | **Name & Mobile Phone Number** |
| **Event Organiser (or nominated representative)** | Prior to the commencement of an event, the event organiser (or nominated representative) is to:* Check Fire Danger Rating for the day of the event and if a Total Fire Ban has been declared. If A Total Fire Ban is in place, consult with the Rural Fire Service Control Centre or call 1800 679 737 to determine if the event should proceed.
* Consult with emergency services if deemed necessary.
* Review site plan for evacuation/shelter to ensure it meets the environmental conditions of the day.

On becoming aware of a bushfire:* Ascertain the nature of the bushfire and determine appropriate action, including whether the event is to be cancelled.
* Ensure that the appropriate fire service has been notified.
* Communicate with Event Assistant/s
* If necessary, initiate evacuation and control entry to affected area.
* Ensure the progress of the evacuation and any action taken is recorded in an incident log.
* Brief the fire service personnel upon arrival on type, scope and location of the bushfire and the status of the evacuation and, thereafter, act on the senior officer’s instruction.
 |            |
| **Event Assistant/s** | Assist the Event Organiser (or nominated representative) with assessment of fire rating for the day of the event, prior to event commencing.On becoming aware of a bushfire:* Communicate with Event Organiser (or nominated representative).
* Secure location and assist with evacuation of all persons in Area of responsibility.
* Act on Event Organiser (or nominated representative) instructions.
 |            |

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| **Emergency Contact Numbers** |
| **Name of Organisation** | **Name/ Place of Contact** | **Phone Number** |
| NSW Rural Fire Service | Local Fire Control Centre (weekdays only)NSW Rural Fire Service Information Line  | 6684 36621800 679 737 |
| Ballina Fire Station (Fire & Rescue NSW) | General enquiriesEmergency | 6686 2038000 |
| NSW Police Service (Ballina) | Open 24 hours | 6681 8605 |
| Ballina Shire Council | General InquiriesAfter Hours | 6686 44446626 6954 |
| State Emergency Services | Emergency | 132 500 |
| NSW Ambulance Service | Ballina | 000 |
| Lismore Base HospitalBallina District Hospital | General Inquiries | 6621 80006686 2111 |
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| **All fires to be reported to 000** |

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| **Triggers for Evacuation and Identification of ‘Safe Refuge Areas’** |
| In the event of a bushfire, a decision is made well in advance to either: EVACUATE the occupants of a premise to another location away from the effects of the bushfire or to SHELTER-IN-PLACE and have those occupants move to a safe refuge on-site.This decision is a matter of safety and needs to consider the proximity to vegetation, time required to transport people from one place to another, availability of transportation, or whether there is a location on-site that would be safer for the occupants to congregate.**In the case of an event held on public land the decision to trigger the plan would likely involve moving event participants into a safe refuge area in proximity of the site where the event is held (i.e. EVACUATE). However, there might be situations when the decision is made to move to event participants a safe refuge on-site (i.e. SHELTER-IN-PLACE).** |
| **Please tick the relevant evacuation trigger you are planning to implement in case of a bushfire emergency:** | **[ ]  EVACUATE** |
| **[ ]  SHELTER-IN-PLACE** |
| Your Site Plan needs to clearly identify a **safe assembly area and escape routes** in case of a bushfire emergency. In the case of fun runs, charity walks and the like, which are held along stretches of beach, foreshores, established walking trails and footpaths; organisers must identify several refuge/assembly areas along the route. Examples of refuge/assembly areas may include sports grounds, parks, beaches, car parks, etc. |
| Have you identified the following features on your Site Plan?: (each box must be ticked indicating completion of task) | **[ ]  Safe assembly area or areas** |
| **[ ]  Evacuation route or routes** |
| **[ ]  Site Map Attached** |

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| **Emergency Procedure** |
| During a bushfire emergency, identify the procedures, which are to be adhered to in the event of an evacuation. For example, the following actions should be included at a minimum:The ‘**Event Organiser’** (or nominated representative) should: * Ensure communications i.e. mobile phone on hand)
* Remain calm and explain to the participants what is happening
* Monitor local radio (ABC local radio on 94.5 FM) and public service announcements
* Ensure that all persons are informed of the evacuation process and initiate the evacuation in accordance with agreed sequence
* Advise the local emergency service that the site is being evacuated and that all participants (include how many) are sheltering in a safe refuge/assembly area or areas
* Shall be identifiable with appropriate attire

