



October 25th 2021

Mr Peter Newton

Bega Valley Local Traffic Committee
C/- Bega Valley Shire Council
PO Box 492
Bega NSW 2550

Dear Peter

We seek to gain approval from the Local Traffic Committee to hold the Eat Festival again in 2022. Please find below some details about the event as per your guidelines.

The festival is to be held on **Sunday March 13th 2022 from 10.00am to 2.00pm**

The Eat Festival is an annual food festival celebrating local produce & chef talent within the Sapphire Coast. The event is held outdoors on Merimbula's Fishpen.

Anthony Osborne is the primary contact for organisation of the event. He can be contacted via email on eat@sapphirecoast.com.au or via phone on [REDACTED].

Documents attached:-

Traffic Control Plan (inc map)

Special Event Transport management plan template

Public Liability Insurance Certificate of Currency

Should you have any queries please do not hesitate to contact us directly.

Kind regards



Anthony Osborne

Special Event Resources

Special Event Transport Management Plan

Refer to [Chapter 7](#) of the Guide for a complete description of the Transport Management Plan

1. EVENT DETAIL

1.1. Event Summary

Event Name: EAT Merimbula

Event Location: Fishpen Road, Merimbula

Event Date: 13/3/22 Event Start Time: 10.00am Event Finish Time: 2.00pm

Event Setup Time: 7.00am Event Pack down Finish Time: 5.00pm

Event is ☒ off-street ☐ on-street moving ☒ on-street non-moving

Event is ☐ held regularly throughout the year (calendar attached)

1.2. Event Summary

Event Organiser*: The EAT Fellowship Incorporated

Phone: [REDACTED] Fax: [REDACTED] Mobile: [REDACTED]

Email: eat@sapphirecoast.com.au

Event Management Company (if applicable): [REDACTED]

Phone: [REDACTED] Fax: [REDACTED] Mobile: [REDACTED]

Email: [REDACTED]

Police: Merimbula Police

Phone: 6495 1366 Fax: [REDACTED] Mobile: [REDACTED]

Email: [REDACTED]

Council: Bega Valley Shire Council

Phone: 6499 2222 Fax: [REDACTED] Mobile: [REDACTED]

Email: [REDACTED]

Transport Management Centre
(if Class 1 – Sydney Metropolitan Area): [REDACTED]

Phone: [REDACTED] Fax: [REDACTED] Mobile: [REDACTED]

Email: [REDACTED]

Roads & Maritime Service
(if Class 1 – regional NSW and Class 2 event): [REDACTED]

Phone: [REDACTED] Fax: [REDACTED] Mobile: [REDACTED]

Email: [REDACTED]

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

1.3. Brief description of the event (one paragraph)

2. RISK MANAGEMENT TRAFFIC

<div>Class 1</div> <div>Class 2</div> <div>Class 3</div>	2.1. Occupational Health & Safety – Traffic Control
	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	2.2. Public Liability Insurance
	<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3. Police
	<input type="checkbox"/> Police written approval obtained
	2.4. Fire Brigades and Ambulance
	<input checked="" type="checkbox"/> Fire brigades notified <input checked="" type="checkbox"/> Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT

<div>Class 1</div> <div>Class 2</div> <div>Class 3</div>	3.1. The route or location
	<input type="checkbox"/> Map attached
	3.2. Parking
	<input type="checkbox"/> Parking organised – details attached
	<input checked="" type="checkbox"/> Parking not required
	3.3. Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4. Trusts, authorities or Government enterprises
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	3.5. Impact on/or Public Transport
	<input type="checkbox"/> Public transport plans created - details attached
	<input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	3.6. Reopening roads after moving events
<input type="checkbox"/> This is a moving event - details attached.	
<input checked="" type="checkbox"/> This is a non-moving event.	
3.7. Traffic management requirements unique to this event	
<input checked="" type="checkbox"/> Description of unique traffic management requirements attached	
<input type="checkbox"/> There are no unique traffic requirements for this event	
3.8. Contingency plans	
<input type="checkbox"/> Contingency plans attached	

