

**Markets on Public Land Application 2024/25**

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

**mail**  PO Box 450 Ballina 2478 | **e** council@ballina.nsw.gov.au

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

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

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

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| **2. Public Liability Insurance** | | |
| **It is essential that the manager holds a minimum $20,000,000 public liability insurance cover specific to the proposed market. It is the responsibility of the manager to verify with their insurer that their insurance policy terms will cover the proposed market.** | | |
| Has a copy of the Certificate of Currency been attached to the application? OR has the applicant the capacity to acquire the relevant insurances? | **Yes** | \* Successful applications **will need** a current Certificate of Currency – some might seek this post approval. |
| **No**\* |

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| **3. Market Details** | | | | |
| Market name: | | | | |
| Location (include a location map as a separate attachment if possible): | | | | |
| Is this location bushfire prone land? (refer to Section 16.5 of Market Guidelines) | | **Yes\*** | \* If Yes, complete Bushfire Emergency Evacuation Plan - Pro Forma on page 10 | |
| **No** |
| Market frequency: | | | | |
| Start time: | Finish time: | | | Anticipated attendance: |
| Target Audience: | | | Website: | |
| Setup time: | | | Pack down time: | |
| Anticipated number of stalls spaces (3 x 3m) and/or stallholders: | | | | |

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| **4. Description of Market (products, theme, etc)** | | | |
| Description : | | | |
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| **Office Use Only** | | | |
| Application fee paid. Receipt type: 188 2024/25 Fee: $210  $ Date: Receipt No: | | | Management Plan submitted.  Date: |
| Market approved: Yes  No Date: | | Market Licence Issued: Yes  No Date: | |
| **5. Food** | | | |
| **Will food be served or sold at the market?** | **Yes\* – complete Question below** | | |
| **No – proceed to Question 6** | | |
| \*Provide details: *including gas use on site* | | | |
| **Complete Food Vendor Form** | | | |

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| **6. Electricity** | | |
| If there is existing council controlled electrical facilities, do you require access? | **Yes**\* | \* provide details: *including access times* |
| **No** |
| Will generators be used at the market? | **Yes**\* | \* provide details: |
| **No** |
| Will you be engaging the services of a qualified electrician? | **Yes**\* | \* provide details: |
| **No** |

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| **7. Amenities** | | | | | | |
| How far away are the nearest public amenities located? | | | | | | |
| **Will additional amenities be provided at the market?** | | **Yes – complete below** | | | | |
| **No – proceed to Question 9** | | | | |
| How many portable toilets will be provided? | Male: | | | Female: | | Disabled: |
| Who will be supplying the portable toilet facilities? | | | | | Phone: | |
| Delivery date and time: | | | Collection date and time: | | | |

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| **8. Waste Management** | | | | | | | |
| How many bins will be provided at the market? | | | |  | | | |
| **Bins required** | per 100 attendees | | 1 x 240L per 100 attendees – if no food or drinks served/sold | | | | |
| 2 x 240L per 100 attendees – if food or drinks served/sold | | | | |
| over 1,000 attendees | | 2 x 3m front loader skip bins and 2 x 240L recycle bin per 100 attendees | | | | |
| Types and number of bins supplied for market | | General waste  Number of bins: | | | Recycle  Number of bins: | | Front load skip  Number of skips: |
| Bin supplier: | | | | | | | Phone: |
| Delivery date and time: | | | | | | Collection date and time: | |

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| **9. Water** | |
| **Is a town water supply available at the market?** | **Yes** |
| **No** |

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| **10. Temporary Structure** |
| What sort of temporary structures will be used at the market?*(stage, marquee, scaffolding, raised seating, tents, shades, etc) .* |
| \*Provide details of the structures: *including size, usage and hours of operation* |
| How are these to be secured? |