The ‘**Event Assistant/s’** should:* Ensure all persons are accounted for
* Assist all persons in his/her area to evacuate
* Report to the ‘**Event Organiser’** (or nominated representative) and assist the ‘**Event Organiser’** (or nominated representative) wherever required
* Shall be identifiable with appropriate attire
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| **Communication** |
| It is expected that the event organisers would have the required communication tools to ensure that all emergencies are attended to promptly. This is particularly important when running events such as fun runs and charity walks, where there is a potential for exhaustion or injury to occur and, thus the requirement to communicate promptly to emergency personnel so they can attend promptly to the emergency. The same communication procedure would apply in the case of a bushfire emergency. |
| Have the event organisers implemented a communication procedure to ensure that all emergencies are attended to promptly? | **[ ]  Yes** |

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| **Training** |
| To ensure that operational procedures are followed in an orderly manner during an emergency, it is crucial for all members of the emergency team to be thoroughly familiar with what is expected of them. For this to occur, it is necessary for event staff to be educated on the emergency procedure, to understand roles and responsibilities, and to undertake regular exercises to test the emergency procedure. **It is recommended, that event organisers consider undertaking fire drills on a regular basis.** |

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| **Further Information** |
| Further information on general Bushfire safety and management can be found at the Rural Fire Service (RFS) website <http://www.rfs.nsw.gov.au/> RFS publications and fact sheets can be found at<http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=192>Information on Total Fire Ban and Current Fire Danger Map can be found at the RFS website <http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=1109> |
| Your nearest Fire Control Centre is:**Ballina Rural Fire District**70-90 Station Street, MULLUMBIMBY NSW 2482PO Box 219, MULLUMBIMBY NSW 2482Phone: 6684 3662Fax: 6684 3959 |

I,       the undersigned, as Event Organiser, understand the requirements for event bushfire management. I also understand the roles of both the Event Organiser and Event Assistant/s, and requirements to be implemented.

Signature Date

Sample Risk Assessment for a Major Festival or Event

**This is a sample risk assessment designed to provide assistance to community event organisers in identifying, assessing and addressing a diverse range of possible hazards within events. This sample is not an exhaustive list however it provides a diverse range of hazards which may be identified during a risk assessment for a major festival or event. Event organisers are to utilise the following information as a guide only and are to ensure that your risk assessment covers all hazards identified for your specific event.**

