

Event Management Plan

Murwillumbah Country Roots Fest

Murwillumbah Showground

PREPARED FOR

Grassroots Event Management Pty Ltd

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DOCUMENT CONTROL

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SCHEDULE OF AMENDMENTS

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Note:

This document was prepared for the purpose and exclusive use of Grassroots Event Management Pty Ltd based on information supplied by Grassroots Event Management Pty Ltd for the purpose of preparing an Event Management Plan and submitting it to Tweed Shire Council. It is not to be used for any other purpose or by any other person or corporation. Kellie Shapland Town Planning (KSTP) accept no responsibility for any loss or damage suffered, however so arising, to any person or corporation who may use or rely on this document for any purpose other than that described above.

This document is based on information made available by the client. The validity and comprehensiveness has not been independently verified and, for the purpose of this document, it is assumed that the information provided to KSTP is both complete and accurate. Whilst to the best of our knowledge the information contained in the report is accurate at the date of issue, changes may occur to the site condition, the site context or the applicable planning framework.

Other parties may potentially make amendments to this EMP after final issue. It is the responsibility of Grassroots Event Management Pty Ltd to ensure that the Amendment record is maintained. KSTP accepts no responsibility for amendments made by other parties.



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- Appendix J– Safety Management Plan
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- Appendix M – Incident Report Form and Guide
- Appendix N - Resource Recycling & Waste Management Plan
- Appendix O – Food Traders Register
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1 Introduction & Administration

1.1 INTRODUCTION

This Event Management Plan (EMP) is prepared in respect of a proposal by Grassroots Event Management Pty Ltd to hold an annual music festival, known as the Murwillumbah Country Roots Fest (MCRF), in Murwillumbah over the October long weekend, commencing in 2015.

Grassroots Event Management Pty Ltd is a registered company with two (2) Directors, Gary Dahan and Lou Bradley. The ABN is 86 601 670 571.

The EMP covers the 2015 MCRF and the event for the following four (4) years (ie 2015 – 2019).

The central festival activities will be held at the Murwillumbah Showground, although ancillary activities such as street busking and promotional musical performances will be held at various premises in Murwillumbah in the lead up to the event, and during the festival dates.

This EMP addresses the activities that are proposed at the Murwillumbah Showground only.

Grassroots Event Management Pty Ltd has prepared the following Mission Statement outlining their vision for the event:

The Murwillumbah Country Roots Festival is an organisation that comes together for the purpose of establishing an event to benefit our local and surrounding communities, businesses and charity groups.

The Murwillumbah Country Roots Festival's intention is to promote the variety and tradition of Country Music, Roots Music and Art; to create opportunities for all artists – performance and visual; and to encourage strong community and family involvement in an outdoor environment.

We aim to bring attention to the great town of Murwillumbah by showcasing the talents and passions of our local musicians and community.

In the future, our ambition is to offer scholarships to aid in the development of local and young musicians; provide musical equipment to Special Needs students; and improve the chances for youths attending local schools.

Our goal is to be a strategic partner and to provide an exceptional Festival for the community of Murwillumbah. We believe that our relationship with the community will be strengthened, as we partner and share through the process of creating this event.

The Festival has a strong commitment to the environment and will feature aspects of sustainability, recycling, re-purposing, and the use of local products and produce. Environmental benefits will be incorporated into all aspects of the Festival – from set-up to stalls.

The event will be run with the aim of achieving this Mission Statement.

This EMP is a collaboration based on the work of a number of firms and individuals. These include:

- Grassroots Event Management Pty Ltd – Gary Dahan & Lou Bradley (Festival Directors);
- Kellie Shapland Town Planning: EMP documentation.
- Sean Thomas – OHS Works: Festival Risk Assessment, Safety Management Plan, Traffic Management Plan (overview).
- Lisa Flower – Waste to Resource: Resource Recycling & Waste Management Plan.
- Tony Watkins – AJ Employment & Training: Crowd Management Plan.
- Alderson & Associates Pty Ltd – Traffic Management Plan.

1.2 STRUCTURE & ADMINISTRATION

1.2.1 Structure

The EMP is structured to enable review and modification, where necessary, following monitoring of each event and the desires of the community and organisers.

The specific management provisions are provided in Appendices that can be readily extracted and modified if necessary for each event.

The following Appendices form part of this EMP:

- Appendix A – Site Map
- Appendix B – Operational Parameters
- Appendix C – Program of Events
- Appendix D – Operational Contacts and Structure Organisation Map
- Appendix E – Insurance Certificates
- Appendix F – Approvals/Licences
- Appendix G – Complaints Register
- Appendix H – Ticket Terms & Conditions
- Appendix I – Festival Risk Assessment (FRAS)
- Appendix J – Safety Management Plan
- Appendix K – Traffic Management Plan
- Appendix L – Crowd Management Plan
- Appendix M – Incident Report Form and Guide
- Appendix N – Resource Recycling & Waste Management Plan
- Appendix O – Food Traders Register
- Appendix P – Market Traders Register
- Appendix Q – Lost Property Register

1.2.2 Amendments

To amend the provisions of the EMP, the proponent must consult with Tweed Shire Council (TSC) to determine whether a formal application to amend the EMP is required. If an application is required, it shall:

- be in writing;
- specify the provisions of the EMP to which the application relates;
- state how the amendments achieve the objectives of the provisions to which the amendments relate; and
- be consistent with the terms of any required development consent(s) and/or any government licence(s).

A summary Table of Amendments is to be maintained. This table is located at the beginning of this EMP (refer page 1).

1.3 AIMS & OBJECTIVES

The aim of this EMP is to establish operational procedures for the Murwillumbah Country Roots Fest at Murwillumbah Showground to ensure that the following objectives are achieved:

- i. Protection of health and safety of employees, volunteers, ticket holders and the general public within, and external to, the site(s).
- ii. Protection of amenity of likely affected residents.
- iii. Protection and enhancement of community social and cultural values.
- iv. Compliance with relevant statutory regulations, approvals and licences.
- v. Promotion of Murwillumbah township, and
- vi. The Mission Statement for the MCRF (refer Section 1.1).

2 Event Details

2.1 THE SITE

The EMP covers festival activities at the Murwillumbah Showground, which is described as Lots 49, 65 and 76 DP 755724, Lot 1 DP 128281 and Lot 1 DP 725221 Queensland Road and Mooball Street, Murwillumbah.

The Site Map for the MCRF is contained in Appendix A.

2.2 EVENT OVERVIEW

Existing buildings and temporary marquees will be utilised for the festival. Performances will be held throughout the day and evening of the festival at various venues/stages around the Showground. The stages include:

- The Chambers Family Stage – this will be accommodated in a temporary marquee. This is the largest venue where the main performances will occur. It is located within the showground ring.
- The Shed Stage - this will utilise an existing open structure with a marquee attached.
- The Buskers & Jammers Stage – this is an existing small stage that is located adjacent to the Branding Rail.
- The Grand Ole Opry Stage – located in the existing pavilion building.

Food and drinks will be served from existing buildings and from temporary stalls. Temporary market stalls will also operate during the event.

Camping will be available on-site for staff, volunteers, musicians and stallholders. All campers must comply with the Murwillumbah Showground Trust requirements for camping.

2.3 STALL SELECTION

Every year prospective stallholders will make an application to Grassroots Event Management Pty Ltd for a place at the festival. Preference will be given to stall holders who are based in the Tweed Shire and surrounding areas and who demonstrate a commitment to:

- the environment through waste management;
- the use of local produce and products,
- utilising the services of local tradespeople, and
- ethical trade.

Grassroots Event Management Pty Ltd identify that ethical trade means that retailers, brands and their suppliers take responsibility for improving the working conditions of the people who make the products that they sell. This is particularly relevant for products which are made in poor

countries where laws designed to protect workers rights may not be adequate.

Stallholders with a commitment to ethical trade are those that adopt a code of labour practice that they expect all their suppliers to work towards. Such codes address issues like wages, hours of work, health and safety and the right to join free trade unions.

Grassroots Event Management Pty Ltd favour stalls that can demonstrate a commitment to these principles.

2.4 OPERATIONAL PARAMETERS

This EMP covers the event for five (5) years commencing in 2015. The operational details and parameters for Year 1 (2015) are:

Table 1 – 2015 Operational Parameters

| ITEM | COMMENT | | | | | | |
|-----------------------------------|--|-------------------|-----------------|--|-----------------------|--------------------|-------------------|
| Name of Event | Murwillumbah Country Roots Fest | | | | | | |
| Address of Event | Murwillumbah Showground – Queensland Road/Mooball Street, Murwillumbah | | | | | | |
| Event Dates: | Friday 2 October – Monday 5 October 2015 | | | | | | |
| Maximum No. of Tickets | 5000 per day | | | | | | |
| Hours of Operation | Wed 31.9 | Thur 1.10 | Fri 2.10 | Sat 3.10 | Sun 4.10 | Mon 5.10 | Tues 6.10 |
| Marquee | Installation From 7am | | | | | | Remove 7am-5pm |
| Stalls | | Bump in: 12pm-6pm | Gates open 12pm | Stock load in 6am-8am Site open 9am-1am | Stock load in 6am-8am | Site opens 9am-1am | Bump out: 6am-5pm |
| Entertainment (Music Times)* | | | 4pm-11.15pm | 8am-10.30pm | 10am-11pm | 8am-10.15pm | |
| Return Site to original condition | By Tuesday 6 October 5pm. | | | | | | |

* Preparation of the stages for entertainment may occur 1 hour before the show. Packing up after the last show of the day may occur up to one (1) hour after music ceases.

This Table is produced in Appendix B and will need to be updated for every annual event.

A Program of Events for the MCRF is contained in Appendix C.

If operational parameters for Years 2-5 vary from the previous year (by way of increased attendance or times), approval from Tweed Shire Council to vary the EMP may be required in accordance with the provisions of Section 2.2. The event organiser is to consult with Tweed Shire Council in this regard.

3 Event Management

3.1 EVENT MANAGEMENT & CONTACT DETAILS

The event is being organised and managed by Grassroots Event Management Pty Ltd and is being run with the assistance and co-operation of various organisations and individuals whose contact details are outlined in Table 2 below. A contact list for each annual event is to be maintained in Appendix D.

Table 2 – MCRF Contact Details

| Organisation | Contact | Title | Email | Phone Number(s) |
|-------------------------------------|---------------|--------------------------------|-----------------------------------|----------------------------------|
| Grassroots Event Management Pty Ltd | Gary Dahan | Festival Director | countryrootsfest@outlook.com | 0407 758 040 |
| Grassroots Event Management Pty Ltd | Lou Bradley | Festival Director | lou.countryrootsfest@yahoo.com.au | 0421 549 259 |
| Murwillumbah Police | Duty Officer | | | 02 66729499 000 for emergency |
| Murwillumbah Ambulance Station | Duty Officer | | | 131233 000 for emergency |
| SES | TBA | | | 132500 000 for emergency |
| Tweed Shire Council | Barbara Allen | Major Events and Films Officer | BAllen@tweed.nsw.gov.au | 02 66702735 |
| Solo Resource Recovery | TBA | | | 02 66747656 |
| AJEST (Security) | Tony Watkins | Owner | tonywatkins@ajest.com.au | 0408 832 552 |
| Waste to Resource | Lisa Flower | Director | lisa@wastetoresource.com.au | 0413 638 482 |
| Murwillumbah Hospital | | | | 02 66720230 |
| Murwillumbah Fire Brigade | | | | 02 66727888 000 for emergency |
| Volunteer Rescue Association | Phil Ezinberg | | | 0418436172 |
| APEX | TBA | | | |
| Alderson & Associates | TBA | | office@aldersonassociates.com.au | 02 66291552 |

3.2 STAFF & VOLUNTEERS

There will be a roster of Festival Coordinators to cover the whole festival period. The Festival Coordinator is the Site Manager and any issues must be referred to the duty Festival Coordinator for resolution.

There will be approximately 15 staff and 35 volunteers.

A structure organisation map is included in Appendix D.

All staff and volunteers will be briefed on their duties by the duty Festival Coordinator. Briefing is to include a pre-start toolbox meeting and site induction.

All festival staff and volunteers associated with the coordination of the event will wear a dedicated uniform for easy identification. The Festival Coordinator and safety staff will wear high visibility safety vests whilst on site.

Volunteers will include representatives from Apex, State Emergency Service (SES) and St. Johns Ambulance.

3.3 OPERATIONS CENTRE

An Operations Centre will be established and manned during all hours of the MCRF. This will be located in the existing Function Centre (refer to Appendix A for location). The Festival Coordinator on duty will be located at the Operations Centre. This Centre will provide the following:

- Communication with event coordinators, emergency co-ordination centres and first aid post.
- Communications with event organisers, staff and volunteers.
- Maps of the site available to patrons and detailed information about the event and its activities.

3.4 PUBLIC COMMUNICATIONS & PROTOCOLS

3.4.1 Staff & Volunteer Communication

Staff and volunteers will communicate by mobile phone throughout the event. Key personnel will also have radio contact. A contact list will be provided at the event briefing.

Security will operate its own communication system (refer Section 4.3).

3.4.2 Public Address System

Each stage area is to have its own PA system.

The PA system(s) may only be used for essential broadcasts about the festival and emergency situations. The PA system shall not be used as a sales aid for stallholders.

3.4.3 Notifications of Event

Local Businesses

In the lead up to the event each year, local businesses and the Murwillumbah District Business Chamber (MDBC) is to be notified of the event details. This will be in the form of meetings with the MDBC, leaflets to local businesses and an information evening approximately 3 months prior to the event. All businesses will be invited to keep up to date with planning through the organisers website and facebook page.

Local Residents

Notification to residents in Tweed Shire will be made one (1) month prior to the event by way of notices in The Weekly newspaper and the Tweed Link (both free local news providers to Tweed Shire residents). A follow up notice is to be placed in these publications one (1) week prior to the event.

Residents and businesses surrounding the Showground will be further advised of the event one (1) week prior to the event by way of a letterbox drop.

All Notices are to contain contact details of the Event Organiser with advice that the organiser should be the first person to contact in the event of a complaint.

Emergency Services

A meeting will be held with Emergency Service organisations one (1) month prior to the event.

3.5 INSURANCE

All contractors, suppliers, main stage entertainers and stallholders must hold current public liability insurance of no less than \$10 million.

Festival organisers are to obtain all necessary Public and Products Liability Insurance with coverage of no less than \$10million. A Certificate of Currency is to be kept in Appendix E.

3.6 APPROVALS/LICENCES

The festival organiser is to obtain all required statutory authority approvals and licences and comply with the relevant conditions at all times. A copy of these approvals and licences are to be kept in Appendix F.

Letters of agreement from the Murwillumbah Showground Trust for the use of the Showground for the 2015 event is contained in Appendix F.

It is noted that Tweed Shire Council, at its meeting of 20 November 2014, considered a report on Shows and Events at Murwillumbah Showground where it was resolved:

That Council recognises that the Murwillumbah Showground has continuing use rights for shows and events, and may be used without development consent for festivals and events that are consistent with the purpose of a showground.

Consequently, development consent is not required for the use of Murwillumbah Showground for the MCRF.

Some circumstances will require development consent or a Complying Development Certificate for temporary structures. Development Consent for temporary structures for 2015 has been sought and once consent is obtained, a copy will be kept in Appendix F. If different or additional structures are proposed in following years, organisers are to consult with Tweed Shire Council to determine the need for any further approval(s).

3.7 NOISE MANAGEMENT

The level of noise shall remain reasonable in conducting a community festival. The Event Manager shall comply with the Protection of the Environment Operations Act 1997 and provide the Council with a contact mobile number for the days of the event.

Specific noise management measures include:

- Employment of qualified sound engineer to be on site for the duration of the event;
- Limiting the use of the PA system in accordance with Section 3.4.2;
- Compliance with the hours of operation specified in Table 1;
- The main stage is to be housed in a temporary marquee with its PA system/speakers/vocals etc directed away from surrounding residential areas, towards the cane fields;
- The Shed Stage and Grand Ole Opry Stage is to be accommodated indoors;
- The Buskers & Jammers Stage is to be limited to a small PA system directed towards the cane fields;
- Performances prior to 10am is limited to the Shed Stage (indoors) with a small vocal PA directed towards the cane fields. Morning performances prior to 10am is limited to Saturday and Monday with low-key entertainment for the breakfast guests (refer Program of Events, Appendix C).

In addition, nearby residents and businesses shall be notified of the event in accordance with Section 3.4.3. The Notice will be delivered the week leading up to the festival and include a contact name and phone number in the event of a specific complaint.

3.8 COMPLAINT HANDLING

A record of all complaints, the complainant, the issue and how it was addressed is to be kept in a Complaints Register (Appendix G).

The Event Director will be the nominated contact person for complaints for 2015.

3.9 TICKETING

All ticket holders will be issued with a wristband that will be attached at the Ticket Boxes, located adjacent to the Queensland Road site entry and the car park on the western side of the site (refer site plan, Appendix A).

Security will be provided at the ticket boxes and at all designated entry points to the individual stage areas.

The Ticket Terms and Conditions, which also contains the conditions of entry, are contained in Appendix H.

4 Safety & Security

4.1 RISK ASSESSMENT

Safety for the public, staff, artists and stallholders is of paramount importance to the running of the event. Consequently, A Festival Risk Assessment (FRAS) has been completed (refer Appendix I). This covers the following activities.

- Pre-mobilisation and Planning by Grassroots Event Management Pty Ltd
- Handover of festival site to Grassroots Event Management Pty Ltd
- Stall Owners accessing the festival site & site set up
- General works

Compliance with the FRAS is mandatory.

4.2 SAFETY & EMERGENCY MANAGEMENT

4.2.1 Safety

Following from the Festival Risk Assessment, a Safety Management Plan (SMP) has been prepared which addresses occupational health and safety and risk management issues (refer Appendix J).

Compliance with the FRAS and SMP is compulsory and any breaches are to be reported to Festival Management immediately.

4.2.2 Emergency Management

Two (2) emergency assembly areas will be provided (refer Appendix A). These areas will be clearly sign posted and all staff, volunteers and ticket holders must be made aware of their location.

Traffic management in emergency situations must be undertaken in accordance with the Traffic Management Plan (Appendix K).

Prior to the Festival, local emergency services will be given a copy of the Site Map showing all access roads in and around the Murwillumbah Showground site, first aid station, and various locations on the site.

In the event of any emergency situations taking place on the Murwillumbah Showground site, Grassroots Event Management Pty Ltd personnel will take control and coordinate the emergency response until emergency services such as police, ambulance and the fire brigade arrive on the scene.

The FRAS (Appendix I, page 9) contains the procedures in the event of adverse weather conditions.

4.3 SECURITY

Grassroots Event Management Pty Ltd will employ professional security services licenced in New South Wales for general security and crowd management. Security and crowd management is to be in accordance with the Festival Risk Assessment (Appendix I) and Crowd Management Plan (Appendix L).

4.4 LOST CHILDREN

Any lost persons or persons looking for lost children should be directed to the Operations Centre.

Staff must keep the lost child at the Operations Centre until receiving further instructions. No personal information to be communicated over the PA system.

Refer to the FRAS (Appendix I, page 8) for protocol concerning 'Lost children on festival site'.

4.5 INCIDENT REPORTING

Grassroots Event Management Pty Ltd incident reporting requires records for each incident that occurs on site. This report is to be completed for the following incident types:

- All fatalities (notify immediately to 13 10 50 (NSW Work Cover) and provide report within 48 hours;
- Any incident resulting in a Lost Time Incident (provide report within 48 hours), and
- Any Medical Time Incident (provide report within 48 hours).

All subcontractor incidents are to be included.

Appendix M contains the Grassroots Incident Report form and Guide for Completing the Grassroots Event Management (GEM) Incident Report.

5 Traffic Management

The Traffic Management Plan for the MCRF is contained in Appendix K. The key management strategies are:

- Vehicle access to the site will be via Queensland Street, Mooball Street, Murwillumbah Street and Banner Street (refer Site Map, Appendix A).
- General public travelling from north or south of Murwillumbah to attend the Festival will be encouraged to access the site via Condong, Racecourse Road and then Queensland Road. This is to be managed by ETC signage.
- The total capacity of on-site car parks for the general public is 2500. Other car parks have been reserved for VIP parking and Artist Parking (refer Site Map, Appendix A). VIP and artists will be directed to enter the site via Murwillumbah Street and then Banner Street and then to their respective parking locations.
- Management of parking areas will be paramount in ensuring the maximum numbers of car spaces are used in each car park and that entrances and exits to car parks are not blocked.
- Full car parks sign must be posted to reduce the number of vehicles on the site with drivers searching for a car park in areas that are full, or when no more are available on site.
- Once the onsite car parks are full the general public would then need to park their vehicle in the nearby streets and town of Murwillumbah, and walk to the festival showground.
- Other general traffic management signs must be installed on site for both deliveries and guests, prior to commencement of the Festival.
- Traffic management personnel must be on-site at all times, directing traffic and assisting with parking allocation.

6 Public Health

6.1 FIRST AID

First aid is to be provided by St John Ambulance and the Volunteer Rescue Association (VRA) situated near the Operations Centre. Contact details are contained in Section 3.1 and Appendix D.

The first aid station will be continually manned during operational hours of the event.

6.2 FOOD STALLS

Tweed Shire Council will be notified of all food traders four (4) weeks prior to the event. Information to be supplied includes:

- All contact details:
- Business trading names:
- Nature of business:
- NSW Food Authority Number; and
- Certificate of Currency for individual Public and Product Liability Insurance

All food traders are to meet Australian Food Safety Standards and comply with the Safety Management Plan and Resource Recycling and Waste Management Plan (Appendix N).

A register of traders is to be kept in Appendix O.

6.3 MARKET STALLS

A register of all market traders is to be maintained in Appendix P.

All market traders are to comply with the Safety Management Plan, Resource Recycling and Waste Management Plan and have individual Public and Product Liability Insurance.

6.4 ALCOHOL & GLASS MANAGEMENT

Patrons will be able to purchase alcohol at the following locations:

- The "Branding Rail", and
- The existing catering shed near the "Grand Ole Opry Stage".

These facilities are to be operated by an authorised licensee under the Liquor Act 2007. A copy of the Licence is to be kept in Appendix F.

All bar and security staff are to be trained and certified for the “Responsible Service of Alcohol” legislation.

The festival has a no glass policy. The bars will utilise plastic cups and aluminium cans.

Bringing alcohol or glass into the showground site is strictly prohibited. This will be checked at entry points by security. Any glass or alcohol not surrendered or found during searching will be disposed of at the entry point. All festival patrons will be made aware of this policy before the event by way of:

- identification on the ticket Terms and Conditions (Appendix H), and
- notification on the Festival web page, www.mbahcountryrootsfest.com

Any trader found selling glass containers would be asked to remove them from sale or face closure.

6.5 ACCEPTABLE BEHAVIOUR

The organisers will not accept prejudiced or aggressive behaviour amongst patrons. Any reports of such incidents will be fully investigated and the perpetrators will be passed to the Police.

6.6 TOILET FACILITIES

Murwillumbah Showground has three (3) amenities buildings located at the northern and southern end of the site. There are a total of 16 female toilets, 8 male toilets, 5 urinals and 1 disabled toilet. These will be available for festival patrons.

Additional portable toilet facilities will be hired for the event. The number of additional facilities will be determined prior to the event, in consultation with Tweed Shire Council. The number of portable toilet facilities will depend on final ticket sales.

The additional facilities will be placed in convenient locations throughout the site (refer Site Map, Appendix A).

Contract cleaners will be engaged for the duration of the event.

6.7 WASTE MANAGEMENT

The festival is to be run in accordance with the developed Resource Recycling and Waste Management Plan (WMP) (refer Appendix N).

7 Other

7.1 LOST PROPERTY

Any lost property should be handed into the Operations Centre.

A log of lost property shall be kept including a description of the item and whether it has been recovered (refer Appendix Q).

8 Evaluation

Grassroots Event Management Pty Ltd will organise a debrief meeting to be held within two (2) weeks following the event to seek feedback from the organising staff on successes and areas to improve on for future events.

In addition, debrief meetings and or telephone calls will be conducted post event to Sponsors and Contractors / Suppliers to seek feedback on the successes of the event and gather information to improve the event for future years.

An audience survey will also be undertaken with ticket holders following the event. This will be undertaken by way of email communication.