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| **11. Live or Amplified Music or Public Address System** | |
| **Will any systems of amplification be used during the market?** | **Yes\* – complete below** |
| **No – proceed to Question 13** |
| \*Detail the amplification: *including activity taking place, direction of the speakers, hours of operation and type of equipment being used* | |
| **Has a noise management plan been developed?** | **Yes\* - please attach** |
| **No** |
| \*Detail how noise levels at the market will be monitored and minimised? *amplified music must be contained within the market site.* | |

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| **12. Social Impacts / Benefits** |
| How close is the proposed market site to residents and businesses: |
| How will the market ensure impacts to these residences and businesses are minimised? |
| How will the market benefit the community more widely? |

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| **13. Temporary Road Closures** | | |
| **Will the market require temporary road/carpark closure?** | | **Yes\*** |
| **No – proceed to Question 14** |
| Select relevant: | Road closure | \*provide details: |
| Carpark closure |
| **\* A copy of a compliant Traffic Control Plan and/or Parking Plan must be attached to application.** | | |

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| **14. Parking and public transport** | |
| **Is there ample parking on or near the site?** | **Yes\* – complete below** |
| **No** |
| \*Provide details: *including with respect to disabled parking* | |
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| **Are there plans for providing public transport?** | **Yes\* – complete below** |
| **No – proceed to Question 15** |
| \*Provide details: | |
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| **15. Vehicle Access** | | |
| **Will vehicles require access on council land?** | **Yes\* – complete below** | |
| **No – proceed to Question 16** | |
| \*Where is access required? | \*Provide reason for access: | Approx no. requiring access: |
| **Have emergency vehicular access points been identified?** | **Yes\* – complete below** | |
| **No** | |
| \*List access points: | | |

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| **16. Aquatic activities** | |
| **Will any water based activities be part of the market?** | **Yes\* – complete below and contact Road and Maritime Services/Cape Byron Marine Park as permits may be required** |
| **No – proceed to Question 17** |
| \*Provide details of all water-based activities: | |

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| **17. Fireworks** | | |
| **Will fireworks display be conducted at the market?** | **Yes – complete below. A licence from WorkCover must be obtained by your pyrotechnician.** | |
| **No – proceed to Question 18** | |
| Licenced operator supplying the fireworks | | Telephone |
| Location where fireworks will be conducted | | |
| Detail the fireworks launch site, exclusion zone and how this will be managed: | | |

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| **18. Amusement Rides** | |
| **Are you proposing to have amusement rides at market?** | **Yes\* complete declaration below and separate application form for each device.** |
| **No – proceed to Question 19** |
| \*Under Section 68 of the Local Government Act 1993, Council is required to receive and review applications for approval to operate a specified Amusement Ride or Device in certain circumstances. This requires lodgement of a separate Section 68 application by the owner/operator of the device on. Fees and charges for these applications are applicable. | |
| \***Amusement Device Declaration** As the applicant, I declare that I have engaged the operator of the amusement device to ensure that the amusement device and/or inflatable is installed in accordance with manufacturer’s instructions and that adequate risk management measures have been implemented within the attached risk plan to identify control measures for potential hazards. These hazards include collapse, extreme wind or weather conditions or other site specific risks. The operator will remain on-site for the full duration of the market. The operator has completed a declaration as part of this application.  Name:       Position:       Signature: Date: | |

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| **19. First Aid and Medical Services** | |
| First aid service supplier/provider: | |
| Number of first aid personnel: | Start and finish time: |
| Detail arrangements for emergency responses and market access: | |
| How will all market operators and stallholders be informed of the emergency evacuation plan? | |

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| **20. Environmental management** |
| What steps will be taken to avoid environmental impacts? |

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| **21. Community safety** | | |
| What security arrangements do you have in place to ensure community safety? | | |
| Is additional lighting being provided? | **Yes\***  – **complete below** | **No** |
| \*Details: | | |

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| **22. Site damage** |
| What steps will be taken to avoid site damage? |