Class 1

Class 2

3.9. Heavy vehicle impacts

- ☐ Impacts heavy vehicles – RMS/TMC to manage
- ☒ Does not impact heavy vehicles

3.10. Special event clearways

- ☐ Special event clearways required - RMSTMC to arrange
- ☒ Special event clearways not required

4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1

Class 2

Class 3

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

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

4.2. Advertise traffic management arrangement

- ☒ Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures, restrictions or special event clearways - advertising not required

4.3. Special event warning signs

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☒ This event does not require special event warning signs

4.4. Permanent Variable Message Signs

- ☐ Messages, locations and times attached
- ☒ This event does not use permanent Variable Message Signs

4.5. Portable Variable Message Signs

- ☒ The proposed messages and locations for portable VMS are attached
- ☒ This event does not use portable VMS

5. PRIVACY NOTICE

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

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

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.
-

6. APPROVAL

TMP Approved by: _____ Event Organiser _____, Date _____

7. AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: _____ Council _____, Date _____

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

Regulation of traffic authorised by: _____ RMS/TMC _____, Date _____

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

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approval	Police Fees	Council Fees	RMS/TMC Fees
1	<p>A Class 1 Event</p> <ul style="list-style-type: none"> Impacts major traffic & transport systems disrupts the non-event community over a wide area requires the involvement of Police or more Councils and the RMS/TMC. requires detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience 	<p>A Class 1 event may</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport Management Centre involve the NSW Trains, Sydney Trains and State Transit, involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share) involve private bus and coach organisations impact the road transport industry require RMS/TMC to provide Special Event Clearways require RMS/TMC to provide heavy vehicle detour routes require the RMS to adjust traffic signals require RMS/TMC to manage Variable Message Signs depending on the nature of the event, invoke the Police "Use Pay" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event: that affects a principal transport route in Sydney or an event that reduces capacity of the main highway through a country town or a bicycle race that involves the Sydney Harbour Bridge 	<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: <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>RMS/TMC provides quote</p> <p>Asset rental: refer to RMS/TMC</p>
2	<p>A Class 2 Event</p> <ul style="list-style-type: none"> Impacts local traffic and transport systems but does not impact major traffic & transport systems disrupts the non-event community in the area around the event but not over a wide area Requires the involvement of Police and Local Council Requires a detailed Transport Management Plan Requires advertising the event's traffic aspect to the local community 	<p>A Class 2 event may</p> <ul style="list-style-type: none"> Be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve the NSW Trains, Sydney Trains and State Transit, involve the Light Rail, Ferries and Point to Point Transport commissioner (taxi & ride share) involve private bus and coach organisations depending on the nature of the event, invoke the Police "Use Pay" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway a motor rally on local country roads 	<p>Minimum 3 months</p> <p>3 months for vehicle races</p>	<p>Charges apply where: <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>	
3	<p>A Class 3 Event</p> <ul style="list-style-type: none"> does not impact local or major traffic & transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualified as Class 3 is never used for vehicle races 	<p>A Class 3 event , depending on Local Council policy may</p> <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas depending on the nature of the event, invoke the Police "User Pay" policy require advertising the event's traffic aspects to the community 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party 	<p>Minimum 6 weeks</p>	<p>Charges apply where: <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>	
4	<p>A Class 4 Event is intended for small on street events and</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RMS/TMC or Council consent does not require advertising the event's traffic aspect to the community does not require a Transport Management Plan does not require the involvement of other Government agencies 	<p>A Class 4 event may</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council or RMS/TMC to assist when requested by Police depending on the nature of the event, invoke the Police "User Pay" policy 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort 	<p>Minimum 1 month</p>	<p>Charges apply where: <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>		