An evaluation report will be prepared providing detail on the following:

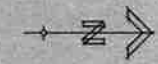
- Event Objective
- Attendance
- General Feedback
- Reported incidences
- Management and Organisation
- Sponsorship
- Marketing Activity including Public Relations, Promotions, Website and Social Media and Website
- Stallholders
- Infrastructure
- Emergency Services
- Event Program
- Entertainment
- General

Appendix A

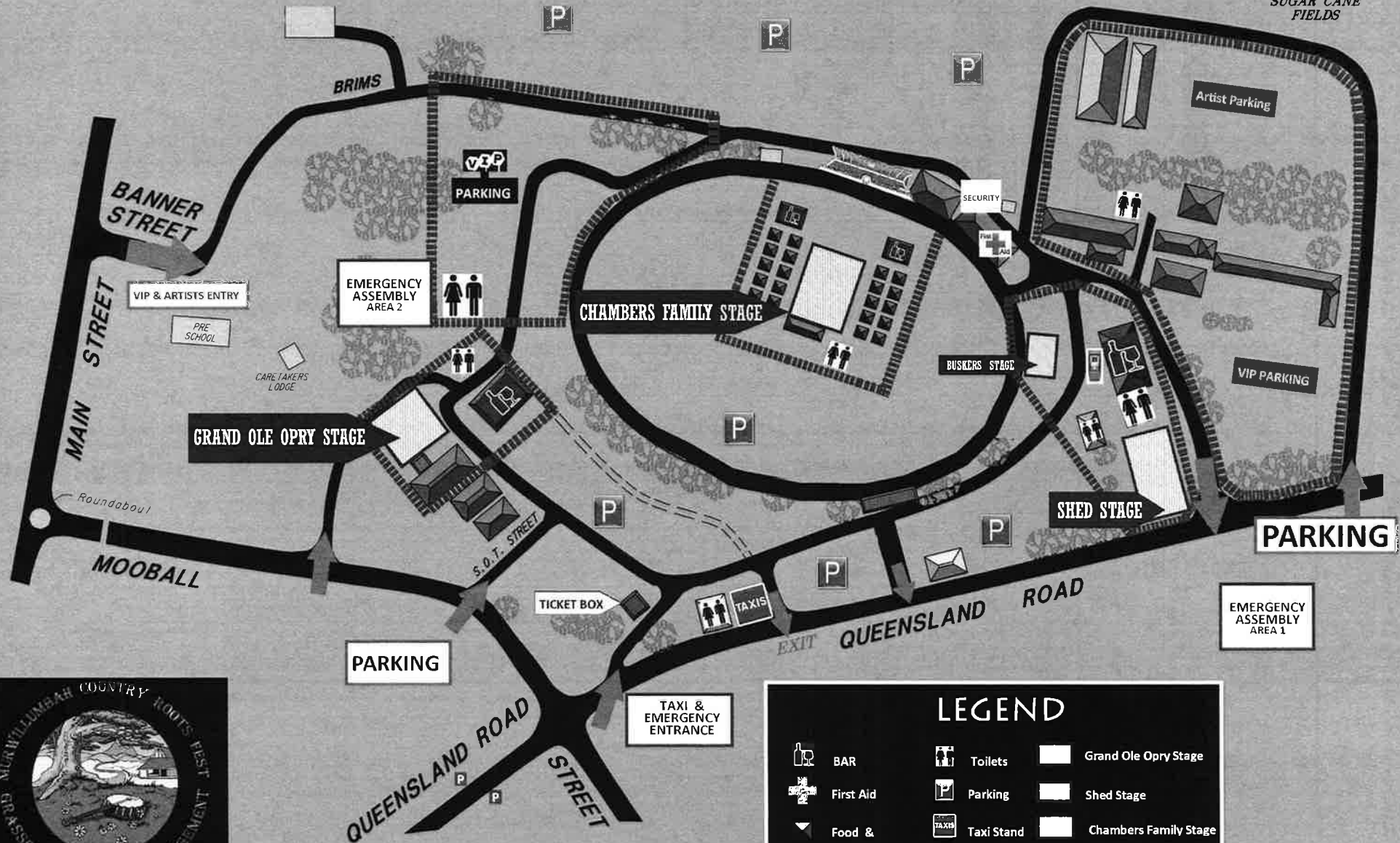
Site Map

Murwillumbah Country Roots Fest

MURWILLUMBAH SHOW GROUND



SUGAR CANE FIELDS



LEGEND

| | | | | | |
|--|----------------------|--|------------|--|-----------------------|
| | BAR | | Toilets | | Grand Ole Opry Stage |
| | First Aid | | Parking | | Shed Stage |
| | Food & Market Stalls | | Taxi Stand | | Chambers Family Stage |
| | | | ATM | | Buskers Stage |

Appendix B

Operational Parameters

Murwillumbah Country Roots Fest

Murwillumbah Country Roots Fest

2015 Operational Parameters

| ITEM | COMMENT | | | | | | |
|--|--|--------------------------|--------------------|---|--------------------------|-----------------------|-----------------------|
| Name of Event | Murwillumbah Country Roots Fest | | | | | | |
| Address of Event | Murwillumbah Showground – Queensland Road/Mooball Street, Murwillumbah | | | | | | |
| Event Dates: | Friday 2 October – Monday 5 October 2015 | | | | | | |
| Maximum No. of Tickets | 5000 per day | | | | | | |
| Hours of Operation | Wed 31.9 | Thu 1.10 | Fri 2.10 | Sat 3.10 | Sun 4.10 | Mon 5.10 | Tues 6.10 |
| Marquee | Installation From 7am | | | | | | Remove 7am-5pm |
| Stalls | | Bump in: 12pm- 6pm | Gates open 12pm | Stock load in 6am-8am Site open 9am-1am | Stock load in 6am-8am | Site opens 9am-1am | Bump out: 6am- 5pm |
| Entertainment (Music Times)* | | | 4pm- 11.15pm | 8am- 10.30pm | 10am-11pm | 8am- 10.15pm | |
| Return Site to original condition | By Tuesday 6 October 5pm. | | | | | | |

* Preparation of the stages for entertainment may occur 1 hour before the show. Packing up after the last show of the day may occur up to one (1) hour after music ceases.

Appendix C

Program of Events

Murwillumbah Country Roots Fest

Murwillumbah Country Roots Fest

2015 Entertainment Program

| | Main Stage | Shed Stage | Opry Stage |
|-----------------|---|--|--|
| Friday | <p>4pm - 4:30pm Official Festival opening</p> <p>4:45 - 5:15pm Caitlyn Shadbolt</p> <p>5:45 - 6:30pm Brothers 3</p> <p>7pm - 8:30pm The Real Thing (talent quest final)</p> <p>9pm - 10pm Normie Rowe and The Original Playboys.</p> <p>10:15 - 11:15pm James Blundell</p> | | |
| Saturday | <p>2pm -2:45pm Lou Bradley</p> <p>3pm - 3:45pm Karl S Williams</p> <p>4pm - 5pm Pierce Brothers</p> <p>5:15pm - 6:15pm Shane Howard</p> <p>6:30pm - 7:30pm Wagons</p> <p>8pm - 9pm Renee Geyer</p> <p>9:30pm - 10:30pm Busby Marou</p> | <p>8am - 9:45am Richos Breakfast Roundup</p> <p>10am - 10:45am Jerome Williams</p> <p>11am - 11:45am Jay Seeney Band</p> <p>12pm-12:45pm Blue Healers</p> <p>1pm -1:45pm Garrett Kato</p> <p>2pm -2:45pm Heartworn Highway</p> <p>3pm- 3:45pm Greg Champion</p> <p>4pm-4:45pm The Wilson Pickers</p> <p>5pm - 5:45pm Paul Geene and The Other Colours</p> <p>6pm -6:45pm Davidson Brothers</p> <p>7pm - 8pm Psycho Zydeco</p> | <p>10am -10:45am Jessica Belle</p> <p>11am -11:45am Clelia Adams</p> <p>12pm -12:45pm Matt Henry</p> <p>1pm -1:45pm Sara Tindley</p> <p>2pm - 2:45pm Guy Kachel</p> <p>3pm -3:45pm Barley Shakes</p> <p>4pm - Bill Chambers</p> |

| | | | |
|---------------|--|---|---|
| Sunday | <p>1:30pm- 2:15pm Garret Kato</p> <p>2:30pm- 3:15 Lachlan Bryan</p> <p>3:30pm - 4:15pm Melody Pool</p> <p>4:30pm - 5:15 Paul Greene and the other colours</p> <p>5:30pm - 6:15pm Lyn Bowtell</p> <p>6:30pm - 7:15 pm Harry Hookey</p> <p>7:30pm - 8:15 Bill Chambers</p> <p>8:30pm - 9pm Charm Of Finches</p> <p>9:30pm - 11pm Kasey Chambers</p> | <p>10am - 11:30 Caldera country</p> <p>12pm - 12:45pm Caitlyn Harnet</p> <p>1pm -1:45pm Jack O'leary</p> <p>2pm - 2:45pm Round Mountain Girls</p> <p>3pm - 3:45pm Barley shakes</p> <p>4pm - 4:45pm Lance Friend and The Murky Waters</p> <p>5pm - 5:45pm Women In Docs</p> <p>6pm -6:45pm Cash Savage and The Last Drinks</p> <p>7pm - 7:45pm Hillbilly Goats</p> <p>8pm - 9pm Mick Peeling</p> | <p>10am - 11:45am Richo's Roundup</p> <p>12pm - 12:45pm The Wilson Pickers</p> <p>1pm - 1:45pm Katie Brianna</p> <p>2pm -2:45pm Karl.s Williams</p> <p>3pm - 3:45pm Heartworn Highway</p> <p>4pm - 4:45pm Mid North</p> |
| Monday | <p>12pm Ute give away</p> <p>1pm - 2pm Good Oak</p> <p>2:15pm - 3:15pm Damian Howard</p> <p>3:30pm - 4:30pm The Flood</p> <p>4:45pm - 5:45pm The Audrys</p> <p>6pm - 7pm Archie Roach</p> <p>7:30pm - 8:30pm Richard Clapton</p> <p>9pm - 10:15pm Sara Storer</p> | <p>8am - 9:45am Richo's Breakfast Roundup</p> <p>10am - 10:45am Cadillac Rockers</p> <p>11am -11:45pm Lissy Stanton</p> <p>12pm - 12:45pm Swamp Catz</p> <p>1pm - 1:45pm Lauchlan Bryan and The Wildes</p> <p>2pm - 2:45pm Mid North</p> <p>3pm - 3:45pm Karl S Williams</p> <p>4pm - 4:45pm Damian Howard (with Marcia Howard and Rose Bygrave)</p> <p>5pm - 5:45pm Matt Cornell</p> <p>6pm - 6:45pm Uncle Bob's Jug Band</p> <p>7pm- 8pm Bob Corbett</p> | <p>10:am - 10:45pm Warren Earl</p> <p>11am - 11:45am Charm Of Finches</p> <p>12pm -1:30pm MMB The Ruby Hunter Project. with guest artists TBA.</p> <p>2pm - 2:45pm Jimmy Dowling</p> <p>3pm - 3:45pm Matt Henry</p> <p>3pm - 3:45pm Lou Bradley</p> |

Appendix D

Operational Contacts & Structure Organisation Map

Murwillumbah Country Roots Fest

Murwillumbah Country Roots Fest

2015 Operational Contact List

| Organisation | Contact | Title | Email | Phone Number(s) |
|-------------------------------------|---------------|-------------------|-----------------------------------|----------------------------------|
| Grassroots Event Management Pty Ltd | Gary Dahan | Festival Director | countryrootsfest@outlook.com | 0407 758 040 |
| Grassroots Event Management Pty Ltd | Lou Bradley | Festival Director | lou.countryrootsfest@yahoo.com.au | 0421 549 259 |
| Murwillumbah Police | Duty Officer | | | 02 66729499 000 for emergency |
| Murwillumbah Ambulance Station | Duty Officer | | | 131233 000 for emergency |
| SES | TBA | | | 132500 000 for emergency |
| Tweed Shire Council | TBA | | | 02 66702400 |
| Solo Resource Recovery | TBA | | | 02 66747656 |
| AJEST (Security) | Tony Watkins | Owner | tonywatkins@ajest.com.au | 0408 832 552 |
| Waste to Resource | Lisa Flower | Director | lisa@wastetoresource.com.au | 0413 638 482 |
| Murwillumbah Hospital | | | | 02 66720230 |
| Murwillumbah Fire Brigade | | | | 02 66727888 000 for emergency |
| Volunteer Rescue Association | Phil Ezinberg | | | 0418436172 |
| APEX | TBA | | | |
| Alderson and Associates | TBA | | office@aldersonassociates.com.au | 02 66291552 |

Structure Organisation Map

TBA

Appendix E

Insurance Certificates

Murwillumbah Country Roots Fest



Certificate of Currency

Aon Risk Services Australia Limited
ABN 17 000 434 720 AFSL 241141

Garry Dahan
GRASSROOTS EVENT MANAGEMENT PTY.
LTD.
5/50 Centrepont Arcade, Murwillumbah Street
MURWILLUMBAH NSW 2484

In our capacity as Insurance Brokers to GRASSROOTS EVENT MANAGEMENT PTY. LTD., we hereby certify that the under mentioned insurance policy is current.

As at Date

27 March 2015

Policy Information

Class of Insurance

Defigo Business Insurance

Insurer (Lead)

QBE Insurance (Australia) Limited
ABN: 78 003 191 035

Policy Number(s)

1AQA028290APK

Expiry Date

19/03/2016

Insured

GRASSROOTS EVENT MANAGEMENT PTY. LTD.

Interest Insured

Fire and Other Insured Perils

Contents- \$10,000

Theft

Contents- \$5,000

Public and Products Liability

Limit of Liability- \$20,000,000 any one Occurrence

Situation of Risk

5/50 Centrepont Arcade, Murwillumbah Street
MURWILLUMBAH NSW 2484
Anywhere in the world except United States of America
and Canada

Remarks

Nil

Important notes

- This certificate is a summary of cover only. Please refer to the Policy Wording and Schedule for its full terms and conditions.
- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance Contracts Act 1984 (Cth)*.
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- This Certificate does not:
 - represent an insurance contract or confer rights to the recipient; or
 - amend, extend or alter the Policy.

Contact Us

CRM

Jasmine Mappin

Telephone

617 55538901

Email

jasmine.mappin@aon.com

Branch

Level 4, The Exchange
194 Varsity Parade
VARSITY LAKES QLD
4227

Appendix F

Approvals/Licences

Murwillumbah Country Roots Fest

MURWILLUMBAH SHOWGROUND TRUST

ABN 56 158 649 425

8th June, 2015

Grassroots Event Management Pty Ltd
5/50 Murwillumbah Street
Murwillumbah. NSW. 2484

Dear Gary & Lou,

I wish to confirm that Grassroots Event Management initiated discussions with Murwillumbah Showground Trust over 12 months ago regarding the staging of a major event for this region.

As a result of these preliminary discussions a local entity generously changed their usual ground booking so you would be able to stage this event on your preferred date. (October Long Weekend).

Grassroots Event Management has been working closely with Murwillumbah Showground Trust regarding many aspects of the Country Roots Festival.

The Trust has a definite booking, agreeing to rent the Showground to Grassroots Event Management, from the 30th September 2015 until 6th October 2015 for the setup and staging of this event.

The Murwillumbah Showground Trust sincerely wish you every success with this venture.

Yours sincerely,

Allan Brown

Correspondence: PO Box 5009, South Murwillumbah, 2484 – Ph: 0423 600 478

Email: trustsecretary@murwillumbahshowground.com

Allan Brown
Hon. Secretary/Trustee
Murwillumbah Showground Trust

Correspondence: PO Box 5009, South Murwillumbah, 2484 – Ph: 0423 600 478

Email: trustsecretary@murwillumbahshowground.com

PRESIDENT: Mr Allan Campbell
SECRETARY: Mrs Cynthia Hanger
TREASURER:



PO Box 727 Murwillumbah NSW 2484
Tel/Fax: (02) 6672 5507
Mob: 0427 725 507
Email: secretary@murwillumbahshow.com

Tweed River Agricultural Society Ltd t/a The Murwillumbah Show

ABN: 70 003 366 407 ACN: 003 366 407

10 June 2015

TO WHOM IT MAY CONCERN

RE: COUNTRY ROOTS MUSIC FESTIVAL

I wish to confirm that Gary Dahan, on behalf of the Country Roots Music Festival, has booked the following buildings at the Murwillumbah Showground for the period 30 September 2015 to 6 October 2015:

1. President's Room;
2. Function Room which includes the kitchen and basement;
3. The Canteen;
4. Two rooms below the Show Secretary's office.

If you require any further information please do not hesitate to contact me.

Kind regards

Cynthia Hanger

Cynthia Hanger
Secretary
Tweed River Agricultural Society Ltd.
t/a The Murwillumbah Show

Appendix G

Complaints Register

Murwillumbah Country Roots Fest

Appendix H

Tickets Terms & Conditions
Murwillumbah Country Roots Fest

TICKETS TERMS AND CONDITIONS GRASSROOTS EVENT MANAGEMENT.

This ticket is sold by Grassroots Event Management Pty Ltd who are responsible for the Event. The following conditions are both of sale (including any resale or subsequent assignment), entry and attendance at the Event.

1. 'You' and 'Your' refers to the customer. 'We', 'Us', 'Our', Country Roots Fest Organiser' refers to Grassroots Event Management Pty Ltd its employees, contractors, volunteers and authorized persons. This agreement means these terms and conditions and any other conditions specified by Us on Our website and booking forms.
2. All bookings and ticket purchases are non-transferable and may not be sold or transferred by You. **Bookings are also subject to a \$3 box office fee. Your bank or credit union may also charge you a fee. By purchasing a ticket, you agree to the terms and conditions.**
3. No refund or exchange on any ticket or service fee will be given except in accordance with the applicable laws in the region of purchase. The Festival is an All Weather event. No refunds will be made if You choose not to attend due to inclement weather.
4. There will be no refund on any unused portion of tickets if You or Your invitees are asked or forced to leave or if You decide not to attend any part of the Event.
5. We reserve the right to charge a fee for the replacement of lost, destroyed or stolen tickets.
6. We reserve the right to charge a booking fees, including credit card surcharges, to cover administrative costs.
7. We reserve the right to add, withdraw, reschedule or substitute artists and/or vary advertised programs, prices, venues, seating arrangements and audience capacity.
8. We reserve the right to cancel or postpone the Event for any reason. In the event of the cancellation in advance of the Event, We will provide a refund less an amount to cover the cost of ticketing.
9. We reserve the right at any time to change the venue of the Event. In the event of a change in venue we will publish details on the Festival website.
10. The right of admission is reserved and is subject to the Event Organiser and the venue's terms of admission, copies of which are available online.
11. Wristbands will be attached at the gate and must be worn at all times for the duration of the Event.
12. If entering the Event as an adult ticket holder, ID to prove legal age must be shown at the Festival entrance.
13. It may be a condition of entry to the Event that a search of your person and/or your possessions is required at the time of entry to the venue. Glass, alcohol, weapons, illegal substances or any item the Event organisers consider may be used in an illegal or offensive manner may be confiscated. Refusal to consent to a search will prevent entry to the Event, without refund.
14. Entry may be refused if tickets are damaged or defaced in any way or are not purchased through an authorized point of sale.
15. Audio or visual recordings of the Event are prohibited. Still cameras (not professional) are permitted but images may only be used for private purposes and not public display. By attending the Event, You consent to being included in any film and/or sound recordings of the Event that may take place and agree for these recordings to be used by the Event Organiser. Camera phones and video footage is permitted to be shared on social media.
16. Animals are not permitted, except in accordance with legislation.

TICKETS TERMS AND CONDITIONS GRASSROOTS EVENT MANAGEMENT.

17. To the fullest extent permitted by law, we do not accept liability of any nature for the acts, omissions or default of those providing services in connection with the Event or any liability for any injury, damage, loss, delay or additional expenses which are incurred at or in association with this Event. Where legislation implies any condition or warranty which cannot be excluded or modified, that condition or warranty will be deemed to be included in this agreement. However, our liability for any breach of such condition or warranty will be limited, at our option, to the resupply of the services or the cost of having the services supplied again. In no event will we be liable for any indirect, consequential, exemplary or special damages.

18. Admission to the festival site is at the ticket holders own risk. You acknowledge that neither we nor the venue will be responsible for any loss or damage to property (including personal property such as bags, money or other personal items) brought to or purchased at the Event by You or Your invitees.

19. You will be liable for any loss or damage caused at the Event by You or Your invitees.

20. You must ensure that you and your invitees act in an orderly manner when attending the Event. We may refuse entry or evict you or any of your invitees if they are behaving in a disorderly, offensive, threatening or inappropriate manner towards any person.

20. The Event is open to all ages. Patrons under the age of 16 years that attend the Event must be supervised by an adult at all times. Children who behave in a disorderly, disruptive or inappropriate manner may at the sole discretion of the Event organisers be required to leave. In that instance, the guardian of minor in question will also be required to leave the festival.

21. The festival is licensed. Any Patron wishing to consume alcohol must have photographic ID. We reserve the right to evict patrons who disobey or break Responsible Service of alcohol legislation and the law.

22. Anyone found supplying or buying alcohol for a minor will be evicted from the Event and will face criminal charges.

23. Anyone found supplying or consuming illicit drugs will be evicted from the premises and face criminal charges.

24. Sealed plastic water bottles will be permitted to be brought into the Event. The contents of any opened plastic water bottles will not be permitted into the venue.

25. Certain areas within the Event venue may be smoke free zones. Smoking will not be permitted within the confines of these specific areas at the venue.

26. The whole venue is a Glass Free Zone. No glass is to be brought into any part of the venue including the car parks and camping areas. Please do not bring glass into the venue – consider your fellow Event patrons feet – glass and soft tissue do not mix.

27. Trading signs or other signs are not permitted without prior written consent of the Grassroots Event Management. No ticket holder is entitled to do any trading without the written consent of the Event organisers.

28. Tickets cannot be used as part of any marketing, media or sales promotion whether commercial or non-commercial without the prior written consent of the Event organisers.

TICKETS TERMS AND CONDITIONS GRASSROOTS EVENT MANAGEMENT.

29. In order to purchase your ticket, we may need to collect and keep personal information about you including your name, address, credit card or payment details, telephone number and the names of all ticket allocations. Unless you tell us otherwise, we may disclose your contact details to third parties so they can provide you with promotional material about other events and products. We may also need to disclose your personal information as required by law or as permitted under the Privacy Act. Our Privacy Policy outlines how we will handle Your personal information.

30. Footwear must be worn at all times on the site.

31. We care for the environment and community. Please be respectful and place any litter in the bins provided around the venue. Be waste and water wise - thank You.

32. Please respect our town and neighbors and do not create excessive noise or litter while traveling to and from the Event.