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| **23. Access and Equity Compliance** | | |
| Is the site accessible for wheelchairs and for people with disabilities? | **Yes** | **No** |
| Does the proposed promotional material for the market specify if the market is wheelchair accessible? | **Yes** | **No** |
| Will appropriate disability access toilets be provided? | **Yes** | **No** |
| Road/carpark closures: is adequate and suitable disability parking incorporated on the site plan? | **Yes** | **No** |

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| **24. Promotion and Signage** | | |
| Do you intend to erect any on-site banners/signs? | **Yes**\* provide details: *permissible up to* ***7 days prior*** *at designated* ***sites only*** | **No – proceed to Question 25** |
| \*Details: | | |

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| **25. Wet Weather Alternative** |
| Detail the contingency plans in case of inclement weather: *including method of notifying potential attendees .* |

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| **26. Risk Management Plan** | | |
| **It is essential that the applicant prepares a risk management plan specific to the proposed market. A copy of the risk management plan must be lodged with this application.** | | |
| Has a copy of the Risk Management Plan been attached to the application? | **Yes** | \* Applications **will not** be accepted without a copy of the Risk Management Plan |
| **No**\* |
| **Refer to Sample Risk Management Plan** | | |

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| **27. Site Plan** | |
| Attach a site plan, which clearly indicates the following applicable to the market: | |
| * Emergency access points/evacuation routes | * Power outlets/generators |
| * Safe assembly areas | * Amusement rides |
| * Temporary structures | * First aid posts |
| * Site entrances/exits | * Lighting |
| * Waste outlets | * Amenties/portable toilet facilities |
| * Parking and disabled parking | * Market stalls |
| * Food vendors and eating areas | * Water supply |

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| **28. Alcohol & Security** | | | | | | | |
| **Will alcohol be consumed, served or sold  at the market?** | | | **Yes it will be consumed (BYO) OR** | | | | |
| **Yes it will be served or sold –** refer to the NSW Office of Liquor, Gaming and Racing for licensing requirements | | | | |
| **No – proceed to Question 29** | | | | |
| Liquor Licence holder name: | | | | | | | Phone: |
| Address: | | | | | | | Fax: |
| Provide number of dispensing and consumption areas to be available | Dispensing: | | | | | List operating hours during market: | |
| Consumption: | | | | |
| How will boundaries of the dispensing and consumption areas be defined? | | | | | | | |
| What security measures will be taken to ensure the limitation of disorderly, unsafe conduct or underage drinking? *include number of guards, supplier and hours of operation* | | | | | | | |
| If the market located in an alcohol free zone? | | **Yes**\* | | \* provide details: | | | |
| **No** | |
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| **29. Application Attachments** | | | | | | | |
| Ensure you have completed all sections of application – the following documents must be attached to the application | | | | | | | |
| Certificate of Currency (Public Liability Insurance) | | | | | Traffic Management Plan/Parking Strategy and supporting documentation (if applicable) | | |
| Food Vendors List (if applicable) | | | | | Waste Management Plan | | |
| Noise Management Plan (if applicable) | | | | | Risk Management Plan | | |
| Application to Operate an Amusement Device (if applicable) | | | | | Complaint Management Process | | |
| Site Plan | | | | | Overall Market Management Plan | | |

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| **29. Declaration** | |
| I declare that all information required and documents supplied in this application are true and correct and I am authorised to sign on behalf of the organisation. | |
| **Name** | **Position** |
| **Signature** | **Date** |

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| **30. Lodgement** | |
| In Person | Customer Service Centre: 8.15am to 4.30pm Monday to Friday (excludes public holidays)  40 Cherry Street, Ballina |
| Mail | Ballina Shire Council, PO Box 450, BALLINA NSW 2478 |
| Email | council@ballina.nsw.gov.au |

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

Markets on Public Land – Food Vendors List

Temporary Market – Food Vendors List

Temporary Market – Food Vendors List

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

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| **#** | **Food Business name** | **Name of council that issued the licence for this busines** | **Current Food Licence No** | **NSW Food Authority Food Business Notification No** | **Food Safety Supervisor Certificate Details  (medium & high risk foods)** | **Type of food sold** | **Food business contact name, phone number and email** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
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Markets on Public Land – Food Vendors List

Temporary Market – Food Vendors List

Temporary Market – Food Vendors List

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

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

******Bushfire Emergency Evacuation Plan - Pro Forma**

Please fill in details as required.