Event Class	Transport Management Plan	Risk Management Plans (Traffic Control) under OH&S Act 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway. Heavy Vehicle Detour	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency Planning
1	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council, TMC & Police (if police user Pays in force) named on policy. Also RMS if using RMS asset Certificate of currency required	RMS arranges if required RMS provides quote	Promote where practicable	Required. Refer to TMP	May be required. Need to consider parking for disabled persons	Recommended
2	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required		Promote where practicable	Required. Refer to TMP	May be required. Need to consider parking for disabled persons	Recommended
3	TMP model recommended	Traffic control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended Need to consider access for disabled persons	28 days for all events that require regulation of traffic or where special event clearways in operation Not required where there is no regulation of traffic	Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required			Required. Refer to TMP		
4				Required with Council & Police (if police user Pays in force) named on policy. Certificate of currency required			Required. Refer to TMP		

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

Taken from NSW Police website:

https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

Summary Offences Act 1988

To the Commissioner of Police

1 I, Anthony Osborne
Name
 of [REDACTED]
Address
 on behalf of EAT Merimbula Committee
Organisation
 notify the Commissioner of Police that on the 13th
Day
March 2022
Month/Year
 of

it is intended to hold:

either:

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

approximately 2000 persons which will assemble
Number

at Fishpen Road
Place

at approximate 10.0am am/pm
Time

and disperse at approximately 2.00pm am/pm
Time

or

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

persons which will assemble at
Place

at approximately am/pm
Time

and at approximately am/pm the procession will

commence and shall proceed

.....

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

- 2 The purpose of the proposed assembly is.....
 To partake in the EAT Merimbula festival where visitors will purchase and enjoy local
 fare cooked and served by local chefs on the foreshore of Fishpen Road, Merimbula -
 celebrating the local produce and chef talent of the Sapphire Coast

State purpose

- 3 The following special characteristics associated with the assembly would be
 useful for the Commissioner of Police to be aware of in regulating the flow of
 traffic or in regulating the assembly:

* (i) There will beNIL.....(number) of vehicles and/or* floats
 involved and their type and dimensions are as follows:

.....

.....

* (ii) There will be4..... (number) of bands, musicians,
 entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved
 in the assembly

..... NO ANIMALS WILL BE INVOLVED

.....

* (iv) Other special characteristics of the proposed assembly
 are as follows:

.....

.....

- 4 I take responsibility for organising and conducting the proposed public
 assembly.

- 5 Notices for the purposes of the *Summary Offences Act 1988* may be
 served on me at the following:

Address:

..... Post Code..... 2549

Telephone:

Signed:

Capacity/Title Committee Member / Event Organiser

Date 5/10/21

Delete as applicable



EAT Merimbula Food Festival

Sunday 13th March 2022

06:00 - 17:00

TCP implemented by:

Print:.....Sign:.....

Prepare Work Zone No;