33. Roadways and designated Routes must be kept clear. Public road rules apply, obey all traffic signs.

Appendix I

Festival Risk Assessment
Murwillumbah Country Roots Fest

| | | | | |
|---|----|----|----|----|
| 7 | 12 | 17 | 21 | 24 |
| 4 | 8 | 13 | 18 | 22 |
| 2 | 5 | 9 | 14 | 19 |
| 1 | 3 | 6 | 10 | 15 |
| | | | | |
| | | | | |

| |
|---|
| Engineering – Reduce the risk, such as |
| Administrative – Providing controls such as training, pro |
| PPE – Use of appropriate and properly fitted PPE in a |

NNNG BY GRASSROOTS EVENT MANAGEMENT PTY LTD.

| | | | | | | | | |
|------------|---|--------------------|----------------|----------|----|--|----------------|---|
| | Failure to meet client requirements | Safety / Community | Almost Certain | Moderate | 20 | Open lines of communication with client. All documentation in place as required. | Administrative | U |
| | Inadequate planning of festival causing potential unsafe work practices. | Safety / Community | Possible | Moderate | 13 | Planning of festival schedule and communicated to all relevant parties. All relevant parties have submitted required documentation to festival management. | Administrative | U |
| | Disruption of works schedule and timeframes not understood or communicated. | Safety / Community | Possible | Moderate | 13 | Clear understanding of works schedule and timeframes and communicated to all relevant parties. | Administrative | U |
| | Failure to meet local, state and federal health and safety laws | Safety / Community | Possible | Moderate | 13 | Clear understanding of relevant local, state and federal laws relating to the festival. Development of safety management plan. | Administrative | U |
| | Site specific risks not identified and controlled | Safety / Community | Possible | Moderate | 13 | Develop this festival risk assessment, safety management plan, and traffic management plan to identify and put appropriate control measures in place. | Administrative | U |
| | Poor communication between client and contractors | Safety / Community | Possible | Moderate | 13 | Open lines of communication with client and contractors. | Administrative | U |
| ity lan | Sub-contractors unsure of health and safety requirements and compliance - causing compliance breach and/or injury. | Safety / Community | Possible | Moderate | 13 | Sub-contractor given copy of safety management plan and 'sub-contractor pack' explaining expectations. | Administrative | U |
| | Sub-contractors unfit for work, causing unsafe work practices | Safety / Community | Possible | Moderate | 13 | Communicate fit for work policy to all sub-contractors before coming to site. Festival management to monitor sub-contractor personnel. | Administrative | U |
| | Sub-contractors not licenced to complete the works on site. | Safety | Possible | Moderate | 13 | Ensure sub-contractors have correctly licenced personnel to complete the work. Sub-contractors to provide evidence to festival management. Ensure all sub-contractors have adequate insurances and work cover. | Administrative | U |
| lan | Stall owners with no understanding of health and safety obligations to themselves and others, such as the general public. | Safety / Community | Possible | Moderate | 13 | Stall-owners given all documentation 'stall-owners pack'. Approval process for each stall-owner includes return of completed documentation. Ensure all stall owners have adequate insurances and work cover. | Administrative | U |
| | No understanding of festival site requirements causing breach/injury | Safety / Community | Possible | Moderate | 13 | Stall-owners given all documentation 'stall-owners pack'. Approval process for each stall-owner includes return of completed documentation. | Administrative | U |
| | No understanding of potential hazards and how to manage the associated risks. | Safety / Community | Possible | Moderate | 13 | Stall-owners given all documentation 'stall-owners pack'. Approval process for each stall-owner includes return of completed documentation. Stall owners to provide evidence as per 'stall owners pack'. | Administrative | I |
| | Personnel unfamiliar with health and safety obligations resulting in unsafe work practices | Safety | Possible | Moderate | 13 | Induction & orientation, close monitoring & supervision as required. Ensure all personnel are covered with adequate insurances and work cover. | Administrative | U |
| | Personnel unfit for work causing injury to themselves and/or others | Safety / Community | Possible | Moderate | 13 | All sub-contractor companies to ensure all personnel are fit for work. Personnel suspected of being unfit-for-work will be denied entry and asked to leave site. | Administrative | U |

| | | | | | | | | |
|--|--|---------------------------|----------|----------|----|---|----------------|---|
| | Fumes combustion engine generators causing illness. | Safety / Community | Possible | Major | 18 | places away from all people and that people will not be exposed to any fumes. Limited access to authorised personnel only. | Administrative | U |
| | Plant / Equipment too big (oversize) to mobilise to site | Safety | Possible | Moderate | 13 | All plant and machinery in service with up-to-date registration and maintenance Plant / Equipment too big (oversize) to mobilise to site | Administrative | U |
| | Failure to obtain relevant permits to transport oversize loads | Safety / Community | Possible | Moderate | 13 | Ensure all relevant permits are planned and in place and cover the correct load requirements. | Administrative | U |
| | Lack of Escort / pilot vehicle causing delays | Safety / Community | Possible | Moderate | 13 | Book escort / pilot vehicle in advance if required. | Administrative | U |
| | Overhead Powerlines being struck causing serious injury and or death. | Safety / Community | Possible | Critical | 22 | Check all Powerlines on the festival site and make location and heights know to all delivery drivers, stall holders and contractors. Highlight Powerlines and their height that intersect entry and exist locations on the festival site. ENSURE NO PLANT, TRUCK OR EQUIPMENT IS ALLOWED TO CROSS UNDER POWERLINES BEFORE CHECKING THE HEIGHTS OF THE EQUIPMENT AND POWERLINES. | Administrative | U |
| | Personnel not licenced or competent to operate plant and or machinery | Safety / Community | Possible | Major | 18 | Ensure all personnel operating plant and or machinery have the current licence and are competent to operate. | Administrative | U |
| | Plant and machinery is damaged and/or faulty causing serious injury/death. | Safety | Possible | Critical | 22 | Ensure all plant and machinery has up-to-date service and maintenance checks completed and a prestart check conducted before use. | Administrative | U |
| | Non-compliant equipment causing damage, serious injury. | Safety / Community | Possible | Major | 18 | Ensure vehicles are registered, insured and road worthy. Carry out prestart checks before operating. Obey all site speed limits and drive to conditions. | Administrative | U |
| | Non-compliant equipment causing damage, serious injury and death. | Safety / Community | Possible | Critical | 22 | Ensure forklifts have up-to-date compliance and maintenance inspections. Compliance highlighted to contractor. Carry out prestart checks before operating. Obey all site speed limits and drive to conditions. | Administrative | U |
| | Non-compliant equipment causing damage, serious injury and death. | Safety / Community | Possible | Critical | 22 | Ensure trucks are registered, insured and road worthy. Carry out prestart checks before operating. Obey all site speed limits and drive to conditions. | Administrative | U |
| | Non-compliant equipment causing damage, serious injury and death. | Safety / Community | Possible | Critical | 22 | Ensure hiab crane trucks have up-to-date compliance and maintenance inspections. Compliance highlighted to contractor. Carry out prestart checks before operating. Ensure crane companies used have adequate insurances and work cover. | Administrative | U |
| | Non-compliant equipment causing damage, serious injury and death. | Safety / Community | Possible | Critical | 22 | Ensure cranes have up-to-date compliance and maintenance inspections. Compliance highlighted to contractor. Carry out prestart checks before operating. Ensure crane companies used have adequate insurances and work cover. | Administrative | U |
| | Hazardous and non-hazardous chemical on site causing safety concerns, ill health, serious injury and environmental damage. | Environmental / Community | Possible | Major | 18 | Ensure all chemical have a SGS sheet showing all relevant information about handling, transport, storage, use and disposal. Festival management to ensure no unnecessary hazardous chemical are brought onto the festival site. | Administrative | U |
| | Hazardous chemical on site. | Safety / Environment | Possible | Moderate | 13 | Stall owners and sub-contractors to gain approval from festival management before bring any hazardous chemicals on to the festival site. Limit the amount of hazardous chemicals on site. Have appropriate spill kits available. | Administrative | U |
| | Chemical spills causing illness, serious | Health | Possible | Moderate | 13 | Ensure SDS recommended PPE is used when handling and disposing chemicals on the festival | DPE | U |

| | | | | | | | | |
|--|--|--------------------|----------|----------|----|---|----------------|---|
| | Chemical fire causing injury, serious injury, death, property damage. | Safety / Community | Possible | Critical | 22 | Ensure adequate fire fighting equipment is readily available. Ensure fire extinguishers have current test tag. Local emergency services given festival site map before festival starts. | Administrative | U |
| | Inadequate first aid station on site not being able to cater to a variety of first aid and emergency situations. | Safety / Community | Possible | Major | 18 | Ensure first aid station is set up and able to cater to a variety of first aid and emergency situations during the festival. | Administrative | U |
| | Emergency services not having access to the first aid station on the festival site. | Safety / Community | Possible | Major | 18 | Personnel on site to ensure all onsite roads are clear and given access to other locations in site, including the first aid station. Local emergency services given copy of festival site map before festival starts. | Administrative | U |
| | Limited first aid personnel available to man the first aid station | Safety / Community | Possible | Major | 18 | Ensure adequate first aid coverage for the entire duration of the festival. Take into account meal and bathroom breaks. | Administrative | U |

SITE TO GRASSROOTS EVENT MANAGEMENT.

| | | | | | | | | |
|----|---|--------------------|----------|----------|----|---|----------------|----|
| ng | Lack of coordination causing confusion and unsafe work practices. | Safety / Community | Possible | Moderate | 13 | Site meeting held to ensure management conveys all relevant information to personnel relating to health and safety and work schedule. | Administrative | U |
| | Personnel unfit for work causing injury to themselves and/or others | Safety / Community | Possible | Moderate | 13 | Highlight fit for work policy to all personnel and subcontractors before commencing work on site. | Administrative | U |
| | Delivery drivers unfamiliar with festival site and entry and exit locations. | Safety | Possible | Minor | 8 | Drivers aware of route and restrictions. All delivery drivers given site map showing access and exit locations. Carry out prestart checks on all vehicles before operating. Obey all site speed limits and drive to conditions. | Administrative | Pc |
| | Interactions with traffic in area causing traffic accidents | Safety / Community | Possible | Moderate | 13 | Traffic management plan and delivery details given to all delivery personnel before coming to site. Personnel in place to direct traffic and offer assistance. | Separate | U |
| | Interaction with overhead Power lines causing serious injury, death. | Safety / Community | Possible | Critical | 22 | Traffic management plan and delivery details given to all delivery personnel before coming to site. | Administrative | U |
| | Over width loads on public roads. | Safety / Community | Possible | Moderate | 13 | Relevant permits planned and in place. | Separate | U |
| | Loads shifting/incorrectly loaded | Safety | Possible | Moderate | 13 | Ensure relevant load restraint requirements are planned and in place. Ensure vehicle correctly loaded prior to departure. | Administrative | U |
| | Incorrect manual handling and lifting techniques causing injury. | Safety | Possible | Moderate | 13 | Use correct manual handling techniques, including correct lifting techniques. Use team lifts to lift awkward or heavy items. | Administrative | U |
| | Traffic management incorrectly set up causing incorrect traffic movements/interactions on and around the festival site. | Safety / Community | Possible | Moderate | 13 | Ensure traffic management is set up correctly and monitored during festival. | Administrative | U |
| | Unauthorised movement of traffic management devices causing uncontrolled traffic movements. | Safety / Community | Possible | Moderate | 13 | Security/festival management to monitor traffic management during festival and make changes as required. | Administrative | U |
| | Unforeseen traffic management issues during festival causing unsafe traffic congestion | Safety / Community | Possible | Moderate | 13 | Monitor traffic management and traffic movements during festival and make changes as required. Security and traffic management to offer assistance when required. | Administrative | U |
| | Traffic accidents causing injury, serious injury | Safety / Community | Possible | Moderate | 13 | Monitor traffic movements and offer assistance should traffic accidents take place. Notify emergency services: police, ambulance and fire | Administrative | U |

| | | | | | | | | |
|-----|--|--------------------|----------|----------|----|---|----------------|----|
| | Overcrowding in some areas e.g front of stage, food and alcohol service areas. | Safety / Community | Possible | Moderate | 13 | Security personnel and measures set up to provide adequate coverage across the entire festival site. Security to monitor crowd levels during festival and move people on. | Administrative | Pc |
| nd | No emergency muster points, inadequate emergency muster points causing unsafe environment and confusion during an emergency. | Safety / Community | Possible | Major | 18 | Ensure adequate emergency muster points are set up across site and clearly sign posted. Set up maps of the festival site in prominent areas for all to see. | Administrative | Uj |
| | Emergency muster points set up near other potential hazards | Safety / Community | Possible | Major | 10 | Ensure emergency muster points are set up in easily assessable locations away from any other potential hazards e.g. gas storage areas. Ensure emergency muster points are set up in areas where emergency services are easily gain access to. | Administrative | Uj |
| | People unsure of emergency muster points | Safety / Community | Possible | Major | 18 | Ensure maps of the festival site are set up in prominent areas for all to see. | Administrative | Uj |
| at, | Heat exhaustion causing illness / death | Safety | Possible | Critical | 22 | Use appropriate PPE to eliminate contact with skin, keep hydrated and take rest breaks as required. Sub-contractor supervisors to monitor their personnel. | Administrative | Uj |
| | Sun exposure causing sunburn | Health | Possible | Minor | 8 | PPE, cover up exposed skin, use sunscreen. Plan outside works around the hottest part of the day (10 am to 2 pm). | PPE | Pc |
| | Dehydration causing serious illness, death. | Health | Possible | Major | 18 | Highlight the need to keep hydrated in hot working conditions. Sub-contract supervisors to monitor their personnel. | Administrative | Uj |
| ng | Incorrect manual handling including incorrect lifting techniques causing strain, minor and major injuries. | Safety | Possible | Moderate | 13 | Use correct manual handling techniques, including correct lifting techniques. Use team lifts or mechanical aids to lift awkward or heavy items. | Administrative | Uj |
| | Incorrect manual handling and lifting causing strains and injury. | Safety | Possible | Moderate | 13 | Use correct manual handling techniques, including correct lifting techniques. Use team lifts to lift awkward or heavy items. Use mechanical aids as required. | Administrative | Uj |
| | Incorrect set up of marquee causing it to fail and injury people. | Safety / Community | Possible | Moderate | 13 | Ensure marquee is correctly set up by personnel competent in marquee setup and checked throughout the festival. | Administrative | Uj |
| | Adverse weather conditions causing marquee to fail | Safety / Community | Possible | Moderate | 13 | Ensure adverse weather conditions are monitored during festival. Monitor temporary structures on site. | Administrative | Uj |
| | Incorrect operation of power tools causing injury | Safety | Possible | Moderate | 13 | Ensure correct operation of power tools. Ensure personnel are competent in the operation of relevant power tools. | Administrative | Uj |
| | Electrocution due to faulty/damaged electrical tools causing serious injury / death. | Safety | Possible | Critical | 22 | Ensure all electrical equipment has a current electrical test and tagged attached. If current test tag missing do not use. Ensure correct set up and use of extension cords. | Administrative | Uj |
| | Power tools not fit for purpose causing strain, injury | Safety | Possible | Moderate | 13 | Ensure power tools are fit for purpose, used correctly and are fit for the purpose being used. | Administrative | Uj |
| | Tools and equipment left out/on ground causing trip hazards | Safety / Community | Possible | Moderate | 13 | Ensure tools and equipment in use do not present a trip hazard to yourself or others. Ensure all tools and equipment are securely packed away after use. | Administrative | Uj |
| | Incorrect manual handling and lifting techniques causing injury. | Safety / Community | Possible | Moderate | 13 | Use correct manual handling techniques, including correct lifting techniques. Use team lifts to lift awkward or heavy items. | Administrative | Uj |
| | Temporary fencing falling over causing injury to others. | Safety / Community | Possible | Moderate | 13 | Ensure temporary fencing is installed correctly and checked. | Administrative | Uj |

| | | | | | | | | |
|----|--|----------------------|----------|----------|----|---|----------------|---|
| | festival causing health concerns | Health | Possible | Moderate | 13 | removed, replaced or removed from service. | Administrative | U |
| | Not enough toilets on site to cater for the expected number of people at the festival | Health | Possible | Moderate | 13 | Ensure enough toilets are on site to cater for the number of people expected at the festival. (Up to 6000 people are expected at the festival) | Administrative | U |
| | Toilets places in limited locations across site. | Health | Possible | Moderate | 13 | Ensure toilets are placed in locations across the festival site to provide adequate coverage. | Administrative | U |
| id | No waste management in place causing environment hazards | Safety / Environment | Possible | Moderate | 13 | Ensure adequate waste management (bins and signage) in place across the festival site. | Administrative | U |
| | Rubbish on the festival site causing infestation and diseases | Health | Possible | Moderate | 13 | Ensure rubbish collection is in place during festival. Security to monitor and notify waste management / festival management if rubbish not being removed. | Administrative | U |
| | Bins not monitored and kept emptied causing rubbish on site | Safety | Possible | Moderate | 13 | Ensure bins are monitored and kept emptied during festival. Security to monitor during festival. | Administrative | U |
| | Incorrect manual handling and lifting techniques causing injury. | Safety | Possible | Moderate | 13 | Use correct manual handling techniques, including correct lifting techniques. Use team lifts to lift awkward or heavy items. | Administrative | U |
| i | Unfamiliar with the site / workplace Unfamiliar with site specific procedures | Safety | Possible | Moderate | 13 | Visitors to meet with festival management. Vendors and delivery drivers given relevant festival information and map before coming to site. Traffic management and security to monitor and offer assistance when required. | Administrative | U |
| d | Lack of / or inadequate crowd control causing unsafe bottlenecks, overcrowding in specific area. | Safety / Community | Possible | Moderate | 13 | Ensure adequate crowd control measures and personnel are set up and in place for festival. Personnel to monitor during festival. | Administrative | U |
| | Wet weather causing flooding on the festival site. | Safety / Community | Possible | Moderate | 13 | Emergency muster points in place for festival with clear path and signs. Local emergency services given festival site maps before festival starts. | Administrative | U |
| | Lack of communications regarding weather conditions during the festival. | Safety / Community | Possible | Moderate | 13 | Regular updated of any impending adverse weather conditions communicated to site personnel, stall holders and the general public. Have public address system in place to communicate with all people on site. | Administrative | U |
| | Inadequate emergency muster point | Safety / Community | Possible | Moderate | 13 | Ensure all emergency points are clearly sign posted. Emergency area two is on a hill and a suitable muster point should flooding take place during the festival. | Administrative | U |

FESTIVAL SITE AND SET UP

| | | | | | | | | |
|---|--|--------------------|----------|----------|----|---|----------------|---|
| P | Traffic interactions causing accidents, injury. | Safety / Community | Possible | Major | 18 | Traffic management / site map given to all stall-owners directing them to the appropriate entrance/exit to sit up/dismantle stall. | Administrative | U |
| | Traffic congestion on festival site as stall owners set up stalls and equipment | Safety / Community | Possible | Moderate | 13 | Traffic management and security in place to assist and eliminate congestion during set of the festival. | Administrative | U |
| | Injury from incorrect manual handling | Safety | Possible | Moderate | 13 | Correct manual handling and lifting techniques used. Use gloves to protect hands. Only use approved equipment and materials on site. | Administrative | U |
| | Incorrect set up of gas cylinders incorrectly causing explosion, serious injury. | Safety / Community | Possible | Major | 18 | Ensure correct set up of gas cylinders. Ensure gas cylinders are in date, tested and safe to use. Evidence of up-to-date gas equipment given to festival management. Only use approved equipment and materials on site. | Administrative | U |

| | | | | | | | | |
|--|---|----------------------|----------|----------|----|--|----------------|----|
| | Electrical devices are left out and exposed to other people and the general public. | Safety / Community | Possible | Moderate | 13 | Ensure all electrical devices are not left out open and exposed to others and the general public. | Administrative | Ur |
| | Incorrect storage of hydrocarbons causing leaks to the environment. | Safety / Environment | Possible | Major | 18 | Ensure correct storage (including SDS) of hydrocarbons. All personnel to follow precautions etc contained on the SDS sheets for each chemical. Limit the amount of fuels brought onto and used on the festival site. | Administrative | Ur |
| | Explosion causing serious injury and death | Safety / Community | Possible | Critical | 22 | Ensure correct storage, transportation and use of all fuels. Limit the amount of fuels brought on site. | Separate | Ur |
| | Spills causing environmental damage | Safety / Environment | Possible | Moderate | 13 | Ensure correct storage and use. Have appropriate hydrocarbon spill kits available. | Separate | Ur |
| | Contact with skin causing illness, skin irritation | Safety / Community | Possible | Moderate | 13 | Use appropriate PPE to eliminate contact with skin. Have correct SDS and follow directs for first aid etc. | PPE | Ur |
| | Fumes causing illness | Safety / Community | Possible | Moderate | 13 | Ensure adequate ventilation when refueling plant and equipment. Ensure fumes are moving away from your location when refueling. | Separate | Ur |

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|-----|--|--------|----------|----------|----|---|----------------|----|
| 38. | Pinch points causing injury to hands | Safety | Possible | Moderate | 13 | Be aware of pinch points and use correct PPE when required. Communicate to others as required. | Re-design | Ur |
| | Incorrect manual handling and lifting techniques causing strain, injury. | Safety | Possible | Moderate | 13 | Ensure correct manual handling and lifting techniques are used. Communicate to others as required. | Administrative | Ur |
| | Heavy Lifts causing strains, injury. | Safety | Possible | Moderate | 13 | Use team lifts. Use mechanical aids. Test loads before fully lifting. Use correct lifting techniques. | Elimination | Ur |
| | Lifting, Pulling, Pushing causing strains, injury. | Safety | Possible | Moderate | 13 | Use mechanical aids e.g. forklift whenever possible to eliminate the need to use manual handling. | Elimination | Ur |
| | Time pressures - real or perceived. | Safety | Possible | Minor | 8 | Clear communications on work schedule and timeframes to all relevant parties. | Administrative | Ur |

OPERATIONS.

| | | | | | | | | |
|--|---|--------------------|----------|----------|----|--|----------------|----|
| | Incorrect operation of light vehicles causing serious injury / death. | Safety / Community | Possible | Critical | 22 | Ensure light vehicle operators have a current drivers licence and obey site and road rules. | Administrative | Ur |
| | Traffic interactions causing accidents, injury, death. | Safety / Community | Possible | Critical | 22 | Drive to conditions on the festival site. Obey site and road rules. | Administrative | Ur |
| | Loads not correctly secured causing traffic accidents | Safety / Community | Possible | Moderate | 13 | Ensure loads are secured according to relevant state laws. Use cargo nets and tie down loads as required. | Administrative | Ur |
| | Non-centred Loads | Safety | Unlikely | Major | 14 | Ensure loads centred, materials loaded are centred prior to moving off. Carry out prestart check before operating. | Re-design | I |
| | Unknown Load weights / loads exceeding SWL | Safety | Rare | Major | 10 | Ensure SWL is known, Lifts not to exceed SWL of forklifts, Test loads before lifting fully. | Administrative | I |
| | Incompetent Operators | Safety | Unlikely | Major | 14 | Only ticketed competent forklift operator to be used. Evidence to be supplied | Administrative | I |
| | Personnel & Machinery Interface | Safety | Possible | Major | 18 | Use of spotters & guides, Delineation of work areas. | Separate | Ur |

| | | | | | | | | |
|--|---|--------------------|----------|----------|----|---|----------------|---|
| | Traffic interactions causing accidents, injury, death. | Safety / Community | Possible | Critical | 22 | Drive to conditions on the festival site. Obey site and road rules. | Administrative | U |
| | Loads not correctly secured causing traffic accidents | Safety / Community | Possible | Moderate | 13 | Ensure loads are secured according to relevant state laws e.g. cargo nets in place. | Administrative | U |
| | Crane lifts failing and dropping loads causing serious injury, death. | Safety / Community | Possible | Moderate | 13 | Ensure correct lifting practices: have trained personnel secure all loads, clear the area of all people, have spotter in place to manage the area around the lift. | Separate | U |
| | Incompetent Crane Operators, Dogman or riggers causing loads to fall | Safety | Possible | Major | 18 | Only ticketed and competent personnel to carry out crane lifts, rigging and dogging activities. | Administrative | U |
| | Soft, unsuitable ground for lifting operations. | Safety / Community | Possible | Moderate | 13 | Check ground conditions are suitable before setting up crane. | Administrative | U |
| | Travelling and/or Operating cranes near overhead power lines. Possible interaction. | Safety | Unlikely | Critical | 19 | Ensure clearance from Power lines. | Separate | U |
| | Non-compliance to site Requirements | Safety | Possible | Moderate | 13 | All cranes to be compliant (service inspection and service records - log books). Evidence to be given to festival management. | Administrative | U |
| | Load exceeding SWL of crane | Safety | Possible | Major | 18 | All load weights to be identified prior to lifting. Only ticketed and competent operator. | Administrative | U |
| | Incorrect positioning of truck or crane | Safety | Possible | Major | 18 | Check lifting requirements, type of lift and weight of loads before setting up crane. | Administrative | U |
| | Lifting gear failure causing serious injury, death. | Safety | Possible | Critical | 22 | All lifting gear shall be inspected by a competent person prior to being used to lift (current tag must be present) | Administrative | U |
| | Suspended loads falling causing serious injury, death. | Safety | Possible | Critical | 22 | Barricading and signage, crane crew to ensure that area is not accessed by unauthorised personnel, ensuring no personnel are to be under a suspended load at any time. | Separate | U |
| | Poor communication causing unsafe work practices. | Safety | Possible | Major | 18 | Ensure positive communications are in place for all personnel involved in the crane lifts. | Administrative | U |
| | Travelling with loads | Safety | Possible | Major | 18 | Tag lines to be used at all times whilst moving loads. Keep loads as low as possible to the ground. Keep feet and hands away from loads are they are being lowered to the ground. | Re-design | U |
| | Loads incorrectly rigged | Safety | Possible | Major | 18 | Loads to be rigged by ticketed and competent riggers and dogmen only. | Administrative | U |
| | Adverse weather conditions | Safety | Possible | Moderate | 13 | Ensure safe crane operations, not to operate in adverse weather conditions e.g. high windy periods, lightning. Report to festival management. | Elimination | U |
| | Unlevel pads / ground or soft ground | Safety | Possible | Major | 18 | Level ground for cranes and fully extended outriggers and crane pads (timber). Ensure safe Crane operations. | Administrative | U |
| | Crane/boom may make contact with other personnel, building or vehicle etc. | Safety | Unlikely | Major | 14 | Use a spotter and have a crane lift plan in place as required. | Administrative | U |
| | Incompetent personnel conducting working at heights work | Safety | Likely | Critical | 24 | Ensure working at heights personnel are trained and competent to complete the work. Evidence to be given to festival management. | Elimination | U |

| | | | | | | | | |
|----|---|--------------------|----------|----------|----|---|----------------|----|
| | Uneven ground causing scaffold to fail | Safety | Possible | Major | 18 | Use of pads, and adjustable legs and check ground before installing. | Re-design | U |
| | Faulty leads and equipment | Safety | Possible | Major | 16 | Ensure all electrical equipment has a current electrical test and tagged. Check equipment has no cracks in casing, no burnt or cut leads and no exposed wires. | Administrative | U |
| | Incorrect use of equipment causing injury. | Safety | Possible | Moderate | 13 | Correct tools are available and used for each job/task. Manage lead location to avoid trip hazards. Where possible ensure equipment is held firmly, correctly and held at comfortable height. Correct PPE worn for each job/task. | Administrative | U |
| | | | | | | | | |
| a | People trying to access festival site by other means resulting in injury or creating unsafe environment for others. | Safety / Community | Possible | Moderate | 13 | Security and traffic management personnel in place and monitoring festival perimeter and reporting any suspicious activity to police. | Administrative | U |
| | Break and entry into and on the festival site, structures and buildings. | Safety / Community | Possible | Moderate | 13 | Security and traffic management personnel to monitor site and buildings for any unauthorised entry. Report to police and festival management as required. Conduct regular checks across site during festival. | Administrative | U |
| | Causing unsafe environment for others | Safety / Community | Possible | Moderate | 13 | Ensure security is monitoring alcohol use and misuse on the festival site. Ensure security is monitoring suspected drug abuse on festival site and communicate with police. Conduct identification checks to ensure person is of legal age to consume alcohol. Responsible service of alcohol by all service personnel on site. Stop the service of alcohol to people who are deemed too intoxicated. | Administrative | Pc |
| | Creating unsafe environment for others | Safety / Community | Possible | Moderate | 13 | Security and traffic management personnel in place to monitor any unruly behaviour and diffuse such situations. Report such behaviour to police as required. | Administrative | Pc |
| | Creating unsafe environment for others | Safety / Community | Possible | Moderate | 13 | Security in place to monitor any unruly behaviour and diffuse such situations. Report such behaviour to police as required. | Administrative | U |
| | Uneven ground conditions, change in road surface, gutters etc., causing injury | Safety / Community | Possible | Moderate | 13 | Security and traffic management personnel to monitor any situations where people could slip or trip and make safe. Set up a first aid facility on site with signage. Contact the ambulance as required. | Administrative | U |
| ns | Various health problems may deteriorate while at the festival, resulting in the need for medical attention. | Safety / Community | Possible | Moderate | 13 | Security and traffic management personnel to monitor any situations where people could slip or trip and make safe. Set up a first aid facility on site with signage. Contact ambulance/emergency services as required. | Administrative | Pc |
| | Creating unsafe environment for others | Safety / Community | Possible | Moderate | 13 | Security to monitor for theft on site and report to police and festival management as required. Set up lost and found location on site. | Administrative | Pc |
| | Car keys lost causing traffic congestion and delays. People under stress. | Safety / Community | Possible | Minor | 8 | Set up lost and found station (together with the first aid station). | Administrative | Pc |
| | Temporary structures failing causing serious injury, death. | Safety / Community | Possible | Critical | 22 | Ensure all temporary structures are installed/erected to meet relevant standards and a checked by a competent person before use. | Administrative | U |

Appendix J

Safety Management Plan
Murwillumbah Country Roots Fest

Safety Management Plan
For
Murwillumbah Country Roots festival
Oct 2-5, 2015.