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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Adverse weather including strong winds. | There is a risk that adverse weather, particularly strong winds could occur resulting in the marquee/s collapsing. This may result in injury to attendees. | * Appropriate methods will be used to secure marquee/s
* In the event of strong winds marquee/s will be dismantled immediately
* A development application for the erection of a temporary structure is to be approved by Council (if required)
* Engage suitably qualified and insured contractors
* Event cancellation in dangerous weather conditions
* First aid kit and/or services on site
* Incident report log will be kept on site.
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| Exposure to extreme temperatures. | There is a risk that attendees may suffer dehydration or exhaustion due to high temperatures experienced on the day. | * Refreshments available for purchase
* Fresh water supply is available on site
* Sunscreen is provided to volunteers and promoted for attendees
* Sufficient shade areas on site
* First aid kit and/or first aid services on site
* Incident report log kept on site.
 |  |  |  |
| Adverse weather conditions. | There is a risk that unexpected adverse weather conditions could cause an injury. | * Monitor the weather reports before and throughout the event
* Appropriate methods will be used to secure infrastructure on the event site
* Cancel the event in extreme weather conditions
* First aid kit and/or first aid services on site
* Incident report log kept on site.
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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Uneven ground, power cords, tools and equipment on ground. | There is a risk that onsite hazards may cause injury to attendees including but not limited to slips, trips and falls.  | * The event site is to be checked for holes, depressions, divots and/or hazards prior to set up and once set up is complete (before allowing access by the general public). Ongoing monitoring will be undertaken for the duration of the event
* All hazards to be fenced off or secured appropriately
* Contractors are responsible for ensuring there are no prevailing hazards related to their operations
* First aid kit and/or services on site
* Incident report log will be kept on site.
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| Poor crowd behaviour. | There is a risk that poor crowd behaviour could result in injury to attendees. | * Local police have been advised of the event and will attend if required
* Adequate numbers of licensed security guards employed for the event
* Adequate first aid kit and/or first aid services on site.
* Incident report log kept on site.
 |  |  |  |
| Poor site cleanliness. | There is a risk that attendees may incur injuries on miscellaneous objects found on the event grounds. | * Event area and surrounds will be inspected and cleaned for rubbish prior to and during the event.
* Appropriate personal protective equipment will be used during the inspection and collection of any needles and or sharps
* First aid kit and/or first aid services on site
* Incident report log kept on site.
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| Damaged or faulty electrical equipment. | There is a risk that attendees may be electrocuted resulting in serious injury or death from damaged or faulty electrical equipment. | * All electrical leads to be tested and tagged in accordance with the relevant WH&S Regulations & Australian Standards
* All electrical installations to be completed by a qualified and insured electrician
* All electrical leads to be off the ground and not exposed to water or; on ground leads to be suitably covered with matting
* First aid kit and/or first aid services on site
* Local emergency numbers to be readily available
* Incident report log kept on site.
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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Use of BBQ’s and gas bottles | Explosion or fire from faulty, damaged, out of date, leaking  (bottle/ hose/ regulator) gas bottle  | * Gas bottle inspected and certified within the last 10 years (check expiry date of bottle)
* Soapy water test performed on hose and regulator
* No hose or regulator damage
* Rust or damage to bottle
* Safety gauge fitted between the bottle and hose
* BBQ outdoors and in well ventilated area only
 |  |  |  |
| Fire suppression equipment (fire extinguisher, blanket) | Fire suppression equipment in poor condition/ not maintained  | * Fire suppression equipment readily available at BBQ area
* Fire suppression equipment been inspected, tested and tagged compliant in the last six months
* Trained and competent person available to use fire suppression equipment
 |  |  |  |
| Poor traffic management during set up and pack down. | There is a risk that attendees may be seriously injured from moving vehicles on site during set up and pack down. | * Suppliers to adhere strictly to set up and pack time down times
* Onsite Event Manager to oversee all vehicle movement
* Limited vehicles permitted on site
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| Poor traffic management during event.  | There is a risk that attendees may be seriously injured as a result of failure to implement the approved Traffic Control Plan/Parking Plan. | * Traffic Management and/or Parking Plan approved by Ballina Shire Council Local Traffic Committee
* Plans/s implemented by suitability qualified and insured contractors
* Advertisement in the local paper advising of changed traffic conditions
* Letterbox drop in the event’s immediate vicinity advising of changed traffic conditions
* Variable message boards advising of changed traffic conditions (if required)
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Community disruption. | There is a risk that residents in the immediate vicinity of the event may experience disruption as a result of organiser’s failure to adequately implement approved Noise Management Plan. | * Noise Management Plan prepared and approved by Council (if required)
* Suitably qualified and insured sound technician engaged for the event
* Monitoring of sound levels during the event, adjustment to speaker systems as required
* Letterbox drop in the event’s immediate vicinity advising of changed traffic conditions.
 |  |  |  |
| Inadequate planning and management of fireworks. | There is a risk of serious injury to attendees if the pyrotechnician does not adhere to Work Cover licencing requirements and safe use of fireworks.Injury as result of lack of management of safety zone. | * A licensed and suitably insured pyrotechnician is contracted
* A licence is obtained from WorkCover (confirmation of display is provided to Ballina Shire Council)
* A prior site inspection is undertaken with both the event organiser and pyrotechnician
* A fireworks exclusion zone is marked out and managed to prevent unauthorised access i.e. temporary fencing
* Letter box drop in the events immediate vicinity advising of display and securing of animals
* In the event of a total fire ban, an exemption is obtained from the Local Fire Station (in writing) and supplied to Ballina Shire Council
* Fireworks are cancelled in the event of extreme weather
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Inadequate planning and management of civil aviation and air traffic requirements.  | There is a risk of serious injury to attendees if the operator does not adhere to civil aviation and air traffic requirements.Injury as result of lack of management of take off and landing zone. | * A licensed and suitably insured operator is contracted
* The operator obtains all relevant approvals from the Civil Aviation Safety Authority and Air Traffic Control - Brisbane Centre and complies with Schedule M – Helicopter Rides Operating Requirements of Council’s Commercial Activities on Public Land Policy
* A prior site inspection is undertaken with both the event organiser and operator
* Take off and landing zone is marked out and managed to prevent unauthorised access i.e. temporary fencing
* The landing would be cancelled in extreme weather
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| Damage to reserve/public asset. | There is a risk that a public asset and/or reserve may be damaged as a result of unauthorised vehicular access and/or management of the ground conditions. | * Authorised vehicles only permitted within relevant site
* Event is cancelled and/or modified if large rainfall experienced
* Location of Services

The event organiser is advised to take care in ensuring no damage is done to or unauthorised modifications are carried out on either Council’s or any other organisation’s underground infrastructure assets. This includes: sewer, stormwater, water mains, and electricity supply and telecommunication facilities.You are advised to contact the following:* Council on information on sewer, water supply or stormwater
* “Dial Before You Dig” – for other infrastructure.