Date: _/_/_

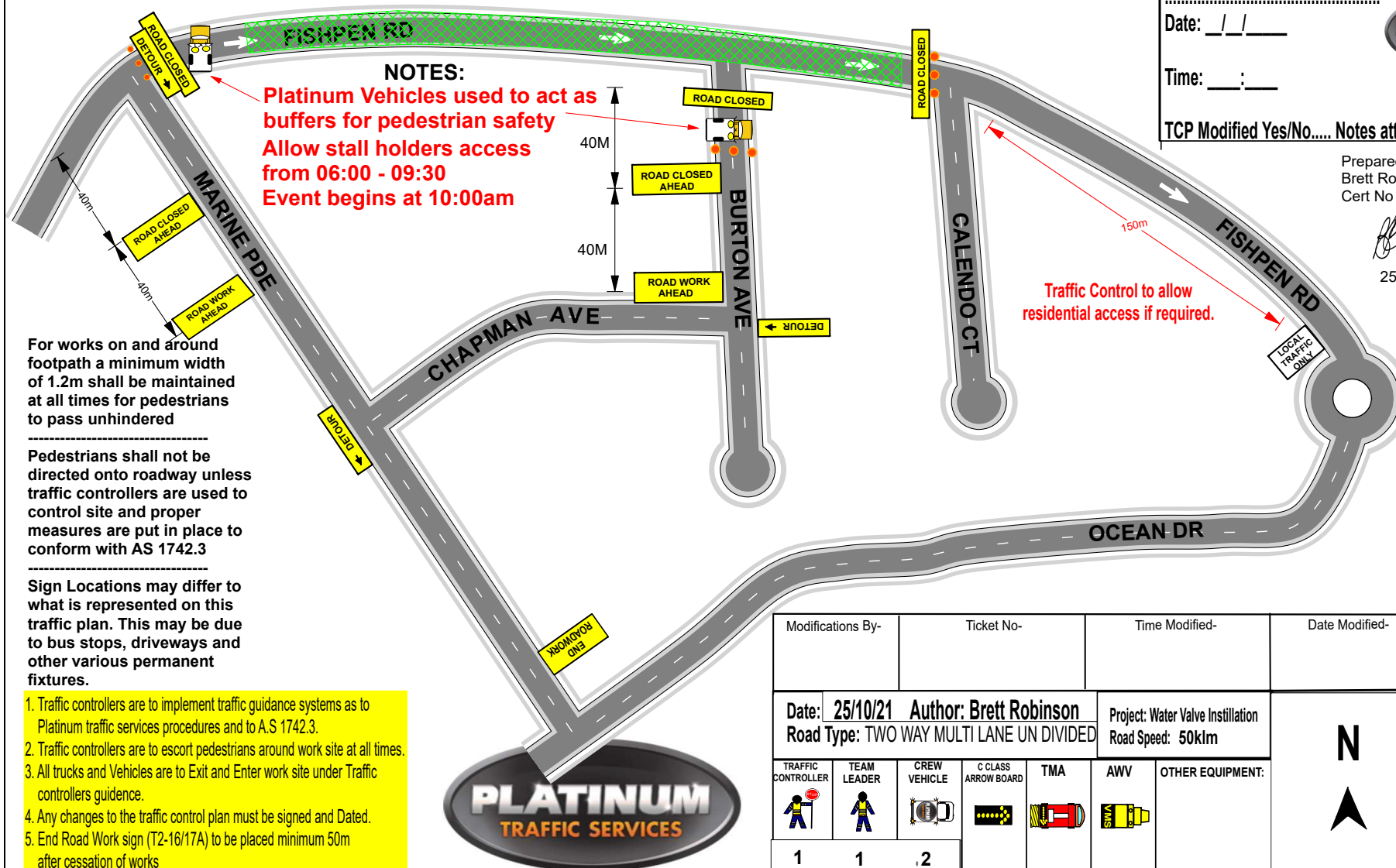
Time: _:_

TCP Modified Yes/No..... Notes attached Yes/No.....



Prepared & Designed by
Brett Robinson
Cert No 0052086882

25/10/2021



Modifications By-	Ticket No-	Time Modified-	Date Modified-	Plan No- BR 0603
Date: 25/10/21	Author: Brett Robinson	Project: Water Valve Installation Road Speed: 50klm		
Traffic Controller	Team Leader	Crew Vehicle	C Class Arrow Board	TMA
AWV	OTHER EQUIPMENT:			
1	1	2		



Prepared & Designed by
Brett Robinson
Cert No 0052086882



EAT MERIMBULA 2022

Proposed site map and traffic plan



Business Pack Insurance Certificate of Currency

QBE Insurance (Australia) Ltd
Head Office
Level 5, 2 Park Street
Sydney NSW 2000
ABN: 78 003 191 035
AFS Licence No: 239545



Policy Number 30U835531BPK

Issued By
QBE Insurance (Australia) Ltd

Period of Insurance
From 15/10/2021
To 15/10/2022 at 4pm

This certificate acknowledges that the policy referred to is in force for the period shown.
Details of the cover are listed below.