Murwillumbah Showground Aerial



Document history

| Version | Date | Comments | Checked by | Approved by |
|---------|----------|----------|------------|-------------|
| 1 | Jan 2015 | | | |
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Grassroots Event Management Pty Ltd.

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Introduction - Safety Management Plan (SMP).

This Safety Management Plan (SMP) will describe the principles, policies and practices that will be implemented to provide a safe and healthy working environment for all personnel and the general public at the Murwillumbah Country Roots Festival October 2-5, 2015.

It will also outline the management approach used by Grassroots Event Management PTY LTD, its overall commitment to safety, and the risk management strategies that will be adopted by all employees, sub-contractors, stall holders and vendors to work safety and ensure a safe environment for themselves and others during the festival.

This Safety Management Plan together with relevant workplace health and safety legislation, Codes of Practice, and Australian Standards will encompass the working behaviours and safe work practices that will be expected of all personnel carrying out work at the Murwillumbah Country Roots Festival and make it a safe site for all.

The Grassroots Event Management approach to achieving this goal is based on the belief that the essential ingredients of successful safety management are:

- Dedicated managerial leadership
- Employee involvement and ownership of working safely
- Effective management systems
- Establishing and maintaining clear lines of communication between all relevant parties for the duration of the Murwillumbah Country Roots Festival
- Effective risk management by identify potential hazards and putting effective control measures in place and continual monitoring to ensure
- Safe systems of work by employing personnel who are trained and competent to complete the work safely
- The use of contractors and vendors who can demonstrate that they understand these essential ingredients and implemented them, resulting in acceptable safety performance; and
- By encouraging all participants to adopt a culture of safety awareness and placing risk management at the forefront of their actions.
- To give all participants the right and obligation to stop work if they feel unsafe, and to make the work safe before starting or proceeding.

Health and Safety Policy

Grassroots Event Management is committed to the health and safety of its personnel and the general public during the festival. Nothing is more important than doing the job safely and ensuring a safe environment for all.

To achieve this, we have developed this safety management plan that describes the principles and practices necessary to identify, assess, control and continually monitor hazards in the work we do.

This will be achieved by:

- Creating and fostering a positive health and safety culture where health and safety is an integral part of our operations and accepted as a shared responsibility of all personnel, sub-contractors and vendors.
- Identifying, assessing, controlling and continually monitoring hazards to manage the risk to workers, clients, sub-contractors, volunteers and others affected by our operations.
- Consult with workers, sub-contractors, volunteers, suppliers, vendors and clients on matters affecting their health and safety.
- Provide and maintain safe places and systems of work to ensure workers are safe.
- Provide appropriate information, instruction, training and supervision to all workers to allow them to work safely and minimise their exposure to workplace hazards.
- Ensure ongoing monitoring and auditing of our safety management plan and periodic management reviews to ensure system compliance and effectiveness in meeting our goals.
- Meet all relevant legislative and regulatory requirements to reflect our commitment to safety and best practice.

Each individual is expected to fully comply with this policy.

Gary Dahan
Managing Director
Grassroots Event Management Pty Ltd

Health and Safety Principles

- All workplace injuries and illness can be prevented.
- All exposures to hazards can be safeguarded and controlled.
- Workforce commitment and involvement to working safety is fundamental to our success.
- Working safety is a condition of employment.
- Being fit for work is a condition of employment.
- Protecting the environment is everyone obligation.
- Only training and competent personnel will be engaged.
- Stop work if considered unsafe, make safe and proceed. If in doubt, ask first.
- Planning and identifying potential hazards, and putting appropriate control measures in place is the key to effective safety management.
- Prevention of workplace injuries and illness is good business.
- Work safe, home safe.

Gary Dahan
Managing Director
Grassroots Event Management Pty Ltd

Fitness for Work Policy

Grassroots Event Management is committed to ensuring the health and safety of all individuals associated with its operations. The purpose of this policy is to ensure individuals are 'fit for work' whilst on any sites that Grassroots Event Management is responsible for.

Grassroots Event Management recognises that an individual's fitness for work may be affected by a variety of factors including adverse effects of fatigue, stress, medication, alcohol or drugs. These factors can lead to impairment in an individual's fitness for work and can be a contributing factor in workplace accidents.

- 'Fitness for work' means that an individual is in a state (physical, mental and emotional) which enables the individual to perform assigned tasks completely and in a manner which does not compromise or threaten the safety of health of themselves or others.
- Final determination of 'Fitness for Work' is based on the assessment of the manager or supervisor and where appropriate in conjunction with other assessment procedures, such as drug and alcohol testing.
- Grassroots Event Management expects workers, sub-contractors, volunteers and suppliers in the service of Grassroots Event Management to observe, understand and comply with this policy to ensure health and safety on all sites Grassroots Event Management is responsible for.
- When an individual has been assessed as unfit for work or the Company representative reasonably believes an individual is unfit for work, then the individual will be removed from the workplace.

Failing to ensure your own fitness for work, places you and others at risk and in an unacceptable situation, which none of us can accept.

Gary Dahan
Managing Director
Grassroots Event Management Pty Ltd

Environmental Management Policy

Grassroots Event Management is committed to continuous improvement of its environmental footprint and prevention of pollution and collection of its waste throughout its operations.

A culture of environmental awareness and management, prevention of pollution and collection of its waste across our sites is achieved by:

- Awareness of this Environmental Management Policy and relevant local and state regulations by the workforce, sub-contractors, volunteers and suppliers.
- Trained staff and appropriate equipment to manage any environmental situation that could possibly occur on Grassroots Event Management sites.
- The provision of adequate resources to plan and prevent pollution and to ensure effective waste management.
- Proactive management of chemical and hazardous substances to eliminate the potential of pollution, taking into account local, state and national regulations.
- Review of this Environmental Management Policy and relevant local, state and national regulations.

Grassroots Event Management is committed to protecting the environment through responsible management.

Gary Dahan
Managing Director
Grassroots Event Management Pty Ltd

Quality Policy

Grassroots Event Management is committed to providing a quality service enabling it to meet and exceed the needs and expectations of our people and clients.

This will be achieved by:

- Providing a safe work environment by having a proactive risk management approach in place for early identification of potential hazards.
- Conducting operations that comply with all relevant local, state and national regulations.
- Ensuring the workforce embrace the Grassroots Event Management culture of continuous improvement of services and client satisfaction.
- Setting realistic objectives and targets which are measurable against the strategic plan
- Maintaining and improving client communication, focus, knowledge and understanding of our range of services.
- Continuous monitoring, evaluation and improvement of our services.
- Grassroots Event Management will continue to strive for best practical and continuous improvement in the quality we provide our clients.

Gary Dahan
Managing Director
Grassroots Event Management Pty Ltd

Aim of this Safety Management Plan

The aim of this safety management plan is to document and define how Grassroots Event Management will deliver the Murwillumbah Country Roots Festival in a manner that is free from injury or illness for its workforce and the general public.

This will be achieved by:

- a) Developing this safety management plan that addresses relevant health and safety issues and communicates this information to all parties engaged by Grassroots Event Management and involved with the Murwillumbah Country Roots Festival.
- b) Clearly communicating the health and safety expectations and obligations of all parties involved and making sure they follow them.
- c) Providing management, guidance and direction leading up to and during the Murwillumbah Country Roots Festival.
- d) Ensuring all relevant health and safety obligations and legislation are understood by all parties involved.
- e) Ensuring all personnel hired by Grassroots Event Management have the relevant tickets and licences, and are competent to carry out the work they are hired to perform.
- f) Ensuring labour hire companies who have supplied personnel have submitted the relevant insurances, work cover and compliance documentation.
- g) Ensuring all subcontractors who supply personnel have the relevant tickets and licences, and are competent to carry out the work they are hired to perform, and have submitted the relevant insurances, work cover and compliance documentation.
- h) Ensuring all stall holders are competent to set up and carry out their activities safely for themselves and others by submitting all relevant insurances, work cover and compliance documentation.
- i) Engage with local emergency services to ensure they clearly understand the Murwillumbah showgrounds location and have clear lines of communication with Grassroots Event Management personnel should they be required during the festival.

Scope of this Safety Management Plan

The scope of this safety management plan relates to the planning, setting up, managing and pulling down of the Murwillumbah Country Roots Festival which will take place over four days from Friday October 2 to Monday October 5, 2015. Other documents that relate to this safety management plan and managing the Murwillumbah Country Roots Festival are the festival risk register and the festival traffic management plan.

The festival risk register is a document that looks at each phase and the activities within each phase of the festival, and lists the potential hazards that may take place. Once potential hazards and the risks are identified and understood, appropriate control measures can be put into place to reduce the risks to as low as reasonable practicable. All activities and their potential hazards are continually monitored for any changes that may take place, and also to ensure the effectiveness of the control measures.

The festival traffic management plan is a document that describes the festival location, the Murwillumbah Showgrounds, and what traffic management measures has been put in place to effectively manage the higher levels of traffic and parking requirements during the festival. The Murwillumbah Showgrounds site map has been put up on all relevant Murwillumbah Country Roots Festival social media sites for all to see. The Murwillumbah Showgrounds site map will also be given to all relevant parties involved with the festival as well as local emergency services.

The planning phase of the Murwillumbah Country Roots Festival

The planning phase will involve engaging and organising the personnel, sub-contractors, stall holders and vendors required to set up, manage and put down the festival. This engagement will be used to ensure personnel, sub-contractors, vendors and stall holders understand their health and safety obligations and compliance requirements. All relevant parties involved will be given a copy of the safety management plan, the festival risk register, and the festival traffic management plan.

Plant, equipment and vehicles will then be engaged and organised. All plant, equipment and vehicles must have all relevant inspections and maintenance up-to-date, be registered and have the appropriate insurances in place. Please refer to the festival risk register for a list of activities and potential hazards and appropriate control measures.

The setting up phase of the Murwillumbah Country Roots Festival

Once the Murwillumbah showgrounds site is handed over to Grassroots Event Management, a prestart meeting will be held to communicate all works to be carried out and the associated health and safety concerns. All personnel, sub-contractors, stall holders and vendors must be fit for work and be ready to set up in the timeframe set out before the festival starts. Initial works will focus on setting up security and traffic management in and around the Murwillumbah Showgrounds. These measures will assist in the initial deliveries to site and manage the initial peak in traffic in the area.

Other works will include settings up first aid facilities, setting up toilets across the site, erecting stages and marquees, installing temporary fencing and signage, and ensuring everything is in place before the gates open to the public. This setting up phase will involve a lot of personnel working on various activities across site and involve manual handling, use of electrical tools and equipment, vehicle interactions, delivery of plant and equipment, and general construction activities. Please refer to the festival risk register for a list of activities and potential hazards and appropriate control measures. All personnel, sub-contractors, stall holders and vendors will ensure their personnel and work activities meet their health and safety obligations and compliance requirements before commencing any work at the festival.

Managing the Murwillumbah Country Roots Festival

Grassroots Event Management personnel will be on site for the duration of the festival with communications in place. During the festival Grassroots Event Management will ensure:

- the showgrounds site is secure and safe for all
- communications are maintained between all relevant parties
- car parking is monitored and controlled
- traffic management is in place and effective
- emergency muster locations are in place and clearly sign posted
- the first aid station is in place and manned
- emergency situations are managed until local emergency services take over
- crowd levels are monitored and controlled
- unruly behaviour is monitored and controlled

Should any emergency situations take place during the festival, Grassroots Event management personnel will take charge of the emergency situation until local emergency services arrive on the scene and take charge. Local emergency services will be given a copy of the Murwillumbah Showgrounds site map showing the location of all access roads in and around the showgrounds, emergency locations points and various locations within the showgrounds such as the first aid station. Local emergency services will be invited to attend the Murwillumbah Showgrounds site before the start of the festival to gain a better understanding of the site, the access roads and various locations across site.

Pulling down the Murwillumbah Country Roots Festival

Once the festival has finished and the general public has left then the clean-up and pulling down of all the temporary structures, toilets and fencing can commence. As before, all personnel will be responsible for their own health and safety and their acts which may affect the health and safety of others around them. All personnel are to ensure correct manual handling and lifting techniques, and use mechanical aids to assist in lifting when required. Appropriate PPE is to be used all at times.

Work Health and Safety Legislation

Act and Regulation

In New South Wales WorkCover administers and provides advice on the:

1. Work Health and Safety Act 2011 and the
2. Work Health and Safety Regulation 2011

If you are an employer or a business (or other PCBU) you must comply with this Act to ensure the health and safety of your workers.

Definitions of PCBUS and Workers

What is a PCBU

A 'person conducting a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that a conducting a business. A person who performs work for a PCBU is considered a worker.

Types of PCBUs can include

- Public and private companies
- Partners in a partnership
- Sole traders and self-employed people
- Government departments and authorities
- Associations if they have one or more employees
- Local government councils
- Independent schools
- Cooperatives
- Universities

About Associations

An incorporated association has its own legal identity separate from its members, providing protection to members in legal transactions.

An incorporated association can:

- enter into and enforce contracts, including the ability to hold, acquire and deal with property

- sue or be sued
- continue regardless of changes to membership

While there are benefits to be gained from incorporation, there are also obligations. For example, incorporation requires the payment of application fees and requires the association to maintain proper financial and membership records and registers.

What is the association's liability?

As a legal entity in its own right, an association bears liability for its acts. This means that claims made against an association, either as debts or compensation for negligence, are the responsibility of the association.

As a PCBU you must meet your obligations, so far as reasonably practicable, to ensure the health and safety of workers and other people like visitors and volunteers.

These obligations include:

- Safe systems of work
- Safe use of plant, structures and substances
- Adequate facilities for the welfare of workers
- Notification and recording of workplace incidents
- Adequate information, training, instruction and supervision
- Compliance with requirements under the Work Health and Safety Regulation
- Effective systems for monitoring the health of workers and workplace conditions
- A safe work environment
- Maintain the premises used for accommodation for workers, if required

Reasonably Practicable

Reasonably practicable means doing what is reasonably able to be done to ensure the health and safety of workers and others.

Employers and businesses (and other PCBUs) should always try to eliminate, so far as is reasonably practicable, any health and safety risks in the workplace.

If a risk cannot be removed, you must minimise it by doing one or more of these things:

- substituting (wholly or partly) the hazard with something with a lesser risk
- isolating the hazard from any person exposed to it

- implementing engineering controls (if the risk remains you must implement administrative controls)
- use personal protective equipment (PPE)

If these controls do not fully eliminate or minimise the risk, then you must implement administrative controls and then, if appropriate, ensure the provision of suitable personal protective equipment. A combination of controls may be used to minimise a risk if a single control is not sufficient.

In determining appropriate control measures, then you should identify and consider everything that may be relevant to the hazards and risks and the means of eliminating or minimising the risks.

When determining what is reasonably practicable, you should take into account:

- the likelihood of the hazard or risk occurring
- the degree of harm from the hazard or risk
- knowledge about ways of eliminating or minimising the hazard or risk
- the availability and suitability of ways to eliminate or minimise the risk
- Cost

Talking to workers will help you identify hazards. Analysing previous incidents will also provide an excellent source of information about risks.

Consultation

Consultation gives people the opportunity to participate and share information about work health and safety.

You can consult with workers in a variety of ways, including regular meetings or by setting up a health and safety committee.

Through talking about safety, you can become more aware of hazards in the workplace and workers can provide suggestions about how the work could be done safely.

Consultation is a legal requirement and an essential part of managing health and safety risks.

Using the knowledge and experience of everyone helps to identify safety hazards and risks easier as well as finding and communicating practical solutions.

Requirements to consult with workers

Consultation must take place on all work health and safety matters including:

- undertaking risk management activities
- proposing changes that may affect the health and safety of workers
- making decisions about any work health and safety procedures
- the adequacy of facilities for the welfare of workers

When you share concurrent WHS duties with another employer or business, you must consult, cooperate and coordinate with each other and any workers of the business (or other PCBU) whose health and safety is likely to be effected.

FLEXIBILITY IN SETTING UP CONSULTATION ARRANGEMENTS

There is some flexibility in establishing consultation arrangements to best suit the consultation needs of the workers at the workplace.

Health and Safety Representatives

Health and safety representatives can be elected to represent various work groups and investigate health and safety issues.

Health and safety representatives facilitate the flow of information about health and safety between the business (or employer or other PCBU) and the workers. They monitor the health and safety actions taken by the business (or other PCBU), investigate workers' complaints and look into anything that might be a risk to the health and safety of the workers they represent.

If a HSR has completed approved HSR training they can also direct unsafe work to stop when they have a reasonable concern that carrying out the work would expose a worker to a serious risk.

A direction to stop work can only be given if the issue has not been resolved by consultation (unless the risk is so serious that it's unreasonable to consult first). HSRs can also issue a 'Provisional Improvement Notice' (PIN) when they reasonably believe there is a contravention of the Work Health and Safety Act 2011.

Health and safety committees facilitate cooperation between you and your workers on health and safety matters and develop work health and safety standards, rules and procedures.

Once established, consultation must be in accordance with the procedures agreed to between you and the workers.

SAFETY COMMITTEES

Health and safety committees allow businesses (and other PCBUs) to work together with workers on health and safety matters.

A health and safety committee can be a good option if you have a significant number of workers who may be reluctant to take on the role of a health and safety representative (HSR), but some would be willing to participate on a committee.

A committee may also be effective if you have a large business and need to consult on matters that are the same across a number of work groups or workplaces.

The main functions of the health and safety committee are to:

- facilitate co-operation in instigating, developing and carrying out measures to improve the health and safety of workers
- assist in developing health and safety standards, rules and procedures

ESTABLISH A COMMITTEE

A health and safety committee can be established on your own initiative or at the request of:

- a Health and Safety Representative , or
- five or more workers at the workplace

You have two months to establish a committee if requested to do so.

A committee can also be established for workers who carry out work at one or more locations or for those who do not have a fixed place of work.

The constitution of the health and safety committee may be agreed to between the business (or other PCBU), HSR and workers at the workplace. If agreement is not reached within a reasonable time, any party may ask us to appoint an inspector to decide the matter.

COMMITTEE MEMBERSHIP

The make-up of the committee can be agreed to between the workers and the employer or business (or other PCBU). The PCBU can only nominate up to half of the members. The role of workers on HSCs is to ensure genuine worker representation in health and safety matters that affect them.

A health and safety representative is to be a member of the committee, if they consent. If there are two or more HSRs at a workplace, then they can choose one or more who consent to be members of the committee.

OPERATION OF A COMMITTEE

The committee must meet at least every three months and at any reasonable time requested by at least half the members of the committee.

To make the consultation effective, members must be provided with:

- reasonable time to attend meetings and carry out their functions as a committee member, and be paid at their normal rate of pay when doing so
- access to information about hazards and risks at the workplace as well as information relating to the health and safety of workers at the workplace (excluding workers' personal or medical information without the workers' consent)

OTHER CONSULTATION ARRANGEMENTS

It may be more effective and meaningful to have an alternative arrangement for consultation if workers travel frequently or the business is small.

And some workplaces may need a mix of health and safety representatives, committees and other agreed consultation arrangements tailored to suit the workers and the work environment.

Regardless of the arrangement, your obligation to consult with all workers remains.

VISITOR OBLIGATIONS

All visitors to a workplace have work health and safety responsibilities.

Visitors can include:

- customers
- friends and family
- delivery people

Workers can also be considered visitors under some circumstances

If you are a visitor you must ensure you:

- take reasonable care for your own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedure given by their employer, business or organisation (or other PCBU)
- have a nominated site contact who will ensure you have a basic understanding of the site and any safety concerns (a site safety induction may be required)
- wear suitable clothing and have the necessary PPE

VOLUNTEERS AND VOLUNTEER ORGANISATIONS

Volunteers work without being paid a wage or salary. Often volunteers will join together to form a volunteer association or organisation which can sometimes include paid workers.

VOLUNTEERS

Volunteers participate in many areas of society, including community health care, heritage and arts, environment and conservation, emergency services, education, social justice and sports.

They perform an essential range of activities, from providing support services to coaching and mentoring, and from collecting donations to serving as volunteer directors.

Payments for out-of-pocket expenses (like travel and meals) incurred when carrying out volunteer work are not regarded as wages or salary.

If you are a volunteer carrying out work for a PCBU, you will have the duties of a worker under the WHS Act and the PCBU will owe you health and safety duties.

Some things you can do include:

- take reasonable care for your own health and safety and that of other volunteers
- follow any reasonable instructions or procedures given by your volunteer organisation/association

The duties of workers are based on reasonable health and safety of yourself and others, something you should already be practicing day-to-day in all of your activities.

VOLUNTEER ASSOCIATIONS AND ORGANISATIONS

A volunteer association or organisation is a group of volunteers working together for one or more community purposes.

It may be incorporated or unincorporated

If it does not employ any people, it is not considered an employer (or other PCBU) for the purpose of the WHS Act (and so does not owe the health and safety duties under the WHS Act).

However it is good practice and good management for a volunteer association to comply with the work health and safety duties.

The WHS Regulation and relevant codes of practice will also provide more information about controlling hazards.

Other sources of information include:

- technical standards
- material published by other work health and safety regulators
- industry practice and publications
- published scientific and technical literature

A PCBU has further obligations if involved in specific kinds of activities like:

- The management and control of workplaces, or fixtures, fittings or plant at workplaces
- The design, manufacture, import or supply of plant, substances or structures
- Installation, construction or commissioning of plant or structures.

PCBUs must also have meaningful and open consultation about work health and safety with workers, health and safety representatives, and health and safety committees.

As a PCBU you must also consult, cooperate and coordinate with other PCBUs if you share duties.

Primary duty of care

As a PCBU you have a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety.

You owe this duty of care when as a PCBU you:

- direct or influence work carried out by a worker
- engage or cause to engage a worker to carry out work (including through sub-contracting)
- have management or control of a workplace

You must also ensure that the health and safety of others is not put at risk from work done as part of the business.

For a more detailed understanding of primary duty of care, see the Work Health and Safety Act 2011, Division 2 Primary duty of care.