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| **Market details** |
| Market Name: |
| Date: |
| Location: |

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| **Identification of Emergency Roles for Market Staff & Emergency Contact Numbers** | | |
| The following outlines roles and responsibility regarding the implementation of the Emergency Procedures in the market of a bushfire. | | |
|  | **Area of Responsibility** | **Name & Mobile Phone Number** |
| **Market Organiser (or nominated representative)** | Prior to the commencement of a market, the market organiser (or nominated representative) is to:   * Check Fire Danger Rating for the day of the market and if a Total Fire Ban has been declared. If A Total Fire Ban is in place, consult with the Rural Fire Service Control Centre or call 1800 679 737 to determine if the market should proceed. * Consult with emergency services if deemed necessary. * Review site plan for evacuation/shelter to ensure it meets the environmental conditions of the day.   On becoming aware of a bushfire:   * Ascertain the nature of the bushfire and determine appropriate action, including whether the market is to be cancelled. * Ensure that the appropriate fire service has been notified. * Communicate with Market Assistant/s * If necessary, initiate evacuation and control entry to affected area. * Ensure the progress of the evacuation and any action taken is recorded in an incident log. * Brief the fire service personnel upon arrival on type, scope and location of the bushfire and the status of the evacuation and, thereafter, act on the senior officer’s instruction. |  |
| **Market Assistant/s** | Assist the Market Organiser (or nominated representative) with assessment of fire rating for the day of the market, prior to market commencing.  On becoming aware of a bushfire:   * Communicate with Market Organiser (or nominated representative). * Secure location and assist with evacuation of all persons in Area of responsibility. * Act on Market Organiser (or nominated representative) instructions. |  |

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| **Emergency Contact Numbers** | | |
| **Name of Organisation** | **Name/ Place of Contact** | **Phone Number** |
| NSW Rural Fire Service | Local Fire Control Centre (weekdays only)  NSW Rural Fire Service Information Line | 6684 3662  1800 679 737 |
| Ballina Fire Station (Fire & Rescue NSW) | General enquiries  Emergency | 6686 2038  000 |
| NSW Police Service (Ballina) | Open 24 hours | 6681 8605 |
| Ballina Shire Council | General Inquiries  After Hours | 6686 4444  6626 6954 |
| State Emergency Services | Emergency | 132 500 |
| NSW Ambulance Service | Ballina | 000 |
| Lismore Base Hospital  Ballina District Hospital | General Inquiries | 6621 8000  6686 2111 |
|  | | |
| **All fires to be reported to 000** | | |

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

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

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| **Communication** | |
| It is expected that the market organisers would have the required communication tools to ensure that all emergencies are attended to promptly. This is particularly important when running markets such as fun runs and charity walks, where there is a potential for exhaustion or injury to occur and, thus the requirement to communicate promptly to emergency personnel so they can attend promptly to the emergency. The same communication procedure would apply in the case of a bushfire emergency. | |
| Have the market organisers implemented a communication procedure to ensure that all emergencies are attended to promptly? | **Yes** |