The Insured

THE EAT FELLOWSHIP INCORPORATED
ABN Number Not Provided

Cover Details

Location SHOP 2 45 TOALLO ST, PAMBULA NSW 2549

Risk Number 1

Business EVENT MANAGER/OPERATOR

Interested Party None Noted

Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Property in Your physical and legal control	As per the policy wording	
Excess	\$500 for property damage claims only \$0 for personal injury claims	

End of Certificate

EVENT HAZARD IDENTIFICATION AND RISK ASSESSMENT TEMPLATE

All events, regardless of their size or nature, will have risks. It is your responsibility as the event organiser, to identify and manage these risks.

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called Risk Management and in order to know what risks need to be managed, a risk assessment needs to be conducted.

Why does an event need to manage risks?

Event sites and activities are considered to be places of work and there are industry acts, regulations, standards and guidelines and event organisers need to develop their procedures in accordance with these documents. There are also high penalties for failure to comply with the regulations and the risk of an event site being shut down for non-compliance by the relevant regulator e.g SafeWork NSW, EPA, Council.

And of course, no one wants to see anyone hurt or have a bad experience at their event. If you manage the risks and know the regulations, then damage to property or injury to the public can be avoided. For further information on Risk Assessments – please refer to the Bega Valley Shire Councils Event Management Guide.

What is a Risk Assessment?

A risk assessment is the process of identifying and quantifying the probability of a harmful effect to an item or an individual. To assess risks, an objective evaluation of the risks are considered and ranked by using a basic formula of rating the potential loss and the probability of occurrence.

How to do a Risk Assessment

FIND IT

List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template

Use experts or experienced people to advise you on your risk assessment.

ASSESS IT

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

Use the **Risk Ranking Matrix** in the template.

FIX IT

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.

Use the **Hierarchy of Control** table to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

How to control hazards

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
ELIMINATION Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
SUBSTITUTION Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures. <i>If this is not practical, then:</i>
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

Hazard Identification and Risk Assessment Template

The following pages comprise a blank Hazard Identification and Risk Assessment Template. Event organisers are invited to use this template (or a similar risk assessment form) for documenting and reporting event specific risks to Council as part of the approval process for an event.

Hazard Identification And Risk Assessment Template

Name of Event:	EAT Merimbula Festival		
Date of Event:	13.3.22	Risk Management Team:	Anthony Osborne / Brett Weingarth
Location of Event:	Merimbula Lake Foreshore Fishpen Road, Merimbula	Site Supervisor:	Anthony Osborne



		CONSEQUENCE			
		Catastrophic	Critical	Major	Minor
LIKELIHOOD	Frequent Likely to occur regularly	1	3	7	13
	Probable Will occur several times	2	5	9	16
	Occasional Unlikely but reasonably expected to occur	4	6	11	18
	Remote Unlikely but possible to occur	8	10	14	19
	Improbable So unlikely it may not be experienced	12	15	17	20

Consequence Table			
Catastrophic	Critical	Major	Minor
<ul style="list-style-type: none"> ▪Death or permanent total disability ▪Prevent the infrastructure, system or equipment from meeting the primary operational requirements ▪Funding exhausted due to mismanagement or misappropriation 	<ul style="list-style-type: none"> ▪Permanent partial disability, or temporary total disability in excess of 30 days ▪Significantly degrades the infrastructure, systems or equipment's ability to perform its primary task ▪Requires significant additional funding, or redistribution budget or termination and/or reduction of other initiatives 	<ul style="list-style-type: none"> ▪Temporary partial disability less than 30 days, hospitalisation, emergency medical treatment, injury or illness eligible for compensation ▪Temporary loss of one or more significant capabilities within the infrastructure, system or equipment ▪Requires significant redistribution of existing budget 	<ul style="list-style-type: none"> ▪First aid or minor supportive medical treatment ▪Temporary degradation or loss of one or more capabilities within the infrastructure, system or equipment. ▪Requires monitoring and corrective action within existing cost centre budget