WHAT IS A WORKER

Anyone who performs paid work in any capacity for an employer, business or organisation is considered a worker. However the term can also include unpaid workers such as volunteers or work experience students.

You're considered a worker if you're an:

- employee
- trainee, apprentice or work experience student
- outworker, contractor or sub-contractor
- employee of a contractor or sub-contractor
- employee of a labour hire company

Codes of Practice

The following is a list of the principal New South Wales Government documents applicable to carrying out work safely in the workplace. This is not an exhaustive list but one that should be looking upon to understand the duty of care when it comes to workplace health and safety.

Approved codes of practice

The following codes of practice are approved under the NSW Work Health and Safety Act 2011:

- Abrasive blasting
- Confined spaces
- Construction work
- Demolition work
- Excavation work
- First aid in the workplace
- Hazardous manual tasks
- How to manage and control asbestos in the workplace
- How to manage work health and safety risks
- How to safely remove asbestos
- Labelling of workplace hazardous chemicals
- Managing electrical risks at the workplace
- Managing noise and preventing hearing loss at work
- Managing risks of hazardous chemicals in the workplace
- Managing risks of plant in the workplace
- Managing the risks of falls at workplaces
- Managing the work environment and facilities
- Preparation of safety data sheets for hazardous chemicals

- Preventing falls in housing construction
- Safe design of structures
- Spray painting and powder coating
- Welding processes
- Work health and safety consultation, coordination and cooperation

Accountability, responsibility and commitment

Accountability

Leaders at all levels shall demonstrate, by means of their actions, attitude, consistency and energy, and provide a visible and pro-active commitment to health and safety. The turf club will consult with employees, contractors, sub-contractors and volunteers in order to ensure they commit to the same safety goals.

Responsibility

Each person (employee, contractor, sub-contractor, volunteer engaged by has responsibilities for their own safety and the safety of others around them.

Commitment

Visible commitment is essential to providing a safe working environment. The turf club members and employees at all levels will demonstrate their commitment by:

- Ensuring that decisions and practices are consistent with the stated values, practices and objectives as stated in this safety management plan
- Adopting a risk management approach to all safety issues
- Participating in risk management
- Wearing the correct personnel protective equipment (PPE)
- Putting safety first in all that we do
- Ensuring that all incidents are reported and investigated

Employees, contractors, sub-contractors, volunteers

Employers are directly employed by Grassroots Event Management and will be expected to follow all directions given by the company and are responsible and accountable for their safety performance and the safety of others around them.

Contractor personnel and their management are responsible and accountable for their safety performance and the safety of others around them.

All employees, whether employed by Grassroots Event Management or engaged through a sub-contractor and have the following responsibilities for safety and risk management.

- Preparation, implementation and maintenance of their safety plan including risk management of their area of work and responsibility
- Ensure that all personnel of the contractors workforce have clearly defined responsibilities for safety, and that the responsibilities are clearly communicated to them, understood and fulfilled by them
- Ensure that all of the contractors activities comply with the requirements of their safety plan and all relevant statutory and contractual requirements
- Ensure that the contractors workforce are competent and have the necessary training and experience with current licences to complete the work safely

Competence and qualifications

WorkCover issues national licences to perform high risk work (high risk work licences) for:

- Cranes including tower cranes, mobile cranes, vehicle loading cranes, bridge and gantry cranes
- Dogging, rigging and scaffolding
- Forklifts
- Hoists including personnel and materials hoists, elevated work platforms and concrete placing booms
- Pressure equipment such as boilers, turbines and steam engines
- Reach stackers

High risk work licences are recognised in all Australian states and territories. A person performing high risk work must hold a relevant licence unless they are undergoing training. Only Registered training organisations (RTOs) approved by WorkCover can deliver training and assessment for high risk work licences in NSW. The training and assessment must be delivered under the supervision of an RTO but practical training can occur in the workplace.

Crane licences

Before you can apply for a national licence to perform high risk work to operate any of the cranes listed below, a Registered Training Organisation (RTO) must assess your training, skills and knowledge using the relevant 'assessment instrument' under realistic workplace conditions. Only personnel with the appropriate crane licences will be allowed to conduct crane/lifting activities.

Bridge and gantry cranes (CB)

Covers the operation of bridge and gantry cranes controlled from a permanent cabin or control station on the crane and those which are remote controlled having more than three powered operations (hoist, raise and lower equals one operation), including the application of load estimation and slinging techniques to move a load. Only personnel with the appropriate bridge and gantry crane licences will be allowed to conduct such activities.

Derrick crane (CD)

Covers the operation of a slewing strut-boom crane with its boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-legged derrick) and which is capable of luffing under load. Only personnel with a derrick crane licence will be allowed to conduct derrick crane activities.

Non slewing mobile cranes greater than three tonnes capacity (CN)

Covers the operation of a mobile crane of greater than 3 tonnes capacity that incorporates a boom or jib which includes articulated type mobile cranes and locomotive cranes, but does not include vehicle tow trucks. Only personnel with the appropriate non slew crane licences will be allowed to conduct such activities.

Portal boom crane (CP)

Covers the operation of a boom crane or jib crane mounted on a portal frame, which is supported on runways along which the crane travels. Only personnel with the appropriate portal boom crane licence will be allowed to conduct such activities.

Self-erecting tower crane (CS)

Covers the operation of a crane where the tower structure and boom/jib elements are not disassembled into component sections, which can be transported between sites as a complete unit, and where the erection and dismantling processes are an inherent part of the crane's function. Only personnel with the appropriate self-erecting tower crane licence will be allowed to conduct such activities.

Slewing mobile cranes (C2, C6, C1, C0)

A slewing mobile crane means a mobile crane incorporating a boom jib, which is capable of being slewed. This excludes front end loader, backhoe, excavator and other earthmoving equipment when configured for crane operation. There are four classes of slewing mobile cranes:

1. Slewing mobile cranes with a capacity up to 20 tonnes (C2)
2. Slewing mobile cranes with a capacity up to 60 tonnes (C6)
3. Slewing mobile cranes with a capacity up to 100 tonnes (C1)
4. Slewing mobile cranes with a capacity over 100 tonnes capacity (C0).

Note: the certificate C0 covers the requirements C1; the C1 certificate covers the requirements for C6; the C6 certificate covers the requirements for C2 and C2 covers the requirements for non-slewing mobile cranes and vehicle loading cranes.

Tower cranes (CT)

Covers the operation of a jib or boom crane mounted on a tower structure, demountable or permanent, including both horizontal and luffing jib types. Only personnel with the appropriate tower crane licence will be allowed to conduct such activities.

Vehicle loading crane (CV)

Covers the operation of a crane with a capacity of 10 metre tonnes or more, mounted on a vehicle to move a load onto or from the vehicle, including the application of load estimation and slinging techniques to move a load. Only personnel with the appropriate vehicle loading crane licence will be allowed to conduct such activities.

Dogging, rigging and scaffolding licences

Before you can apply for a national licence to perform high risk work to undertake any dogging, rigging or scaffolding work listed below, a Registered Training Organisation (RTO) must assess your training, skills and knowledge using the relevant 'assessment instrument' under realistic workplace conditions. Only personnel with the appropriate licence will be allowed to conduct dogging, rigging and scaffolding activities.

Dogging (DG)

Consists of the application of slinging techniques to move a load (including the selection and inspection of lifting gear) and/or the directing of a crane/hoist operator in the movement of a load when the load is out of the view of the crane/hoist operator. Only personnel with a current dogging ticket will be allowed to conduct dogging activities.

Rigging

Rigging work means the use of mechanical load shifting equipment and associated gear to move, place or secure a load using plant, equipment or members of a building or structure, to ensure the stability of those members and for the setting up and dismantling of cranes and hoists. Only personnel with a current rigging ticket will be allowed to conduct rigging activities.

Basic rigging (RB)

Consists of dogging and rigging work involving:

- movement of plant and equipment
- steel erection
- hoists (including mast climbing hoists)
- placement of pre-cast concrete
- safety nets and static lines
- perimeter safety screens and shutters
- cantilevered crane-loading platforms.

Intermediate rigging (RI)

Consists of all basic rigging work including rigging work involving:

- cranes, conveyors, dredges and excavators
- tilt slabs
- hoists with jibs and self-climbing hoists
- demolition
- dual lifts

Advanced rigging (RA)

Advanced rigging – consists of all intermediate rigging work including rigging work involving:

- gin poles and shear legs
- flying foxes and cableways
- guyed derricks and structures
- suspended and fabricated hung scaffolds.

Scaffolding

Scaffolding work means the erection, alteration or dismantling of a temporary structure erected to support platforms from which a person or object could fall more than four metres.

Basic scaffolding (SB)

Consists of scaffolding work connected with the operation or use of:

- modular or pre-fabricated scaffolds
- cantilevered materials hoists with a maximum working load of 500 kg
- ropes and gin wheels
- safety nets and static lines, and
- bracket scaffolds (tank and formwork).

Intermediate scaffolding (SI)

Consists of all basic scaffolding work including scaffolding work connected with the use and operation of:

- cantilevered crane-loading platforms
- cantilevered and spurred scaffolds
- barrow ramps and sloping platforms
- perimeter safety screens and shutters
- mast climbers
- tube and coupler scaffolds (including tube and coupler covered ways and gantries).

Advanced scaffolding (SA)

Consists of all intermediate scaffolding work including all other scaffolding work connected with the use and operation of:

- hung scaffolds, including scaffolds hanging from tubes, wire ropes or chains
- Suspended scaffolds.

Note: advanced certificates cover the requirements for the intermediate certificates; intermediate certificates cover the requirements for the basic certificates.

Forklift licences

Before you can apply for a national licence to perform high risk work to operate the types of forklifts listed below, a Registered Training Organisation (RTO) must assess your training, skills and knowledge using the relevant 'assessment instrument' under realistic workplace conditions. Only personnel with a current forklift licence will be allowed to conduct forklift activities.

Forklift truck (LF)

Covers the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment. Only personnel with a current forklift truck licence will be allowed to conduct forklift truck activities.

Order-picking forklift truck (LO)

Covers the operation of a powered industrial truck of a type where the operator's control arrangement is incorporated with the load carriage/lifting media, and elevates with it. Only personnel with a current order-picking forklift truck licence will be allowed to conduct order-picking forklift truck activities.

Hoist licences

Before you can apply for a national licence to perform high risk work to operate the types of hoists listed below, a Registered Training Organisation (RTO) must assess your training, skills and knowledge using the relevant 'assessment instrument' under realistic workplace conditions. Only personnel with a current hoist licence will be allowed to conducting hoisting activities.

Boom-type elevating work platform (WP)

Covers the operation of a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work, where the boom length is 11 metres or more. The 11 metre boom length shall be taken to mean the greater of the following:

- the vertical distance from the floor of the platform to the ground supporting the elevating work platform with the platform at its maximum height, or
- the nominal reach measured from the centre point of rotation to the outer edge of the platform in its most extended position.

Only personnel with a current boom-type elevating work platform will be allowed to perform boom-type elevating work platform activities.

Concrete placing booms (PB)

Covers the operation of vehicle mounted concrete boom pumping systems, including a minimum of two boom stages, and the use and monitoring of the boom distribution system. Only personnel with a current concrete placing boom licence will be allowed to perform concrete placing boom activities.

Materials platform hoist (HM)

Covers the operation of a builder's hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure. Only personnel with a current materials platform hoist licence will be allowed to perform platform hoist activities.

Personnel and material hoists (HP)

Covers the operation of a builder's hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be either a cantilever hoist, a tower hoist or a multiple winch operation.

Pressure equipment licences

Before you can apply for a national licence to perform high risk work to operate the types of pressure equipment listed below, a Registered Training Organisation (RTO) must assess your training, skills and knowledge using the relevant 'assessment instrument' under realistic workplace conditions. Only personnel with the relevant pressure equipment licences will be allowed to undertake such activities.

Reciprocating steam engine (ES)

Covers the operation and use of a reciprocating steam engine containing a piston of 250 millimetres or more in diameter, including expanding (steam) reciprocating engines. Only personnel with a reciprocating steam engine licence will be allowed to undertake such activities.

Turbine (TO)

Covers the operation and use of a turbine that has an output of 500 kilowatts or more, is multi-wheeled or capable of a speed exceeding 3,600 rpm or a steam turbine that relies for its operation on:

- attached condensers, or
- a multi-stage heat extraction process.

Boiler licence classes

From 1 January 2015, existing boiler licence classes, basic (BB), intermediate (BI) and advanced (BA), will be compressed into two licence classes. Components of the intermediate boiler (BI) class have been split between the new classes:

Standard boiler (BS)

Standard boiler operation: operation of a boiler with a single fuel source that does not have a pre-heater, superheater or economiser attached.

Advanced boiler (BA)

Advanced boiler operation: operation of a boiler, including a standard boiler, which may have one or more of the following:

- multiple fuel sources
- pre-heater
- superheater
- economiser

Action for existing licence holders prior to 1 January 2015

Basic boiler (BB) licence holders

No action required. The licence card will be updated to Standard boiler on the next renewal.

Intermediate boiler (BI) licence holders

To operate a boiler with advance features, enrol with a Registered Training Organisation (RTO) to undertake advanced boiler operation training and assessment prior to 1 January 2015.

To operate a boiler with standard features, no action is required. You will be considered a Standard boiler operator and the licence card will be updated to Standard boiler on the next renewal.

Advanced boiler (BA)

No action required.

Reach stacker

Reach stackers incorporate an attachment for lifting, moving and travelling with shipping containers. From 1 July 2015, a new high risk work (HRW) licence class will be required to operate a reach stacker with a capacity of over three tonnes. A reach stacker does not include a portainer crane. People who hold a valid HRW licence for non-slewing mobile crane (CN) work may operate a reach stacker until 1 July 2015. WorkCover will provide more information on how to apply for this new class and determining the eligibility for conversion to a HRW reach stacker licence once these arrangements are finalised.

Risk Management

Workplace health and safety risk management provides a structured systematic approach to decision making with respect to workplace health and safety issues. Modern workplace health and safety is based upon risk management principles. The strength of the risk management approach is that it combines technical, consultative and managerial approaches into the processes that support informed, consistent and defensible decision-making. Undertaking workplace health and safety risk management activities provides organisations with a better understanding of its operations and their associated hazards and risks, and the ability to respond effectively to changes in internal and external circumstances.

Risk management may lead to direct benefits for an organisation.

Risk

- The chance of something happening that will have an impact upon objectives
- Risk is often specified in terms of an event or circumstances and the consequence that may flow from it
- Risk is measured in terms of a combination of the consequences of an event and their likelihood. Risk may have a positive or negative impact.

Workplace health and safety risk:

- In relation to any potential injury or harm and the likelihood and consequence of that injury or harm occurring

Hazard

- A source of potential harm
- A source or a situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.
- Hazards may be physical, chemical, biological, ergonomic or psychosocial or a combination of these
- A hazard does not represent a workplace health and safety risk if people are not exposed to it.
- A workplace health and safety risk arises when a person people are exposed to a hazard.

Risk Management

- The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects.

Risk Management Process

- The systematic application of management policies, procedures and practices to the tasks of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk

The basic risk management process as defined in AS/NZS 4360 is shown in Figure 1. As illustrated by the arrows in figure 1, the entire risk management process is iterative. The process may be repeated many times with additional or modified risk evaluation criteria, leading to a process of continual improvement.

Steps in the Risk Management Process

Communicate and consult

The processes used to establish the context, identify, analysis, evaluate, treat and monitor and review the risks must be systematic and involve consultation with employees, contractors and other stakeholders so that everyone has confidence in the outcomes. In respect to workplace health and safety this step is generally mandated by legislation.

Establish the context

In this preliminary step, information about the organisation and its external environment is gathered and a workplace health and safety risk management program planned.

The step steps the scene for the way risk is managed by considering the broad strategic position of the organisation. It involves knowing the organisation's objectives and attitudes, and understanding the broad range of risks in the organisational context of culture, values, business activities and other needs.

Risk to the health and safety of employees, contractors, sub-contractors, visitors, volunteers and the general public will be one of many types of risks that must be managed. The links between workplace health and safety risks and other risk areas needs to be established and managed.

Stakeholders will be identified and communication and consultation processes are defined.

Identify risks

Identify what, why, when and how events could lead to workplace health and safety losses.

It is necessary to identify intrinsic sources of harm (workplace health and safety hazards) and also what might happen to result in injury and ill health and other workplace health and safety losses.

Analysis risks

Identify existing controls and understand the risks in terms of consequences and likelihood within the context of existing controls. Note that within the context may also include deliberate evaluation of risk without controls. A range of different consequences may be considered. Consequence and their likelihood are combined to produce an estimated level of risk.

Risk analysis may involve the use of qualitative, semi-qualitative or quantitative techniques depending on the situation in question.

Evaluate risks

Levels of risk are compared with pre-established criteria of acceptability such as may be found in relevant Acts, Regulations, Standards and Codes of Practice and a decision is made about whether action is needed. Risks that require treatment or controls put in place can be ranked to identify priorities for their treatment.

Treat or Control risks

Risk treatment or control involves identifying the range of options for dealing with the risk, deciding on the best course of action, preparing a plan, implementing it and defining how it will be monitored. In a workplace health and safety context, risks must be made as low as reasonably practicable following the hierarchy of controls. See table 1 below.

Table 1. Hierarchy of Controls

| | |
|-------------------------------------|--|
| Elimination | Get rid of the hazard completely. |
| Substitution | Use something less hazardous. E.g. water based paints rather than oil or solvent based paints. |
| Isolation | Use barriers to shield or isolate the hazard. E.g. guarding on machinery. Hard Barricading around an excavation. |
| Engineering | Design and install of equipment to counteract the hazard. E.g. Install an exhaust ventilation system to extract dangerous fumes or dust. |
| Administrative | Arrange work to reduce the time people are exposed to a hazard. |
| Personal Protective Equipment (PPE) | Have personnel wear the appropriate PPE for the work being undertaken and the hazards involved. E.g. use earplugs for noisy Work environments. |

Monitor and review

Risks and the risk management process will be subject to regular reviews particularly when there are changes likely to affect the degree of risk or the context such as changes on materials, work activities, work locations, processes or methods.

Personnel Protective Equipment (PPE)

All work related activities must take into account the related hazards and use/wear the correct PPE for the activity. All PPE must comply with the relevant Australia Standard, be in a suitable condition etc.

All people conducting work on the Murwillumbah Showgrounds site will comply with the requirements to wear and use the correct PPE for the hazards identified. All people conducting work must wear the PPE as required by their risk assessment and hazards identified. The employer of the people conducting the work will provide instruction and training on the correct selection, fit, use and storage of all PPE being used for the works.

Barricading and Signage

Where required barricading will be set up together with appropriate signage. Barricading will meet Australian Standards and be deemed adequate for the purpose it is being used for. When excavations, trenches or holes are being left overnight adequate barricading and signage will be installed to warn and stop people from accessing these hazardous work areas. Barricading and signage used for traffic management will be to the relevant standard and installed appropriately.

Manual Handling

Incorrect manual handling, including incorrect lifting techniques are one of the major causes of workplace injuries. With everyone's commitment and the risk management of manual handling and planning, the work activities these injuries are preventable.

As a consequence we place great importance on all people being committed to employing correct manual handling and lifting techniques at all times, to know the work activity and the associated manual handling hazards, to manage and control these hazards, and plan the works so unnecessary manual handling is reduced or eliminated.

Correct lifting technique

- a) Ensure path of travel is clear before lifting and moving the item
- b) Assess the weight and awkwardness of the item before fully lifting item
- c) Stand close to item with body straight and bend with your knees

- d) Lift with bent knees and keep back straight while lifting
- e) Use your legs to lift
- f) Keep item close to your body
- g) Move item without twisting your body

Excavations, trenching and penetration into structures

Excavations and trenching

All plant and equipment associated with excavations and trenching will have current licence (if applicable) with all machinery compliance and maintenance checks up-to-date and recorded on the machine and/or in a maintenance log book.

Machinery operators will be trained and competent to carry out the work and will have all relevant and current licences and tickets.

A current plan before you dig application and associated paperwork will be in place and understood by all people involved in the excavation or trenching before commencing the work.

Hard barricading and warning signage will be suitably placed to notify persons approaching the area that there are open excavations and/or trenches while the work is being carried out.

All excavations and trenches left open overnight will be hard barricaded with appropriate warning signs attached.

Penetration into structures

Before drilling or penetrating into any structures you must carry out checks to see what electrical, gas, water and other services may exist, and take measures so no hidden services are hit and damaged. Electrical service drawings, building design plan are just a few sources of information that can be obtained to know what is hidden within a structure. If in doubt, do not penetrate any structures. Stop work until you know exactly what hidden services are contained within a building and how you will complete the work safely and without hitting any services.

Isolations

Isolations may be required to ensure if work is carried out and services are hit then no one will be injured. Isolations must follow the steps of stopping all power or pressure from the source, locking out the source so no one else can access and start up the source while others are still working it, dissipating any stored energy, and testing for dead to ensure the isolations are effective.

Working at Heights

Working at heights will only be carried out by personnel who have the relevant training and competence for the specific working at heights activity. All working at heights work and equipment will comply with the relevant Australian and National Standards, Acts, Regulations and Codes of Practice. All working at heights equipment shall have a system in place for periodic checking and recorded on a register. Prestart checks before use shall also be conducted to ensure all equipment is in good condition and ready for use. Ensure drop zones are set up around any working at heights so dropped items do not strike other people on the ground. Use tool lanyards to eliminate the potential of dropping items.

Confined space work

All people conducting confined space work will have the relevant training and competence to undertake the specific confined space work. People will have the current licences and comply with all relevant regulatory standards regarding confined space work. All confined space equipment will meet the relevant standard Australian Standards. Prestart checks will be conducted on all confined space equipment before commencing such work. Confined space work will require specialist equipment, gas monitoring, backup personnel, and a range of other measures before starting such work. If in doubt, seek professional advice and support before commencing any confined space work.

Working near or driving under overhead Power lines

Before any work commences near overhead Power lines, a risk assessment must be conducted to clearly understand the nature of the work, the plant, machinery and equipment involved and their maximum heights in relation to the height of the Power Lines. Do not attempt to drive under any Power lines before knowing the heights of the vehicle and the Power lines.

Scaffolding

Only people who are training and competent to carry out scaffolding work are to be involved in scaffolding works. All persons must have the relevant licence relevant to the level of scaffolding they are working on. All scaffolding equipment must be made to the relevant regulatory standard and erected to the relevant regulatory standard. All scaffolding must be tagged as being fit for use and showing what the scaffold is rated to hold in Kg's. If not tag is present, the scaffold must be tagged out of service and access effectively blocked.

Noise

Any noise associated with works on site will be considered and appropriate controls put in place. Ear plugs and ear muffs are an obvious choice for reducing exposure to loud noise. Such PPE will comply with relevant Australian standards. The effects of exposure to loud noises is determined by the degree of loudness over an extended period of time, usually 8 hours. All personnel, sub-contractors, stall holders and vendors are expected to understand the nature of the work they are performing and have the appropriate PPE in place to control the effects of loud noise.

Lifting activities – Cranes

All crane and rigging activities will be carried out in accordance with relevant regulatory standards. All personnel involved in crane lifts will have the required training and competency to carry out the intended work, and will have the current licences for the work being undertaken. All lifting gear will be clearly marked with the safe working load (SWL) in line with relevant standards. The crane operator will ensure all cranes and lifting gear is in current test date with all compliance inspections and maintenance up-to-date and recorded. Before conducting any lifts, the crane operator and other personnel involved will understand the capacity of the crane, the nature of the lift, the ground conditions, the weight of the lift, the lifting equipment to be used, the weather and wind conditions, and the surrounding environment. Under no circumstances will any personnel walk under loads or allow others to work under loads.

Electrical Safety

All people involved with electrical work will have the relevant electrical licences to perform the intended work. Ensure that the intended work matches the training and competence of the people that will be completing the electrical work.

All electrical equipment used on the festival site will have a current electrical test tag fitted, be in good working order and free of any damage to plug, cord or housing. Electrical equipment with no current electrical test tag or with signs of damage to any part will be removed from service (the work area) for testing and/or repair. Any high voltage work will be conducted by the appropriate people training and competent in that area. Under no circumstances will electrical work be carried out by personnel not licenced to carry out the electrical work.

Hazardous Substances

All hazardous substances used for work will have an accompanying safety data sheet (SDS) no older than five years from publication date.

All hazardous substances will be transported, stored, used and disposed of in the prescribed way as per the SDS for each chemical and legislative requirements regarding disposal of waste products including hazardous substances and regulated waste. Seek approval from Grassroots Event Management before bringing any hazardous substances onto the festival site and limit any other

chemicals to small amounts over the four days of the festival. Contain and clean up any chemical spills and report to Grassroots Event management.