The information relating to the event site is to be obtained prior to any works commencing.  |  |  |  |

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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Inability to respond to reports of lost children / persons. | There is a risk that a person / child may become lost in the crowd, causing distress. | * Designated and well signposted area for lost children
* PA system to make regular announcements
* Encourage parents to remain with their children whilst they are participating in the program of activities.
 |  |  |  |
| Failure to meet legislative requirements relating to Child Protection. | There is a risk a child related incident/injury to occur. | * Professional and fully insured contractors will be used that are known to organisers
* Face painter/s to adhere to the Environmental Health Fact Sheet for Children’s Face Paintingproduced by NSW Health
* Appropriate working with Children Declarations are obtained where required
* Encourage parental supervision of activities
* Incident report log kept on site.
 |  |  |  |
| Inadequate planning re alcohol management. | There is a risk that attendees may bring alcohol to the event, potentially causing injury to attendees as a direct result of intoxication and/or failure to remove alcohol from the event site (under direction from personnel). | * Erection of no alcohol signage
* Advertising the event as alcohol free
* Licensed security guards employed for the event
* Local police advised of the event and will attend if required
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| Inadequate planning re water safety. | There is a risk that attendees may be seriously injured if the organisers do not have adequate life saving personnel or equipment and approvals to operate on or near the water. | * Approval obtained from Roads & Maritime Services (if required)
* Approval obtained from Cape Byron Marine Park (if required)
* Adequate life saving measures in place i.e. powered craft, rescue boats, lifeguards
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Inadequate planning re waste management. | There is a risk of environmental contamination during and after an event, if there is inadequate collection or disposal of waste.  | * Approved waste management plan.
 |  |  |  |
| Inadequate toilet facilities. | There is a health risk during an event if there are inadequate amenities provided for the anticipated crowd numbers. | * Sufficient toilet on site and/or additional portable amenities
* Adequate hand washing facilities.
 |  |  |  |
| Impeded access for emergency vehicles. | There is a risk that the emergency vehicular access could be obstructed if not adequately signposted and managed. This could delay treatment received by attendees injured at the event. | * Identification of emergency access points on site map (site map provided to emergency services in the event of major festival)
* Access areas to be well signposted and kept clear for the full duration of the event.
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| Poor installation and management of amusement devices and/or inflatables. | There is a risk of serious injury to attendees if devices do not adhere to Work Cover requirements and the applicable operations manual.Injury as result of inadequate supervision of minors utilising the rides/inflatable devices. | * The licensed and insured device operator will remain onsite for the full duration of the event
* Relevant approvals obtained from Ballina Shire Council (if required)
* Device is set up in accordance with owners/operators manual
* Management of clearance zone around the device
* Encourage child supervision on device
* Operations cease in extreme weather conditions
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the event.** | **Risk Assessment** |
| **Likelihood** | **Consequence** | **Rating** |
| Poor installation of stages / seating structures. | There is a risk that attendees may be injured as a result of stage, seating or elevated platforms collapsing. | * A development application for the erection of a temporary structure is to be approved by Council (if required)
* Engage suitably qualified and insured contractors.
* First aid kit and/or first aid services on site
* Local emergency service numbers to be readily available
* Incident report log kept on site.
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| Food Poisoning. | Persons becoming ill as a result of poor food handling or storage. | * Registration for Food Handling in place
* Persons supplying food are trained correctly – Food Safety Supervisor Certificate
* Stallholders shall comply with the requirements of NSW Food Authority ‘Guidelines for Food Businesses at Temporary Events’
* Food temperature monitored
* Food is appropriately stored under temperature control
* Food is appropriately transported to site under temperature control.
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| *Insert other hazards identified* |  |  |  |  |  |

Risk Matrix

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| **LIKELIHOOD** | **Rare** | Only ever occurs under exceptional circumstances |
| **Unlikely** | Conceivable but not likely to occur under normal operations; no evidence of previous incidents |
| **Possible** | Not generally expected to occur but may under specific circumstances |
| **Likely** | Will probably occur at some stage based on evidence of previous incidents |
| **Almost Certain** | Event expected to occur most times during normal operations |
| **CONSEQUENCE** | **Insignificant** | First aid only required |
| **Minor** | Minor medical treatment with or without potential for lost time |
| **Moderate** | Significant injury involving medical treatment or hospitalisation and lost time |
| **Major** | Individual fatality or serious long term injury |
| **Catastrophic** | Multiple fatalities or extensive long term injury |

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| --- | --- | --- |
|  |  | **CONSEQUENCE** |
|  |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **LIKELIHOOD** | **Almost Certain** | Medium | High | High | Extreme | Extreme |
| **Likely** | Medium | Medium | High | High | Extreme |
| **Possible** | Low | Medium | High | High | High |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Medium | Medium | High |

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| **EXTREME****DO NOT PROCEED**Immediately introduce further control measures to lower the riskReassess before proceeding | **HIGH****DO NOT PROCEED**Review and introduce additional controls to lower the level of risk | **MEDIUM**Monitor and maintain strict measures | **LOW**Monitor and Manage |