Identify the Hazards <i>Hazard/s associated with each task</i>	Identify the Risk <i>What can happen? How can it happen?</i>	Risk Rank <i>Before Controls</i>	Controls <i>Controls to address identified risks</i>	Risk Rank <i>After Controls</i>
Health and Safety / First Aid	First aid or medical services required after injury to event staff or attendee.	Occasional	<p>Provide an agreed level of first aid, paramedical and medical facilities. Comply with COVID Safety plan requirements.</p> <p>If life threatening incident – event marshal to call 000 and request Ambulance. Request immediate attendance by First Aid personnel. Remain with patient, notify Chief Warden/other marshals to meet ambulance and take to incident.</p> <p>If non-life threatening, event marshal to determine whether person can get to First Aid station or whether first aid attends the person. Notify First Aid and remain with person until attended. Complete incident report form as soon as possible afterwards.</p> <p>Minimum 2 x First Aiders confirmed to attend event.</p>	Remote
COVID-19 Safety	Risk of infected guest infecting others.	Occasional	<p>Exclude staff & guests who have:</p> <p>Covid symptoms: fever, chills, cough, sore throat, difficulty breathing, headache, muscle or joint pain, vomiting, diarrhoea</p> <p>Returned from overseas or hot spots within the last 14 days.</p>	
Event Access	Crowd congestion, aggressive behaviour	Remote	<p>Event marshals at entrances.</p> <p>Conditions of entry signage – clearly visible.</p> <p>COVID QR Codes at entry.</p> <p>Ensure social distancing regulations are observed.</p>	Improbable
Emergency Procedures	The site may require evacuation if there is an unexpected major	Occasional	The Event Manager will authorise an evacuation, where possible in conjunction with emergency services. The	Remote

Identify the Hazards <i>Hazard/s associated with each task</i>	Identify the Risk <i>What can happen? How can it happen?</i>	Risk Rank <i>Before Controls</i>	Controls <i>Controls to address identified risks</i>	Risk Rank <i>After Controls</i>
	incident on the site or if there is a nearby emergency threatening the event.		evacuation will be communicated by announcements over the PA system and through the use of marshals. People will be evacuated away from the site of the incident/emergency. The designated evacuation routes and sites will be at either end of Fishpen Road. People will only be allowed back to the event site when authorised by the Event Manager and emergency services.	
Fire Prevention	Electrical fault, fire starts at venue. Gas cylinder explosion.	Remote	Identify potential sources of fire, actions to prevent fires, emergency procedures, equipment and roles. All individual stall holders will be requested to provide fire extinguishers.	Improbable
Vehicles on site	Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway	Remote	Treat the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage. All deliveries will be completed before the event start time and an independent traffic controller has been engaged to ensure no vehicles enter the site during the event.	Improbable
Vehicles & pedestrians	Vehicles driving on public areas causing damage to the site or a collision with a person.	Remote	Advise contractors and delivery personnel that they will be met on site by the supervisor, that they are to drive at walking pace and that an independent traffic controller has been engaged to direct them.	Improbable
Use of Portable Electricity	Power source is overloaded and fails. Unsafe leads or damaged leads causing electrocution/electric shock of people (workers or patrons	Remote	Ensure that power requirements are identified in the planning phase and adequate supply is provided. Treat by ensuring electrical equipment is placed out of public access areas, leads are protected from weather. Stallholders will be actively discouraged to use main site power source.	Improbable
Unpredictable or wet weather impact	Heavy rains, heavy flooding.	Occasional	Monitor Bureau of Meteorology (BOM) website - provide instruction to event participants about safety in adverse weather conditions - cancellation contingency for wet weather - communication strategy to notify guests.	Occasional

Identify the Hazards <i>Hazard/s associated with each task</i>	Identify the Risk <i>What can happen? How can it happen?</i>	Risk Rank <i>Before Controls</i>	Controls <i>Controls to address identified risks</i>	Risk Rank <i>After Controls</i>
Natural disaster occurrence	Natural disaster occurs. Fire, flood, tsunami.	Remote	Cancel event. Notify attendees and Emergency Services	Remote
Waste management issue	Bins overflowing and leaving waste material on ground	Remote	Waste Management Plan, monitor the bins during the event.	Improbable

Name of Assessor: **Anthony Osborne**

Date of Assessment: **October 5th, 2021**