Appendix A

Reference Material – Legislation, Codes of Practice &

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Abrasive blasting

Confined spaces

Construction work

Demolition work

Excavation work

First aid in the workplace

Hazardous manual tasks

How to manage and control asbestos in the workplace

How to manage work health and safety risks

How to safely remove asbestos

Labelling of workplace hazardous chemicals

Managing electrical risks at the workplace

Managing noise and preventing hearing loss at work

Managing risks of hazardous chemicals in the workplace

Managing risks of plant in the workplace

Managing the risks of falls at workplaces

Managing the work environment and facilities

Preparation of safety data sheets for hazardous chemicals

Preventing falls in housing construction

Safe design of structures

Spray painting and powder coating

Welding processes

Work health and safety consultation, coordination and cooperation

Reference Material – Australia Standards.

| | |
|---|-----------------------|
| Occupational health and safety management systems – specifications with guidance for use | AS/NZS 4801:2001 |
| Risk Management – Principles and guidelines | AS/NZS ISO 31000:2009 |
| Risk Management guidelines – Companion to AS/NZS ISO 31000:2009 | SA/SNZ HB 436:2013 |
| Health and safety at work – Principles and practices | AS 1470-1986 |
| OHS Risk Management Handbook | HB 205 - 2004 |
| Occupational health and safety management systems – A guide to AS 4801 for small business | HB 211 - 2001 |

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Appendix K

Traffic Management Plan
Murwillumbah Country Roots Fest

Traffic Management Plan
For
Murwillumbah Country Roots festival
Oct 2-5, 2015.

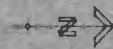




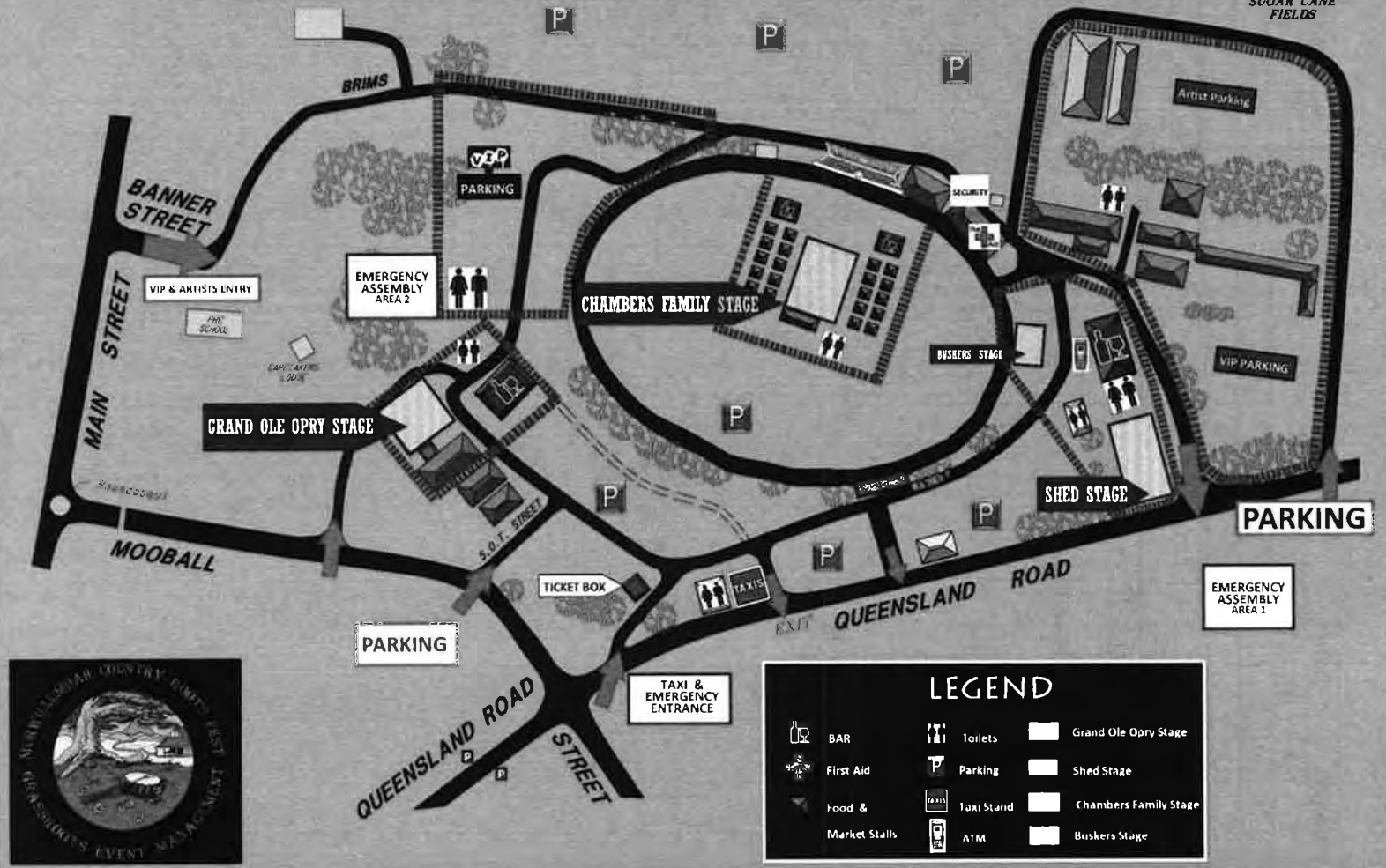


Murwillumbah Showground Aerial

MURWILLUMBAH SHOW GROUND



SUGAR CANE FIELDS



| LEGEND | | |
|--------|----------------------|--|
| | BAR | |
| | First Aid | |
| | Food & Market Stalls | |
| | Toilets | |
| | Parking | |
| | Taxi Stand | |
| | ATM | |

Document history

| Version | Date | Comments | Checked by | Approved by |
|---------|----------|----------|------------|-------------|
| 1 | Jan 2015 | | | |
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Grassroots Event Management Pty Ltd.

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Introduction

This Traffic Management Plan (TMP) describes the principles and practices that will be implemented by Grassroots Event Management to provide a managed traffic environment at the Murwillumbah Country Roots Festival.

Grassroots Event Management personnel will be in place to ensure this traffic management plan is implemented correctly and monitored for its effectiveness during the Murwillumbah Country Roots Festival.

A Murwillumbah Country Roots Festival site map has been produced (see map, page 3).

This traffic management plan together with the festival site map, safety management plan and the festival risk register will encompass the planning and effective management of traffic in and around the Murwillumbah Country Roots Festival.

The purpose of this traffic management plan is to outline the management approach, commitment and strategies that will be adopted by all Grassroots Event Management personnel, sub-contractors and vendors during the Murwillumbah Country Roots Festival.

The approach to achieving this goal is based on the belief that the essential ingredients of successful traffic management are:

- Dedicated management focusing on effective traffic management on site
- Careful planning and coordination of the traffic management plan on site
- Worker involvement and ownership in managing traffic movements
- Effective management systems
- Effective risk management
- Safe systems of work
- The use of sub-contractors and vendors who can demonstrate that they understand these essential ingredients and have implemented them, resulting in acceptable safety performance; and
- By encouraging all participants to adopt a culture of safety awareness and placing risk management at the forefront of their actions.

The Murwillumbah Country Roots Festival

The Murwillumbah Country Roots Festival is to be held at the Murwillumbah Showgrounds from October 2-5, 2015. The festival starts Friday 2 Oct 12pm to 12am, Saturday and Sunday 8am to 12am, and Monday 8am to 11.15pm.

Prior to the arrival of the general public there will be a build-up of traffic arriving at the festival site to deliver and off load personnel, temporary structures, temporary fencing, portable toilets, marquees, and related plant, tools and equipment. In the main the number of vehicles and trucks attending the festival site will not cause any real traffic concerns as they will be immediately directed onto site to unload their deliveries and immediately directed off site. This will limit any possible congestion and not take up valuable parking areas on the festival site.

All related parties involved in these deliveries will be given the festival site map, clear instructions and the appropriate entrance's and exists for their delivery and off-loading. Traffic management and security personnel will be in place with communications to direct all deliveries and offer assistance when required.

To assist traffic management in the initial phase of the project, the workforce will first erect traffic management and related signage on the festival site to assist these deliveries when arriving at the festival site.

A Murwillumbah Country Roots Festival site map has been produced (see map, page 3).

A copy of the Murwillumbah Country Roots Festival site map has been posed on the festival's Facebook page and website.

People attending the festival have been encouraged to use public transport as much as possible.

Traffic levels and expected peaks

Naturally over the period of the festival there will be much higher levels of traffic than normal in and around the festival site. It is expected that traffic levels will rise and fall during the initial setup phase of the festival, during the festival as the general public, performers, stall holders and service deliveries come and go, and the final stages when the festival is finished and the general public leave the site and area.

To assist the public in accessing the Murwillumbah Showgrounds site, an alternative route via Condong is recommended, see aerial view page 2. At the intersection there will be ETC signage on both the North and South approaches to the intersection. And ETC signage on approach to the showgrounds on Queensland Road. Traffic management personnel will be positioned at the North and South ends of the showgrounds to manage traffic and pedestrians.

In addition to the public vehicles and related traffic there will delivery vehicles as mentioned above. The peak for these deliveries will be the setup phase prior to the start of the festival, and after the festival has finished and the general public have left the site.

To manage this initial peak from the delivery vehicles, grass roots management will provide all stakeholders with a site map and clear instructions as to the festival site and the appropriate entrance's and exists for their delivery and off-loading. Space will be available for off-loading and a spotter in place to control interactions between other people, buildings and structures. Traffic management and security personnel will be in place with communications to direct all deliveries and offer assistance when required. To assist in this initial phase of the project, the workforce will first erect traffic management and related signage to assist these deliveries when arriving at the festival site.

The arrival of the stall holders and performers will represent another peak in traffic levels and will most likely be in the initial set up phase or shortly afterwards. VIP and artists entry is via Main Street and Banner Street and providing direct access to the VIP and Artists parking areas. As with the traffic management of the delivery vehicles, the stall holders and performers will be managed in the same way. All parties will be given site maps and clear instructions as to the festival site and the appropriate entrance's and exists. Traffic management and security personnel will be in place with communications to direct all these vehicles and offer assistance when required.

The expected peaks for traffic arriving on site are as follows:

- Friday Oct 2, 6 am to 11 am and 12 pm to 3 pm
- Saturday Oct 3, 8 am to 10 am
- Sunday Oct 4, 8 am to 10 am
- Monday Oct 5, 8 am to 10 am

The expected peaks for traffic leaving site are as follows:

- Friday Oct 2, 7 pm to 9 pm and 11 pm to 12 am
- Saturday Oct 3, 7 pm to 9 pm and 11 pm to 12 am
- Sunday Oct 4, 7 pm to 9 pm and 11 pm to 12 am
- Monday Oct 5, 6pm to 8pm

The Murwillumbah Showgrounds Site

The Murwillumbah Country Roots Festival will be held over four days at the Murwillumbah showgrounds. Murwillumbah is a country town in northern NSW between Byron Bay and The Gold Coast with the Tweed River running through it, bordered by a world heritage backdrop containing rainforests, creeks and waterfalls and beaches 20 minutes away on the NSW coast.

Vehicle access onto the site and car parking capacity

Traffic management and signage will be set up and in place to assist all traffic on and around the Murwillumbah showgrounds site. Traffic management and security personnel will be in place with communications to direct traffic and offer assistance as required. Vehicle access to the Murwillumbah showgrounds site will be via Queensland Street, Mooball Street, Main Street and Banner Street depending on which way people decide to approach the showgrounds and which road suits their parking requirements (see Site Map, Page 3). Human nature will dictate that people will try and locate the closest car park to the festival as possible, and if not available will work back from there until they find a car park.

The total capacity of onsite car parks for the general public is 2500. Other car parks have been reserved for VIP parking and Artist Parking (see Site map, page 3). (VIP and artists will be directed to enter the Murwillumbah showgrounds site via Main Street and then Banner Street and around to their respective parking locations).

As a consequence of the public car parks numbering 2500, management of these parking areas will be paramount in ensuring the maximum number of car spaces are used in each car park, that entrances and exits to carparks are not blocked, and that full car parks are sign posted to reduce the number of vehicles on the showgrounds site looking for a car park in areas that are full or when no more are available on site.

To prepare and manage this process, traffic signage stating 'full carpark' will be made up and be readily available to traffic management personnel to put in place when required. Once the onsite car parks are full the general public would then need to park their vehicle in the nearby streets and town of Murwillumbah, and walk to the festival showgrounds.

Emergency Entrance

The emergency entrance at the Murwillumbah showgrounds is situated on Queensland Road giving direct access to the site and various locations across site. Once emergency services enter the Murwillumbah showgrounds via Queensland Road, they will have access to:

- All site car parks
- VIP and Artists parking areas
- Shed stage
- Buskers stage
- Chambers Family stage
- First aid building
- Security building
- Grand Ole Opry Stage
- Emergency Assembly Area 2

Note: Emergency Assembly Area 1 is located on Queensland Road across the road from the Shed Stage. All Emergency assembly areas will be clearly marked with signage.

Emergency Management

In the event of any emergency situations taking place on the Murwillumbah showgrounds site, Grassroots Event Management personnel will take control and coordinate the emergency response until emergency services such as police, ambulance and the fire brigade arrive on the scene and take control of the situation. Prior to the festival, local emergency services will be given a copy of the festival map showing all access roads in and around the Murwillumbah showgrounds site, first aid station, and various locations on the site.

Appendix L

Crowd Management Plan
Murwillumbah Country Roots Fest



AJ Employment Services & Training

"Getting the right person to the job"

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See distribution

CROWD MANAGEMENT PLAN - ADMINISTRATIVE INSTRUCTION # 200415

MURWILLUMBAH COUNRTY ROOTS FESTIVAL 2 – 5 OCTOBER 2015

References:

- A. AJEST - AJ Employment Services & Training Employee Handbook
- B. AJEST Risk Assessment

Introduction

1. On the Thursday 1 October security will be rostered as having a presence with set up of the festival with a minimum of two security operators covering hours outside the programmed entertainment and will continue til sometime Tuesday 6 October, further details / confirmation of the number of security operators and timings / requirements etc to follow. The event itself runs from Friday 2nd to Monday 5th October 2015. The festival organisers are expecting approx 5000 patrons / visitors to the event and will be gauged mostly from pre sale tickets, the festival should attract a mixed demographic.
2. AJEST will conduct and provide security services for the Country Roots Festival at Murwillumbah and around the surrounds (within 50 metres of the location). Also will make note of any alcohol prohibited areas and also alcohol free zones and timings - refer to detailed map of site / area.
3. Security operators will be required for the function for crowd control, in and around main entry gate(s), in licensed areas are to ensure ids are checked as required, RSA conducted, screened and monitored.
4. Security operator(s) will have a UHF radio and includes ear pieces so communications can be had with the other security operators conducting patrols or with event organisers, also the use of mobile phone to call upon emergency services if need be. In addition to radios the use of mini security cameras by security operators for duty of care and for providing evidence in the event of an incident / occurrence.

Aim

5. The aim of this instruction is to detail administrative arrangements and safety responsibilities for the above mentioned event / licensed areas of The Murwillumbah Country Roots Festival and to ensure the safety and well being of staff and patrons / crowd at the festival.

Objectives

6. In accordance with the references the objectives for the function are as follows:
 - a. To develop, provide and maintain an ongoing professional security service, so customers will request our services on other occasions / events – leading to repeat business and the continuation / return of the Murwillumbah Country Roots Festival.
 - b. To ensure that the patrons and the venue is a safe and harmonious environment, including RSA and ensure that the patrons wanting to enter the venue will be only admitted if they have in their possession / on their person purchases ticket(s), appropriate id, are wearing footwear and ,
 - c. To further develop the team ethos within AJEST and client relationships.
7. Secondary objectives for the exercise are as follows:
 - a. Develop individual and group qualities required for harmonious working environments;
 - b. To aid in identifying individuals strengths and weakness;
 - c. Develop communication;
 - d. Enhancing workplace cooperation;
 - e. Build team work;
 - f. Enhance the understanding of local cultures; and
 - g. Have an enjoyable activity outside the norms of the daily routine.

Conduct

8. The security service is ongoing until the security services are terminated or are ceased / completion of the festival.
9. All are reminded that the day / evenings / nights are to be an enjoyable evening, all personnel on duty and are to conduct themselves accordingly.

Key appointments

10. Key appointments for the premise's are as follows:
 - a. Tony Watkins - Founder / Owner / Operator of AJEST Security And Protection
 - b. Garry Dahan and Lou Bradley Festival Directors of Murwillumbah Country Roots Festival
 - c. Security Operators with Tony Watkins will be rostered in lead up to the event and no less than a week out from the event (all RSA certificates / photo cards and licenses of the security operators are in the AJEST site folder as well as a site sign on and communications sheet, AJEST Security Masters Licence and insurances
 - d. A Security Operator Supervisor/ Senior may be designated to areas at the event but all security operators should still liase with the other operators at the event these operators if need be can be called upon. Tony Watkins is the main point of call if urgent or in the event of injury or serious altercation with security matters.
 - e. The main POC point of contact at the event will be organiser Gary Dahan. With the licensed premises / bar areas at the festival they will be under the Licensee of The Imperial Hotel.

Exercise Participants

11. As per serial 10 above

Sequence of Events

12. Security operators on duty will provide services at the Murwillumbah Country Roots Festival and within its area of responsibility ie 50 metres / and or the alcohol prohibited areas. In accordance with local council, liquor licensing, police and including the details outlined in the Sequence of Events in this instruction and or Annex.

General Outline of Activity

13. Security operators will depart respective locations to travel to commence shifts as rostered from Thursday 1st October to Tuesday 6th October - with main shifts being rostered Friday 2nd to Monday 5th October. Rezvousing at main entry gate of the show grounds at least 10 – 15 minutes prior to commencing your rostered shift. After the conduct of a site brief with security operators whom working shift(s) all security operators will commence duties and conduct / maintain crowd control / security services through out the night of the event / site patrols, radio communications are provided for the operator(s) in which all parties have communications via radios and alternatively mobile phones and mini security cameras are to be deployed.

14. Main duties at the event to man entry gate(s), patrol areas of grounds, static guarding at and around bars and designated VIP areas. Ensure at start of shift speak with Security Supervisor / Senior Operators at shift handovers, duty bar managers / staff, that appropriate signs are in place and at the end of shifts with crowd being cleared that all entry / exit points are secured. To conduct RSA and id checks for entry to licensed areas, to monitor RSA throughout the night, speak with staff re indicators of patrons reaching RSA intox / in appropriate behaviour, ask / remove person(s) from event grounds at security operators discretion or on request from event directors / organisers / staff. If concerns with this action –
15. Firstly call upon security staff at event and secondly contact police
16. Just prior to the completion of the evening ensure that all areas are patrolled and clear of patrons from festival grounds. Rostered / shift timing and security operator manning to be advised closer to the event.

Finances / Invoices / Wages

17. A schedule of hourly rates and costing will be provided to directors of the festival with security hours provided to the event and are recorded on an AJEST sign in sheet as per security industry and will be reviewed by and a copy given to festival directors to confirm and sign off on
 - a. Costs involved in this activity have been kept to an absolute minimum.
 - b. Wages to be paid on the completion of the activity and or each Thursday of the week, and will be paid into your nominated bank account from the details given when you commenced employment / completed the staff induction process.

Location

18. The event / festival is to be held at the Murwillumbah Show Grounds, located on Queensland Road and Mooball Street. As per map / layout in Annexes C, D.

Dress and Equipment

19. The dress for the activity as per standard uniform – black dress shoes or boots, with dark navy blue or black trousers, AJEST Security logo polo shirt, reversible vest, bomber jacket, wind jacket and or plain black collared polo shirt, and a black bomber style jacket if required pending on weather conditions. Any other relevant personal and or security industry approved equipment for security activities.

Stores

20. a. 1 x Security carry bag black which holds;
- b. 1 x 1st Aid Kit soft pack AND 1 x large tackle box type orange 1st Aid Kit
- c. 1 x First Aid Face / Mouth Mask (CPR) in case
- d. 1 x SOP'S folder (incl copy of admin instruction, sign in / out sheets)
- e. Hand held UHF radios
- f. Hand held radio belt clip carry cases
- g. Hand held radio ear piece / mic
- h. Radio hand held chargers
- i. Security Cameras mini HD recorders
- j. 1 x power board
- k. Hi vision safety vests (fluro yellow)
- l. Hand held torches and batteries
- m. 1 x box latex gloves disposable
- n. Box of ear plugs protective disposable
- o. 1 x hand bottle of hand sanitiser gel
- p. 1 x bottle aero guard insect spray
- q. 1 x Pump pack sunscreen lotion
- r. 1 x note book
- s. 2 x pens black biros

2. Note – If any stores or equipment are faulty or in need of repair or replacement please advise in writing by completing a Loss or Damage Advice Form. Annex F.

Transport

21. Security Operators to self drive by use of own private motor vehicles (PMV) will be permitted at the activity and where possible car polling to be consider when rostering staff with hours and shifts.

Accommodation

22. There may be scope with rostered security operators and being able to camp in the grounds over the event, have access to some amenities.

Rations

23. Security operators are encouraged to bring snacks / meals / drinks (there may be some refreshments available at the venue, pending timings of rostered shift(s) T.B.A)

Water

24. All participants will have ready access to water for the duration of the night. Potable water is available throughout the venue. Security operators are encouraged to bring a refillable water bottle for the conduct of the activity.

Alcohol / Drugs

25. Alcohol is not to be consumed throughout or taken into the venue area or consumed eight hours prior to the start of the activity. Personnel on medication are to inform AJEST prior to attending activity. Involvement with illegal drugs by staff of AJEST is not condoned. Disciplinary and/or administrative action may result in termination of employment. Drug offences are chargeable under civil law. There is a Zero tolerance with use / abuse of alcohol and or illicit drugs or legal medications prior, commencing or during any time you are on duty and this includes travelling to and from your place of residency.
26. Security operators whom do smoke ensure, that when having a break that you are away from the buildings entry / exit points or at designated smoking area(s) and speaking generally away to the side from view of customers and the public in general – this is to up hold a professional image as how we AJEST Security are seen as a company, our security operators and service provided overall.

Fire Plan

27. Security operators are to be aware of any sort of building fire evacuations / lock down plans at the festival and have been briefed of evacuations drills, form up points etc – remember remain calm, alert of fire, move in an orderly but quick manner outside the building / grounds, ensure everyone got out. In the event of an emergency call 000.

Medical Plan

28. External medical support is unknown at this time / may be required / or has designated first aid posts for the conduct of event. First aid kit should be located in an AJEST common area / vehicle and with any further medical assistance required note the ambulance station is nearby but may not be manned at the time or in the event of emergency call 000.
29. In the event of a casualty at any stage of the activity immediate first aid is to be provided to the injured participant. First aid can be carried out by security operators as authorised first aid officers.
30. In the event that a casualty requires evacuation the following procedure is to be followed:
 - a. **Priority One or Two.** The casualty is to be stabilised in situation. Ambulance Service is to be contacted via mobile telephone or via a land line on 000. and
 - b. **Priority Three.** The casualty is to be stabilised as above and if further medical treatment is required, the casualty is to be driven in a suitable vehicle to the nearest Hospital which would be Murwillumbah on Ewing Street Murwillumbah see attached map in instruction Annex D.

Communication

31. In the case of emergency 000 – then the following phone numbers are to be used:
 - a. Tony Watkins mobile number is 0408 823 552,
 - b. Murwillumbah Police Station at 81 Murwillumbah Street contact phone
 - c. (02) 6672 9499, note police station within kilometre of festival grounds Annex D.
 - d. Murwillumbah Ambulance Station on Queens Street contact phone 131233, note the station mostly unmanned, Annex D.
 - e. Murwillumbah District Hospital on Ewing Street Murwillumbah Emergency Department contact 24 hr on phone (02) 6672 0230 shown on map supplied in this instruction Annex D.
 - f. In the case of Emergency 000 is to be called.
32. **Handheld/belt clip 40 channel radios** as well as accessory extras as per stores list provided for each security operator.
33. **Security cameras mini HD video / voice recorder** there will be a number of units deployed and utilised by security operators over the event for the purpose of recording / collecting any relevant evidence or proof with observations, incidents, events and as a deterrent towards any persons / group with anti social acts / behaviour towards security or others close by

34. **Personal Mobile Phones** may be taken but are not to be used except during stand down periods (eg off to the side not in full view of customer or general public or when otherwise authorised to use (ie emergency calls).

Environmental

35. The event will be in the Murwillumbah Show grounds. As such consideration for the environment around the grounds / location is paramount; ensure all persons / patrons of the importance any environmental consideration in the area and including generally the local community surroundings of the venue (i.e. duty care, anti social activities).

Safety

36. A brief overview of events / tool box meetings will be delivered / conducted by POC Gary Dehan and security operators are to attend where possible and or Tony Watkins or a security supervisor / senior operator(s) who will then relay information to security operators at hand over or a with a security briefing on arriving at the grounds.
37. The key appointments are to ensure that all activities are conducted in a safe manner and comply with reference A.

Risk Assessment

38. A risk analysis has been provided via email to directors of festival and is at annex G

Safety Critical Areas

39. In accordance of reference A, Safety Critical Areas (SCA) are a working environment assessed with a heightened risk to the physical safety of AJEST staff or members of the public. For the conduct of any activity all client / customer locations / venues are designated as SCAs. Alcohol is not to be consumed within the SCA and on duty personnel in a SCA, visiting a SCA, or having the liability to perform a safety critical activity are liable to be tested for alcohol use at any time. Testing can be conducted as part of a random testing regime, or targeted to specifically identified areas or personnel.

Coordination

40. A coordination meeting with Gary Dehan was held at the festival office in main St Murwillumbah, as well as follow up phone calls, a site visit wasn't needed as the site is familiar with previous years AJEST having worked other events at the grounds, a site map / plan was provided to look over / around venue and surroundings / layout of proposed areas, buildings, showing entry / exit points.

Post activity report

41. AJEST will compile a PAR on the completion of the event and this will be after talking to security operators and POC Gary Dehan to source their input from events / concerns.

Conclusion

42. This event will give AJEST an opportunity to take our services to customers and prove we are a professional group dedicated to provide a high level of security services at competitive rates. These aspects should therefore also be beneficial in assisting with retention and recruitment of security operators in our changing security industry environments.

Activity Recommended:

Activity Recommended:

Yes / No

Yes / No

Tony Watkins
AJEST



Tel: 0408 823 552

Tel:

20 April 2015

Activity Approved:

Activity Approved:

Yes / No

Yes / No

Security Operators to sign off on this instruction as they have read, understand instruction a multi sign sheet will be completed closer to the event

Name _____

Name _____

Security Lic _____

Security Lic _____

Sign _____

Sign _____

Date:

Date:

Name _____

Name _____

Security Lic _____

Security Lic _____

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Name _____

Security Lic _____

Sign _____

Date:

Annexes

- A. AJEST Employee Handbook given on induction day
- B. Sequence of Events (as per this instruction)
- C. Venue building layout map
- D. Where is map of directions of location of the venue
- E. Stores List as per serial 17
- F. Loss or Damage Advice Form
- G. Risk Analysis / Safe Work Method Statement
- H. Incidents Report Advice Form
- I. AJEST Security Master Licence and insurances

Distribution

External:

Gary Dehan Director Country Roots Festival Murwillumbah

AJEST Security Operators on duty

Internal:

AJEST
File copy

Annex C

Show ground lay out map

Annex D

whereis.com.au

(Printed separate page from where is website)

Annex G

(Printed a separate page of risk assessment / SWMS)

Annex H

(Printed a separate page a copy of masters lic)

Appendix M

Incident Report Form & Guide

Murwillumbah Country Roots Fest

GEM INCIDENT REPORT

This report should be completed for the following incident types where they occur at sites Managed by Grassroots Event Management (all subcontractor incidents will be included);

- All fatalities notify immediately to 13 10 50 NSW Work Cover (and provide report within 48 hours);
- Any incident resulting in a LTI (Lost Time Incident) provide report within 48 hours.
- Any MTI (Medical Time Incident) or dangerous occurrence, provide report within 48 hours.

Part A - Site Details

| | |
|--|---------------------|
| A1 Contractor or Patron: | |
| A2 Work Cover number: | |
| A3 Contact person: | |
| A4 Position: | |
| A5 Telephone: | |
| A6 Email: | |
| A7 Contractor type: <input type="checkbox"/> GEM <input type="checkbox"/> Performer <input type="checkbox"/> Sub-contractor | |
| A8 Site name: | Stage Area : |
| | |

Part B - Incident details

| |
|---|
| B1 Date of incident: |
| B2 Time of incident: |
| B3 Site location/address where incident occurred: |
| State/Territory: |
| B4 Incident type: <input type="checkbox"/> Dangerous Occurrence (must be notifiable at B5) <input type="checkbox"/> MTI <input type="checkbox"/> LTI <input type="checkbox"/> Fatality |
| B5 Is this a notifiable incident *: <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|---|---|
| <p>B6 Breakdown agency of incident: <i>(The main event that initiated the incident)</i></p> <p><input type="checkbox"/> 1. Machinery and fixed plant</p> <p><input type="checkbox"/> 2. Mobile plant and transport</p> <p><input type="checkbox"/> 3. Powered equipment, tools and appliances</p> <p><input type="checkbox"/> 4. Non-powered hand tools, appliances and equipment</p> <p><input type="checkbox"/> 5. Chemical and chemical products</p> <p><input type="checkbox"/> 6. Materials and substances</p> <p><input type="checkbox"/> 7. Environmental agencies</p> <p><input type="checkbox"/> 8. Animal, human and biological agencies</p> | <p>B7 High Risk category: <i>(The most significant risk category, if any, that relates to the incident)</i></p> <p><input type="checkbox"/> 1. Where there is a risk of a person falling two metres or more</p> <p><input type="checkbox"/> 2. Involving set ups bump in.</p> <p><input type="checkbox"/> 3. Involving Bump out</p> <p><input type="checkbox"/> 4. Involving temporary structures.</p> <p><input type="checkbox"/> 5. Involving alterations that require temporary supports.</p> <p><input type="checkbox"/> 6. Involving a confined space</p> <p><input type="checkbox"/> 7. Involving excavation to a depth greater than 1.5 metres</p> <p><input type="checkbox"/> 8. The construction of Marquee's</p> <p><input type="checkbox"/> 9. Involving the use of Temporary Electrical Cables.</p> <p><input type="checkbox"/> 10. Noise loss of Hearing.</p> |
|---|---|

| | |
|--|--|
| <input type="checkbox"/> 9. Other and unspecified agencies | <input type="checkbox"/> 11. On or near chemical or fuel <input type="checkbox"/> 12. On or near energised electrical installations and services <input type="checkbox"/> 13. In an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> 14. Crowds <input type="checkbox"/> 15. On or adjacent to roadways or traffic <input type="checkbox"/> 16. Involving powered mobile plant <input type="checkbox"/> 17. In an area where there are artificial extremes of temperature <input type="checkbox"/> 18. In, over or adjacent to water or other liquids where there is a risk of drowning (flooding). |
|--|--|

* Refer to WHS Reporting pack for the definition of a notifiable incident

Part C - Injury details (complete for each worker injured by this incident).

| |
|---|
| C1 Injured worker's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| C2 Injured worker's age: |
| C3 Who is the employer of the injured person: <input type="checkbox"/> Grassroots Event Management Pty Ltd. <input type="checkbox"/> Subcontractor (go to C4) <input type="checkbox"/> Other (go to C4) |
| C4 Subcontractor name or description for other (relates to C3): |

| | | | |
|---|--|---|---|
| C5 Worker's occupation: <i>(select one only)</i> <input type="checkbox"/> 1. Labourers <input type="checkbox"/> 2. Tradesmen <input type="checkbox"/> 3. Patrons <input type="checkbox"/> 4. Performers <input type="checkbox"/> 5. Managers/Admin. <input type="checkbox"/> 6. Clerical <input type="checkbox"/> 7. Other | C6 Nature of injury: <i>(select one only)</i> <input type="checkbox"/> A. Intracranial injuries <input type="checkbox"/> B. Fractures <input type="checkbox"/> C. Wounds, lacerations, amputations and internal organ damage <input type="checkbox"/> D. Burns <input type="checkbox"/> E. Injury to nerves and spinal cord <input type="checkbox"/> F. Traumatic joint/ligament and muscle/tendon injury <input type="checkbox"/> G. Other injuries <input type="checkbox"/> H. Diseases and conditions | C7 Location of injury: <i>(select one only)</i> <input type="checkbox"/> 1. Head <input type="checkbox"/> 2. Neck <input type="checkbox"/> 3. Trunk <input type="checkbox"/> 4. Upper limbs <input type="checkbox"/> 5. Lower limbs <input type="checkbox"/> 6. Multiple locations <input type="checkbox"/> 7. Systemic location <input type="checkbox"/> 8. Non-physical location <input type="checkbox"/> 9. Unspecified locations | C8 Mechanism of injury: <i>(select one based on main cause)</i> <input type="checkbox"/> 0. Falls, trips and slips of a person <input type="checkbox"/> 1. Hitting objects with part of the body <input type="checkbox"/> 2. Being hit by moving objects <input type="checkbox"/> 3. Sound and pressure <input type="checkbox"/> 4. Body stressing <input type="checkbox"/> 5. Heat, electricity and other environmental factors <input type="checkbox"/> 6. Chemical and other substances <input type="checkbox"/> 7. Biological factors <input type="checkbox"/> 8. Mental stress <input type="checkbox"/> 9. Vehicle incidents and other |
|---|--|---|---|

| | |
|---|--|
| <p>C9 Working days/shifts expected/actually lost:</p> <p><i>(Select the appropriate duration)</i></p> <p><input type="checkbox"/> A. 1 day to less than 3 days</p> <p><input type="checkbox"/> B. 3 days to less than 1 week</p> <p><input type="checkbox"/> C. 1 week to less than 2 weeks</p> <p><input type="checkbox"/> D. 2 weeks to less than 1 month</p> <p><input type="checkbox"/> E. 1 month to less than 3 months</p> <p><input type="checkbox"/> F. 3 months or more</p> | <p>C10 Working days/shifts where a significant change to normal duties is made/expected:</p> <p><i>(Select the appropriate duration)</i></p> <p><input type="checkbox"/> A. 1 day to less than 3 days</p> <p><input type="checkbox"/> B. 3 days to less than 1 week</p> <p><input type="checkbox"/> C. 1 week to less than 2 weeks</p> <p><input type="checkbox"/> D. 2 weeks to less than 1 month</p> <p><input type="checkbox"/> E. 1 month to less than 3 months</p> <p><input type="checkbox"/> F. 3 months or more</p> |
|---|--|

Part D – Descriptive incident details

| |
|--|
| <p>D1 Brief description of the incident:</p> |
| <p><u>ONLY COMPLETE D2 AND D3 IF REPORTING A FATALITY</u></p> <p>D2 Have you conducted an incident investigation regarding the fatality?</p> <p><input type="checkbox"/> Yes - please provide information regarding the investigation, such as a copy of the incident investigation report and details of actions that have been subsequently taken to reduce the risk of a similar future occurrence. If the investigation report is not available when submitting this report, please make a note of this on the report and indicate when it is anticipated that the report will be forwarded to the Grassroots Event Management.</p> <p><input type="checkbox"/> No - please provide information at D3 regarding actions that have been subsequently taken to reduce the risk of a similar future occurrence.</p> <p>D3 Details:</p> |

Part E – Details of person completing this form

| |
|--------------------------------------|
| <p>E1 Name:</p> |
| <p>E2 Position:</p> |
| <p>E3 Date:</p> |
| <p>E4 Additional comment:</p> |



GUIDE FOR COMPLETING THE GRASSROOTS EVENT MANAGEMENT (GEM) INCIDENT REPORT.

Gem incident reporting requires records for each incident that occurs on site. This report should be completed for the following incident types where they occur on GEM sites. (All subcontractor incidents should be included):

- All fatalities (notify immediately to 13 10 50 and provide report within 48 hours);
- Any incident resulting in a LTI at Gem Sites (provide report within 48 hours).
- Any MTI (provide report within 48 hours).

Below is detailed guidance on how to complete Incident Report form.

Part A – Project details

Identifies the project and contact details should the GEM require any clarification on the information provided in the form.

A1 Contractor

Provide the name of the contractor on site where the incident occurred.

A2 Work Cover number

Provide the Work Cover number.

A3 Contact person

Provide the name of the person to contact if Gem requires any clarification on the information provided in the form.

A4 Position

Provide the nominated contact person's job title. Please also specify the name of the company that employs this person if different to Gem.

A5 Telephone

Provide the most convenient and available contact number for the nominated contact person.

A6 Email

Provide the email address for the nominated contact person.

A7 Site type

Office

Festival

Street buskers

Venues other than festival site

A8 Site Name

From time to time GEM make be operating on different sites and at different Venues

A9 Project Value

Select the project value range which reflects the total value of building and civil construction work on this project.



Part B - Incident details

B1 Date of incident

The date that the incident occurred.

B2 Time of incident

The time of the incident in 24 hour time.

B3 Site location / address where incident occurred

Provide the location or full street address of the site. Please ensure you provide the town/suburb, State and postcode.

B4 Incident type

Select the incident type from the four below. **Please only select ONE incident type.**

Dangerous occurrence - An incident where no person is injured, but could have been injured, resulting in Serious Personal Injury (which requires a week or more away from work), Incapacity or Death. Also Commonly called a "near miss". Only dangerous occurrences that are required to be reported under the WHS legislation covering notifiable incidents in the jurisdiction the site is being undertaken are Required to be reported to GEM (see B5 below).

MTI (Medically treated injury) - A work-related occurrence that results in treatment by, or under the order of, a qualified medical practitioner (see below), or any injury that could be considered as being one that would normally be treated by a **medical** practitioner but does not result in the loss of a full day/shift. Do not report first aid treated injuries in this category.

An injury includes physical injuries as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying, or if they required medical attention due to migraines caused by exposure. Please see section C6 and C8 below for further detail on the types of injuries that are to be reported.

A qualified medical practitioner is defined as a person with a medical degree. The following would normally be considered medical treatment:

- Treatment of partial or full thickness burns
- Insertion of sutures
- Removal of foreign bodies embedded in eye
- Removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location
- Surgical debridement
- Admission to a hospital or equivalent for treatment or observation
- Application of antiseptics during second or subsequent visits to medical personnel
- Any work injury that results in a loss of consciousness
- Treatment of infection
- Use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort)

- Treatment (diagnosis and evaluation) by a Psychiatrist for mental illness or stress as a result of a workplace occurrence.

The following on their own would not normally be considered medical treatment:

- Administration of tetanus shots or boosters
- Physiotherapy
- Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment
- Referral to/treatment by a Psychiatrist where the diagnosis is not a result of a workplace occurrence.



LTi (Lost time injury) - A work-related occurrence that results in a permanent disability or injury resulting in time lost from work of one day/shift or more. Permanent disability is as defined in the legislation of the jurisdiction in which the project is being undertaken.

An injury includes physical injuries (i.e cuts, burns, fractures etc) as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying (and may require time off work as a result), or or if they required medical attention due to migraines caused by exposure to the elements. Please see section C6 and C8 below for further detail on the types of injuries that are to be reported.

Fatality - A work-related occurrence that results directly or indirectly in the death of a person (including deaths due to natural causes which occur on the site).

B5 Is this a notifiable incident?

Select either yes or no.

A notifiable incident is one resulting in the death of a person, a serious injury or illness of a person, or a near miss event/dangerous occurrence, that is required to be notified under the WHS legislation covering notifiable incidents in the jurisdiction in which the project is being undertaken. Reports for notifiable incidents should be provided to the GEM within 48 hours.

B6 Break down agency of incident

From the list of nine below select the main event that initiated the incident.

The *breakdown agency of incident* is intended to identify the object, substance or circumstance that was principally involved in, or most closely associated with, the point at which things started to go wrong and which ultimately led to the most serious injury or disease.

1. Machinery and fixed plant includes: Cutting, slicing, sawing machinery, crushing, pressing, rolling machinery, heating, cooking, baking equipment, cooling, refrigeration plant and equipment, conveyors and lifting plant, electrical installation, radiation-based equipment, filling and bottling/packaging plant, other plant and machinery.
2. Mobile plant and transport includes: Self-propelled plant, semi-portable plant, other mobile plant, road transport, rail transport, air transport, water transport, other transport.
3. Powered equipment, tools and appliances includes: Workshop and worksite tools and equipment, kitchen and domestic equipment, office and electronic equipment, garden and outdoor powered equipment, Pressure-based equipment not covered elsewhere, other powered equipment, tools and appliances.
4. Non-powered hand tools, appliances and equipment includes: Hand tools, non-powered, edged, other hand tools, fastening, packing and packaging equipment, furniture and fittings, other utensils, ladders, mobile ramps and stairways, and scaffolding, other non-powered equipment.
5. Chemicals and chemical products includes: Nominated chemicals, other basic chemicals, chemical products.
6. Material and substances includes: Non-metallic minerals and substances, other materials, objects or substances.
7. Environmental agencies includes: Outdoor, indoor and underground environments.
8. Animal, human and biological agencies includes: Live four-legged animals, other live animals, non-living animals, human agencies, biological agencies.
9. Other and unspecified agencies includes: Non-physical and other and unspecified agencies

These categories are based on the break down agency of incident classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at www.safeworkaustralia.gov.au for more detailed information)



B7 High risk construction category

Select from the list of 19 high risk categories the one, if any that relates to the incident. The high risk categories are:

1. Where there is a risk of a person falling two metres or more
2. On telecommunications towers
3. Involving demolition
4. Involving the disturbance or removal of asbestos
5. Involving structural alterations that require temporary support to prevent collapse
6. Involving a confined space
7. Involving excavation to a depth greater than 1.5 metres
8. The construction of tunnels
9. Involving the use of explosives
10. On or near pressurised gas distribution mains and consumer piping
11. On or near chemical, fuel or refrigerant lines
12. On or near energised electrical installations and services
13. In an area that may have a contaminated or flammable atmosphere
14. Tilt-up and precast concrete construction work
15. On or adjacent to roadways or railways used by road or rail traffic
16. Involving powered mobile plant
17. In an area where there are artificial extremes of temperature
18. In, over or adjacent to water or other liquids where there is a risk of drowning
19. Involving diving.

Part C – Injury details

A separate copy of this section should be completed for each worker who was injured as a result of the incident. Do not complete this section for Dangerous Occurrences.

C1 Injured worker's gender

Indicate if the injured worker is male or female.

C2 Injured worker's age

Provide the injured workers age, in years. If the worker's exact age is unknown, please provide an estimate of the worker's age.

C3 Who is the employer of the injured person?

Select one option from the three listed. If the injured person is not employed by the a contractor or a subcontractor, please select the "other" option. An example of a person who may fit this category is Federal Safety Officer or Workcover auditor or other visitor to the site. If the person is an unauthorised party (i.e. a trespasser or unauthorised member of the public), please provide details in this section.

C4 Subcontractor name or description for other (relates to C3)

If subcontractor or other was selected for the previous question (C3), please provide the name of the subcontracting company or the nature of the person's reason for being on site.

C5 Worker's occupation

Select one option only from the list which most accurately defines the injured worker's usual occupation.



C6 Nature of injury

Select one option only from the list which best identifies the most serious injury (or disease) that was experienced by the injured worker as a result of the incident.

Below are the kinds of injuries captured by each of the *nature of injury* categories:

- A. Intracranial injuries: Brain injury, other intracranial injury, not elsewhere classified or unspecified.
- B. Fractures: Fractured skull and facial bones, fracture of vertebral column without mention of spinal cord lesion, other fractures, not elsewhere classified or unspecified.
- C. Wounds, lacerations, amputations and internal organ damage: Internal injury of chest, abdomen and pelvis, traumatic amputation, injury to major blood vessel, laceration or open wound not involving traumatic amputation, medical sharp/needle-stick puncture, superficial injury, contusion, bruising and superficial crushing.
- D. Burns: Electrical burn, chemical burn, cold burn, hot burn, friction burn, combination burn or burn not elsewhere classified or unspecified.
- E. Injury to nerves and spinal cord: Quadriplegia involving spinal cord injury, paraplegia involving spinal cord injury, injuries to nerves and spinal cord, not elsewhere classified or unspecified.
- F. Traumatic joint / ligament and muscle / tendon injury: Trauma to joints and ligaments, trauma to muscles and tendons, residual soft tissue disorders due to trauma or unknown mechanisms.
- G. Other injuries: Foreign body on external eye, in ear or nose or in respiratory, digestive or reproductive tract, poisoning and toxic effects of substances, audio shock, audio shriek, electrocution, shock from electric current, traumatic deafness from air pressure or explosion, heat stress/heat stroke, hypothermia and effects of reduced temperature, effects of weather, exposure, air pressure and other external causes, not elsewhere classified, multiple injuries, other specified injuries, not elsewhere classified, or unspecified.
- H. Diseases and conditions: Musculoskeletal and connective tissue diseases, mental diseases, digestive system diseases, skin and subcutaneous tissue diseases, nervous system and sense organ diseases,
- I. Respiratory system diseases, circulatory system diseases, infectious and parasitic diseases, neoplasms (Cancer), other diseases, other claims.

(These categories are based on the nature of injury classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at www.safeworkaustralia.gov.au for more detailed information)

C7 Location of injury

Select one option only from the list which identifies the part of the body affected by the most serious injury. The parts of the body covered by each of the groups are listed below.

- 1. Head: Cranium, eye, ear, mouth, nose, face - not elsewhere classified, head - multiple or unspecified locations.
- 2. Neck: Neck.
- 3. Trunk: Back - upper or lower, chest (thorax), abdomen and pelvic region, trunk - multiple locations/unspecified locations.
- 4. Upper limbs: Shoulder, upper arm, elbow, forearm, wrist, hand, fingers and thumb, upper limb - multiple or unspecified locations.
- 5. Lower limbs: Hip, upper leg, knee, lower leg, ankle, foot and toes, lower limb - multiple or unspecified locations.
- 6. Multiple locations: Neck and trunk, head and neck, head and other, trunk and limbs, upper and lower limbs, neck and shoulder, other specified multiple locations, unspecified multiple locations.
- 7. Systemic location: Circulatory system, respiratory system, digestive system, genitourinary system, nervous system, other and multiple systemic conditions, unspecified systemic conditions.
- 8. Non physical locations: Psychological system.



9. Unspecified locations: Unspecified locations.

(These categories are based on the location of injury classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at www.safeworkaustralia.gov.au for more detailed information)

C8 Mechanism of injury

Select one option only from the mechanism of injury list.

The mechanism of injury is the action, exposure or event which was the direct cause of the injury (i.e. 'how' the person was hurt). Select one option from the list.

The mechanism is required in order to complete the variable "Number of LTIs by mechanism of injury reported by all contractors in the course of the project". The following list of standard categories is to be used when completing this item. Entry is only required at group level but sub-groups are provided below to assist with selection of the appropriate group.

Group 0 -FALLS, TRIPS AND SLIPS OF A PERSON

- 01 Falls from a height
- 02 Falls on the same level
- 03 Stepping, kneeling or sitting on objects

Group 1-HITTING OBJECTS WITH A PART OF THE BODY

- 11 Hitting stationary objects
- 12 Hitting moving objects
- 13 Rubbing and chafing

Group 2-BEING HIT BY MOVING OBJECTS

- 21 Being hit by falling objects
- 22 Being bitten by an animal
- 23 Being hit by an animal
- 24 Being hit by a person accidentally
- 25 Being trapped by moving machinery or equipment
- 26 Being trapped between stationary and moving objects
- 27 Exposure to mechanical vibration
- 28 Being hit by moving objects
- 29 Being assaulted by a person or persons

Group 3-SOUND AND PRESSURE

- 31 Exposure to single, sudden sound
- 32 Long-term exposure to sounds
- 38 Explosion
- 39 Other variations in pressure

Group 4-BODY STRESSING

- 41 Muscular stress while lifting, carrying, or putting down objects
- 42 Muscular stress while handling objects other than lifting, carrying or putting down
- 43 Muscular stress with no objects being handled
- 44 Repetitive movement, low muscle loading

Group 5-HEAT, ELECTRICITY AND OTHER ENVIRONMENTAL FACTORS

- 51 Contact with hot objects
- 52 Contact with cold objects
- 53 Exposure to environmental heat
- 54 Exposure to environmental cold
- 55 Exposure to non-ionising radiation
- 56 Exposure to ionising radiation
- 57 Contact with electricity
- 58 Drowning/immersion
- 59 Exposure to other environmental factors



Group 6-CHEMICALS AND OTHER SUBSTANCES

- 61 Single contact with chemical or substance
- 62 Long term contact with chemicals or substances
- 63 Insect and spider bites and stings
- 64 Contact with poisonous parts of plant or marine life
- 69 Other and unspecified contact with chemical or substa

Group 7-BIOLOGICAL FACTORS

- 71 Contact with, or exposure to, biological factors of non-human origin
- 72 Contact with, or exposure to, biological factors of human origin
- 79 Contracts with, or exposure to, biological factors of unknown origin.

Group 8-MENTAL STRESS

- 81 Exposure to a traumatic event
- 82 Exposure to workplace or occupational violence
- 84 Work pressure
- 85 Suicide or attempted suicide
- 86 Other mental stress factors
- 87 Work related harassment and/or workplace bullying
- 88 Other harassment

Group 9-VECHICLE INCIDENTS AND OTHER

- 91 Slide or cave-in
- 92 Vehicle incident
- 93 Rollover
- 98 Other and multiple mechanisms of incident
- 99 Unspecified mechanisms of incident

(These categories are based on the 10 major mechanism of incident classification groups listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at www.safeworkaustralia.gov.au for more detailed information)

C9 Working days / shifts expected /actually lost

Please note: This section only needs to be completed for Lost Time injuries (LTIs).

Indicate from the list, the number of working days or shifts that were lost for the injured worker as a result of the incident. If the number of working days/shifts lost is not available at the time the report is required to be submitted (because it is continuing past the required report submission due date), provide an indication of the working days/shifts that are expected to be lost.

C10 Working days / shifts where a significant change to normal duties is made / expected

Please note: It is recommended that this section be completed for LTI's.

Indicate from the list, the period (from days to months and days) that the injured worker has or is expected to have, at the time the report is due for submission, a significant change to their normal duties upon return to work. This includes where the injured worker has a gradual return to their normal duties or returns to work to perform a different role. For example, a worker returns to work to perform administration duties where the usual duties involve intensive labour or operation of mobile plant. This may also include workers sent to unscheduled training due to their incapacity to perform normal duties.

Part D – Descriptive incident details

D1 Brief description of the incident

Provide a brief description (approximately 50 words) of the incident including what instigated it, the people, machinery and equipment that were involved, and any injuries that were sustained as a result.



D2 PLEASE ONLY COMPLETE IF REPORTING A FATALITY- Have you conducted an incident investigation regarding the fatality?

Please only complete this section if you are reporting a fatality. The report asks for you to select yes or no and provide the requested additional information corresponding to your response. If the information, such as an investigation report, is not available at the time the report is due to be submitted, please make a note of this in this section of the report and indicate when it is anticipated that the information will be available and forwarded to the GEM.

D3 PLEASE ONLY COMPLETE IF REPORTING A FATALITY - Details

Please only complete this section if you are reporting a fatality. If you answered no to D2 please provide a response outlining the actions that have been taken to reduce the risk of a similar future occurrence. An example of a response to this question is "An incident investigation was conducted by Police, Worksafe and the Company, including a JSA and WHS review. Toolbox meetings were conducted reinforcing WHS procedures".

Part E – Details of person completing this form

This information is used to identify the source and validity of the form.

E1 Name

The name of the person completing the incident report form.

E2 Position

The job title of the person completing the incident report form.

E3 Date

The date that the incident report form was completed.

E4 Additional comments

Any additional comments relating to the incident or the report being submitted.

Please email, and post original form:

Email: countryrootsafest@outlook.com

Mail: Grassroots Event Management Pty. Ltd
5/50 Murwillumbah Street Murwillumbah 2484



Appendix N

Resource Recycling & Waste Management Plan

Murwillumbah Country Roots Fest



40 Brisbane Street, Murwillumbah NSW 2484
ABN: 37 137 844 597

Grassroots Event Management Pty Ltd
5/50 Murwillumbah Street
Murwillumbah NSW 2484

GRASSROOTS EVENT MANAGEMENT PTY LTD

Resource Recycling & Waste Management Plan

Thank you for the opportunity to provide a resource recycling and waste management plan for the Murwillumbah Country and Roots Fest, 2-5 October, 2015 at the Murwillumbah Showgrounds.

87% of the general public now expect recycling at events – EPA NSW

What is a waste wise event?

A Waste Wise Event is achieved by:

- Adopting policies that encourage sustainable purchasing practices - working with vendors and suppliers to use recyclable and biodegradable packaging
- Having good signage and placement of bin stations to make recycling easier for attendees
- Implementing bin systems designed and managed to maximise the recovery of recyclable materials from vendors and attendees, as well as reducing littering
- Using effective clean-up practices
- Evaluating the success of your Waste Wise Event to identify areas for improvement

To develop a waste wise 'culture' a clear and achievable goal needs to be communicated, expected behaviour is defined, successes are monitored and improvements are incrementally built upon each year.

Waste goal for 2015

The 2015 goal for the Grassroots Event Management Pty. Ltd is to recycle 65% of total waste generated.

This can be achieved by providing monitored bins stations around food and beverage precincts at all times and the camping area at peak times. Bin stations in car parks and other less traffic areas, will not be monitored, but will be regularly checked. To achieve this goal all bin stations require clear signage, good lighting, be visible and easily accessible for all abilities. Out of the box creativity can really boost festival audience participation and success.

Bin strategy

Waste to Resource will implement a 3 bin strategy at the event in main traffic areas and a 2 bin system in other areas. The 3 bin system will collect:

- recyclable resources
- organic resources, and
- landfill waste.

The 2 bin system will collect landfill waste and recyclable resources only.

Based the estimated attendance of 6000 people (including stallholders, performers, staff and volunteers), 23 stations is recommended within the showground precinct.



Bin Stations

It is advisable to place bin stations between 3 and 14 metres apart in main event areas if possible, as beyond this distance more littering starts to occur. The number of catering and stallholder areas, and expected public attendance, will also influence the number of bin stations required.

The idea is to place bin stations at event entry and exit points (so attendees see available options for disposal when they arrive), at accessible points that coincide with the movement of people away from where there are likely to be queues, so they are not an obstruction for the convenience of the user rather than just the collector where they can be effectively emptied and serviced.

A preliminary plan for bin placements below. This is subject to change, depending on ticket sales.

Parking areas & entry /exit points (10 stations in total).

| | |
|-------------|--|
| Station 1-3 | 2 bin station western carpark |
| Station 4 | 2 bin station in oval |
| Station 5 | 2 bin station near tix box |
| Station 6-7 | 2 bin stations adjacent to Queensland Road |
| Station 8 | VIP Parking (near Branding Rail) |
| Station 9 | Artist parking (near carpark 3) |
| Station 10 | VIP parking (near camp ground) |

2. Toilets (5 x bin stations)

| | | |
|-------------|--------------------------------|----------------------------|
| Station 11: | Fixed toilets @ Branding Rail | 2 bins in each at entrance |
| Station 12 | Mobile toilets @ Branding Rail | 2 bins station at entrance |

| | | |
|------------|-----------------------------------|--|
| Station 13 | Mobile toilets next to taxi stand | 2 bin station at entrance |
| Station 14 | Mobile toilets near Canteen | 3 bin station between Canteen and toilet |
| Station 15 | Fixed toilets @ Camping Site | 2 bin station at entrance |

- All toilet cubicles in female toilets to have a sanitary bin and small general waste bin plus 2 bins for handtowels near hand sinks.
- Two dedicated nappy change rooms/areas needed with nappy waste bins.
- All fixed toilets in male cubicles to have a small general waste bin plus 2 bins for handtowels near hand sink.

3. Drink venues – (2 bin stations)

| | | |
|---------------|--------------------------|--|
| Station 16-17 | Branding Rail either end | 3 bin system & cardboard collection cage |
| Station 14 | (As above) | |

4. Food and Market stalls – (2 bin stations)

| | | |
|---------------|------------|--------------|
| Station 18-19 | Main stage | 3 bin system |
|---------------|------------|--------------|

5. Camping – (1 bin station)

| | | |
|------------|-------------------------|--------------|
| Station 20 | Oval side of campground | 3 bin system |
|------------|-------------------------|--------------|

6. Other stages – (1 bin station)

| | | |
|------------|----------------------|---------------|
| Station 21 | Grand Ole Opry Stage | 2 bin station |
|------------|----------------------|---------------|

7. Office and Security – (1 bin station)

| | | |
|------------|--------------------|--------------|
| Station 22 | Office/security HQ | 2 bin system |
|------------|--------------------|--------------|

8. Ticket box – (1 bin station)

| | | |
|------------|---------------|--------------|
| Station 23 | Main entrance | 3 bin system |
|------------|---------------|--------------|

Total Infrastructure

23 stations

7 x 3 bin stations – landfill, recycle & organics

16 x 2 bin stations – landfill & recycle

25 tins for the collection of butts.

Resource Central

Resource Central will be the hub of recycling and waste management. A sorting tray will enable the Resource Team to sort each bin and decontaminate. Once bins are sorted, general waste will be transferred to general waste 3000L skips, recyclables in a 3000L comingled skips and compostable resources in the compost trailer ready for removal to the Turf Club Composting Hub. A cardboard cage at Resource Central and the Branding Rail will also be used for paper and cardboard collection.

Resource Central will provide a First Aid Kit, a hydration station for staff and a marquee and pre and post shift gatherings.

Solo Resource Recovery will provide

- 30 x 240L green lid bins for the collection of organic waste
- 30 x 240L yellow lid bins for recyclable resources
- 30 x 240L red lid bins for landfill waste
- 2 x 3000L cardboard skips
- 3000L landfill Skip
- 3000L recycle bins
- Sorting tray

Solo to deliver the bins on Wednesday 30 September. Recycle and landfill bins will be emptied daily (or when required). After the event, they will be collected and removed from site on Tuesday 5 October.

The logistics and cost of this service is to be confirmed.

Organic Resources

Organic resources include food scraps, coffee granules, compostable paper cups and coffee cups, plates, wooden cutlery and stirrers, napkins, small paper and cardboard items and other compostable eating utensils. Compost waste to be disposed of daily to the Turf Club and when required on Saturday 2 and Sunday 3.

During the event, empty and full bins will be stored at Resource Central.

Bin tops

Tweed Shire Council to provide 6 bin lids with signage for the landfill and recycle bins. The bin tops to be used on un-monitored bins in areas of greater use. Waste to Resource to coordinate delivery and pick up. To confirm with Council.



Signage

The Murwillumbah Showground has 7 x 3 self-standing resource and waste signs for the 7 stations requiring 3 bins. Other signage required:

- 16 x 2 bin station signs for recyclable and landfill waste.
- Signage to promote the festival as a Waste Wise event and waste goal. Larger signs to be placed at entry points and smaller signs at bin stations.
- Smaller A4 signs to be stuck on toilet doors thanking festival goers for helping meet recycle goal of 65%.

Waste to Resource to be responsible for developing extra signage. These can be made creatively using recycled materials and work for the dole projects. Waste to Resource to negotiate any additional costs with event managers.

Organic processing

The contents from the organic bins will be transferred into a dedicated trailer for daily removal to the Tweed River Jockey Club Compost Hub or local farmer for composting.

Bin Monitors

Bin stations in high traffic areas around food and drink vendors will be monitored at all times by a dedicated Resource Team member. Other stations will be monitored by the Movers/Supervisors who will periodically de-contaminate and remove and replace bins when full.

Resource Team members will undertake different roles during the event including:



- **Movers/Supervisors.** This involves the periodical checking of un-monitored bins, removing contaminants and removing and replacing full bins. Movers will also be allocated Supervisory roles. There will be two supervisors/movers rostered at any one time with each supervisor being responsible for half the festival precinct. It will be the supervisor's responsibility to ensure all bins are clean and the area is clean. With areas assigned Monitors, the supervisor will need to ensure they are hydrated and are relieved for toilet breaks
- **Monitors @ 3 bin stations.** This involves providing friendly guidance to audiences on which bin to use. The goal is to build awareness of waste streams as well as reduce potential contaminants i.e.: people putting the wrong thing in the wrong bin
- **Sorters.** This involves sorting each bin on the sorting table to ensure each stream is contamination free. From the sorting table, resources are then placed in the appropriate larger skips or the compost trailer for removal
- **Stallholder Liaison.** This involves working directly with stallholders to remove their resources and waste install and dispose at Resource Central.
- **Bar Liaison.** This involves working directly with the Bar Staff to remove cardboard, plastic bottles, cans and other resources to Resource Central
- **Transporter** – one person will be assigned the role to remove compostable matter from the site to the Murwillumbah Turf Club for composting.

Tools and equipment

Waste to Resource will provide each volunteer with a pair of long tongs and heavy duty rubber gloves. Resource Team members to be provided with a branded T-shirt. Long aprons to be provided to Sorters.

The Resource Team to bring their own hat, sunscreen, covered shoes and sun protection, long sleeved shirt.

A trailer for compost to be available and Waste to Resource will be responsible for the removal and disposal of organic/compostable resources.

Training

The Resource Team will be trained by Lisa Flower from Waste to Resource. Training will be take approximately 3 hours on the week prior to the event. All Resource Team members will need to attend the training and operation manuals including OH&S standards will be provided at the induction.

The team will also set up the bin stations and signage during the training session and familiarise themselves with waste and resources expected, bin stations, roles and responsibilities and the Waste Wise goal.

Working schedule

Resource Team member will be rostered on shifts. The number of Resource Team members required for each shift will vary with lunch and evening shifts on the Saturday and Sunday likely to be the most populated. A full roster will be developed closer to the date, once festival numbers are more defined.

If the following shift time is adopted, Resource Team members are likely to take on a couple of shifts a day, giving them an 8 or 9 hour working day.

Friday 2 October

Shift 1 - 2pm to 6pm (4 hours)

Shift 2 – 6pm to 12midnight (5 hours)

Saturday 3 October

Shift 1 – 7am – 11am (4 hours)

Shift 2 – 11am – 3pm (4 hours)

Shift 3 – 3pm- 8pm (5 hours)

Shift 4 – 8pm – 12 midnight (4 hours)

Sunday 4 October

Shift 1 – 7am – 11am (4 hours)

Shift 2 – 11am – 3pm (4 hours)

Shift 3 – 3pm- 8pm (5 hours)

Shift 4 – 8pm – 12 midnight (4 hours)

Monday 5 October

Shift 1 – 7am to 12 noon (5 hours)

Shift 2 – 12noon – 8pm, clean and pack up (8 hours)

The Precinct Areas

For ease of resource management, the festival precinct will be divided into 5 work areas to help the Resource Team take responsibility for an area and ensure it is clean of litter and bins are regularly decontaminated and replaced when full.

- The Cane Fields – North/west area
- The Branding Rail – North/east area
- Queensland Road – East area
- Campground – South area
- Oval – Central area

Promotion

Promotion of the waste wise message will be the responsibility of the Grassroots Event Management Pty. Ltd. Here are some tips pre-event, at event and post event.

Pre-event

- Your audience will respond positively to a well organised Waste Wise Event. To help promote the recycling efforts and expected behaviour advertise the resource recovery goal and how festival goers can help in advance through clear communications on all marketing collateral and publicity.

During the event

- Signage to be clear and easy to read – by day and night (lights necessary for evening)
- Regular MC announcements at all stages reminding festival goers of the waste wise goal and how they can assist by using the right bin.
- It may also be worth conducting a survey during the event to gauge festival goers awareness, understanding and commitment to being Waste Wise.
- Make Resource Central visible and invite festival goers to witness back of house processes and the Festival's commitment to recycling.
- Use street theatre to promote the Waste Wise message.

Post event

- Promote recycling outcomes and congratulate attendees, stallholders and suppliers for their participation.

Waste to Resource will develop a waste wise communication strategy with key messages for all communication.

Stall holders

It is important to clearly communicate the Waste Wise message to suppliers, stallholders and contractors early in the planning stage of the event, so that they are aware of the requirement to minimise packaging and can purchase appropriate materials. Stallholders and contractors are the major contributor to the quantities of waste generated at events, most of which is catering and packaging materials.

Waste to Resource will implement the following strategies:

- Talk with stall holders about how and why we are asking them to change their packaging and waste disposal habits
- Find out what types and quantities of materials that stallholders and contractors are likely to use and sell, then add this to the Waste Wise Plan
- Remind stallholders that a Resource Team member will be liaising with them throughout the festival to ensure they understand the 3 bin system and assist them to correctly dispose of their resources and waste.
- Provide information on the types of materials allowed on the event site
- Provide a post event survey to learn of their successes and challenges to form a basis for future improvement.

Grassroots Event Management Pty. Ltd will:

- Incorporate a specific Waste Wise clause in contracts/agreements signed with stallholders and contractors

Waste audit

The Resource Team will audit each bin to check contamination levels and problem waste items. Based on the total number of bins and the number going to landfill will determine if the 65% target is achieved. At the end of the event, Waste to Resource will provide a concise 4 page waste and resource report card with key outcomes, successes and recommendations for future improvements. This will be provided to the event managers within 14 working days of the event.

Responsibilities and obligations

Waste to Resource will perform the following tasks and obligations:

- Planning and consultation with Council, stallholders, waste contractor and Showground Trust
- 3 event meetings
- A site supervisor to work 30 hours over the weekend
- Tools (tongs, buckets, gloves and other resources for safe handling of waste and resources for Resource Team)
- Training and training manuals for the Resource Team
- Pre, during and post event project management including working with cleaners
- Event audit and final waste report card with outcomes and recommendations
- Personal liability insurance

Grassroots Event Management Pty. Ltd responsibilities and obligations:

- Recruitment and payment of wages to a Resource Team
- Costs of bin hire, sorting table and recycle and landfill waste removal and disposal costs
- Costs of extra bin signage and Waste Wise event signage
- Water, first aid and seating for Resource Team in a marquee at Resource Central
- Nappy change areas/rooms with dedicated nappy bins
- Incorporate a specific Waste Wise clause in contracts/agreements signed with stallholders and contractors/suppliers
- Provide clear and regular communication to festival campers on expected behaviour regarding waste and resources left on site
- Provision of a trailer to move organic waste to farmer/compost hub
- Marketing the event as a Waste Wise event with a goal to recycle 65% of total resources generated.

Gary and Lou, I will update this document as details eventuate. I look forward to helping make the Murwillumbah Country and Roots Fest a successful waste wise event and a model for future events in Australia.

Kind regards

Lisa Flower

Director

Waste to Resource

0413 63 84 82



lisa@wastetoresource.com.au

www.wastetoresource.com.au

facebook.com/wastetoresource

Waste Wise Management Plan for Special Events

Further information, tools and support are available at www.tweed.nsw.gov.au/waste

Once completed please email to waste@tweed.nsw.gov.au

| 1. EVENT DETAILS | | | |
|--|---|------------------------------------|-------------------|
| Name of event | Murwillumbah Country & Roots Fest | | |
| Date | From: Friday 2 October | To: Monday 5 October | |
| Time | From: 2pm Friday 2 October | To: 8pm Monday 5 October | |
| Venue | Murwillumbah Showgrounds | | |
| Organisation staging the event | Grassroots Event Management | | |
| Anticipated crowd size | 6000 | | |
| Event activities | Music, entertainment, bar and food vendors | | |
| Existing facilities (toilets, bins, shed etc) | Two existing toilet blocks, assorted sheds and buildings, grandstands and rooms | | |
| Number of participating stallholders | Food: 13-15 | Drinks: 3 | Other 5 |

| 2. CONTACT LIST | | | |
|-----------------|-----------------|------------|-----------------------------------|
| Name | Role/Position | Phone | Email |
| Gary Dahan | Event Organiser | 0407758040 | countryrootsfest@outlook.com |
| Lou Bradley | Event Assistant | 0421549259 | lou.countryrootsfest@yahoo.com.au |
| Lisa Flower | Waste Manager | 0413638482 | lisa@wastetoresource.com.au |
| | | | |
| | | | |



| 3. STALLHOLDER WASTE | | | |
|--|---|-----------------------------------|--------------------------|
| Expected Waste | Suggested strategy to recover recycling | Commit to recover (circle) | |
| | | YES | NO |
| Cardboard boxes | Cardboard skip | <input type="checkbox"/> | <input type="checkbox"/> |
| Aluminium cans | Co-mingled recycling 240L Bin | <input type="checkbox"/> | <input type="checkbox"/> |
| Paper cups | Co-mingled recycling 240L Bin | <input type="checkbox"/> | <input type="checkbox"/> |
| Milk containers (plastic and paper) | Co-mingled recycling 240L Bin | <input type="checkbox"/> | <input type="checkbox"/> |
| Glass bottles | Co-mingled recycling 240L Bin | <input type="checkbox"/> | <input type="checkbox"/> |
| Plastic bottles | Co-mingled recycling 240L Bin | <input type="checkbox"/> | <input type="checkbox"/> |
| Steel cans | Co-mingled recycling 240L Bin | <input type="checkbox"/> | <input type="checkbox"/> |
| Food scraps (event organizer to source collection & disposal) | Event organiser to source collection & disposal | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, how: Food scraps to be collected in green lidded bins. | | | |
| Biodegradable plates and cutlery (event organiser to source collection & disposal) | Event organiser to source collection & disposal Greenpack details provided to stallholders | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, how: Compostable table ware to be collected in green lidded bins | | | |
| Used Cooking Oil (event organiser to source collection & disposal) | Event organiser to source collection & disposal | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, how: If needed, Cookers to collect from site at end of event | | | |

4. PACKAGING
What packaging initiatives will the event take to reduce waste to landfill (tick)

Yes Recyclable plastics only (plastic bottles & containers)

Yes No plastic bags

 No Polystyrene (non-recyclable)

Yes Bio-degradable food ware (plates, bowls, cutlery)

 re-useable food ware (plates, bowls, cutlery)

Other: Stallholders will need to provide compostable tableware such as sugarcane plates and wooden cutlery. No PLA or plastic allowed.

5. BIN STATIONS (RECYCLING BINS AND WASTE BINS)

| | |
|--|--|
| How many bins are required for public use? Tweed Shire Council has six recycling and six garbage bins, each appropriately signed for community event use. | Depending on final numbers, each day there will be 23 stations with either a 2 bin system or a 3 bin system. |
| What bins are required for stallholder waste? | Recycle, compost and landfill |
| How will bins be secured during event? | Onsite security |
| What day and time are bins to be delivered? | Thursday 1 October |
| What day and time are bins to be removed? | Tuesday 6 October |
| Will bins be emptied during event? | Yes |
| Will bin positions be highlighted on event site map and distributed to stallholders? | Yes |
| Event waste brochures for stallholders are available on our website www.tweed.nsw.gov.au/waste | Thanks |
| Do you require extra signage for bins & skips? These can be supplied if necessary. | Yes, stickers for bins would be useful and bin tops for the main traffic areas |

6. PROMOTIONAL ACTIVITIES

| Action | Date/Time | Who | Done (tick) |
|---|-----------|--------------------------|-------------|
| Provide letter to Stallholder / Stallholder Guidelines to each stallholder outlining your event's packaging requirements and recycling facilities available | TBC | WtoR & Grassroots Events | |
| Include Waste Wise message on all printed media including posters, fliers, web and event program | TBC | Grassroots Events | |
| Write media release and issue to local media | TBC | WtoR | |
| Arrange council event bins which are provided with bin signage. Ask council for additional signage for skips if required | TBC | WtoR | |
| Arrange for Council Waste Wise Event banner | Sept | WtoR | |
| Prepare script announcement for PA during event | Sept | WtoR | |

7. WASTE MANAGEMENT SET UP ON THE DAY OF THE EVENT

| Action | Date/Time | Who | Done (tick) |
|--|-----------|------|-------------|
| Attach any additional signage to bins and skips (if required) | 1/10 | WtoR | |
| Position bins according to the bin site plan. Each bin station must include one recycling and one waste bin <u>placed together</u> . (placing recycling bins separately will lead to your recycling becoming contaminated as people use the closest bin) | 1/10 | WtoR | |
| Monitor stallholders as they set up. Ensure they are aware of recycling locations and that their packaging complies with the event packaging guidelines. | 1/10 | WtoR | |
| Install banners and other signage to promote your waste-wise event. | 1/10 | WtoR | |

| 8. WASTE MANAGEMENT DURING THE EVENT | | | |
|--|-----------|------|-------------|
| Action | Date/Time | Who | Done (tick) |
| Monitor bins. Ensure bins stay in their positions | 2-5Oct | WtoR | |
| Monitor stallholder waste and ensure they utilise facilities correctly | 2-5 Oct | WtoR | |
| Replace full bins with empty bins | 2-5Oct | WtoR | |
| Ensure recycling messages are announced regularly on PA | 2-5Oct | WtoR | |

| 9. WASTE MANAGEMENT AFTER THE EVENT | | | |
|--|-----------|--------------------------|-------------|
| Action | Date/Time | Who | Done (tick) |
| Collect bins and empty into skips (if required) and place in designated pick up location | 2-6Oct | WtoR | |
| Continue to monitor stallholders as they pack up | 5-6Oct | WtoR | |
| Site clean up | 5-6Oct | WtoR & Grassroots Events | |
| Thank the waste team | 5 Oct | WtoR | |
| Assess contamination within recycling bins | 2-6Oct | WtoR | |
| Write media release to promote recycling results | 8 Oct | WtoR | |

| 10. COUNCIL APPROVAL | | | |
|------------------------------------|---------------|--------------|--|
| Waste Officer | | | |
| Contact ph | Mobile | Email | |
| Waste Plan Approval Granted | | Date | |

Appendix O

Food Traders Register
Murwillumbah Country Roots Fest

Appendix P

Market Traders Register
Murwillumbah Country Roots Fest

Appendix Q

Lost Property Register
Murwillumbah Country Roots Fest