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

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

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

Signature Date

**Sample Risk Assessment for a Market**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Market:** | | **Name of Market Organiser:** | **Time & day of market:** | | |
| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the market.** | **Risk Assessment** | | |
| **Likelihood** | **Consequence** | **Rating** |
| Adverse weather including strong winds. | There is a risk that adverse weather, particularly strong winds could occur resulting in the quickshades tents collapsing or flying away. This may result in injury to attendees. | * Appropriate methods will be used to secure tents * In the market of strong winds tents will be dismantled immediately * A development application for the erection of a temporary structure is to be approved by Council (if required) * Market cancellation in dangerous weather conditions * First aid kit and/or services on site * Incident report log will be kept on site. |  |  |  |
| Exposure to extreme temperatures. | There is a risk that attendees may suffer dehydration or exhaustion due to high temperatures experienced on the day. | * Refreshments available for purchase * Fresh water supply is available on site * Sunscreen is provided to volunteers and promoted for attendees * Sufficient shade areas on site * First aid kit and/or first aid services on site * Incident report log kept on site. |  |  |  |
| Adverse weather conditions. | There is a risk that unexpected adverse weather conditions could cause an injury. | * Monitor the weather reports before the market * Appropriate methods will be used to secure infrastructure on the market site * Cancel the market in extreme weather conditions * First aid kit and/or first aid services on site * Incident report log kept on site. |  |  |  |

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| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the market.** | **Risk Assessment** | | |
| **Likelihood** | **Consequence** | **Rating** |
| Uneven ground, power cords, tools and equipment on ground. | There is a risk that onsite hazards may cause injury to attendees including but not limited to slips, trips and falls. | * The market site is to be checked for holes, depressions, divots and/or hazards prior to set up and once set up is complete (before allowing access by the general public). Ongoing monitoring will be undertaken for the duration of the market * All hazards to be fenced off or secured appropriately * Stallholders are responsible for ensuring there are no prevailing hazards related to their operations * First aid kit and/or services on site * Incident report log will be kept on site. |  |  |  |
| Poor crowd behaviour. | There is a risk that poor crowd behaviour could result in injury to attendees. | * Local police contact details are kept on hand and will attend if required * Adequate first aid kit and/or first aid services on site. * Incident report log kept on site. |  |  |  |
| Poor site cleanliness. | There is a risk that attendees may incur injuries on miscellaneous objects found on the market grounds. | * Market area and surrounds will be inspected and cleaned for rubbish prior to and during the market. * Appropriate personal protective equipment will be used during the inspection and collection of any needles and or sharps * First aid kit and/or first aid services on site * Incident report log kept on site. |  |  |  |
| Damaged or faulty electrical equipment. | There is a risk that attendees may be electrocuted resulting in serious injury or death from damaged or faulty electrical equipment. | * All electrical leads to be tested and tagged in accordance with the relevant WH&S Regulations & Australian Standards * All electrical installations to be completed by a qualified and insured electrician * All electrical leads to be off the ground and not exposed to water or; on ground leads to be suitably covered with matting * First aid kit and/or first aid services on site * Local emergency numbers to be readily available * Incident report log kept on site. |  |  |  |

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| **Hazard** | **Risk Description** | | **Treatments / Controls to be implemented for the market.** | | **Risk Assessment** | | | | | |
| **Likelihood** | | **Consequence** | | **Rating** | |
| Use of BBQ’s and gas bottles | Explosion or fire from faulty, damaged, out of date, leaking  (bottle/ hose/ regulator) gas bottle | | * Gas bottle inspected and certified within the last 10 years (check expiry date of bottle) * Soapy water test performed on hose and regulator * No hose or regulator damage * Rust or damage to bottle * Safety gauge fitted between the bottle and hose * BBQ outdoors and in well ventilated area only | |  | |  | |  | |
| Fire suppression equipment (fire extinguisher, blanket) | Fire suppression equipment in poor condition/ not maintained | | * Fire suppression equipment readily available at BBQ area * Fire suppression equipment been inspected, tested and tagged compliant in the last six months * Trained and competent person available to use fire suppression equipment | |  | |  | |  | |
| Poor traffic management during market. | There is a risk that attendees may be seriously injured as a result of failure to implement the approved Traffic Control Plan/Parking Plan. | | | * Traffic Management and/or Parking Plan prepared and adhered to * Plans/s implemented by suitability qualified and insured contractors * Advertisement in the local paper advising of changed traffic conditions * Letterbox drop in the market’s immediate vicinity advising of changed traffic conditions * Variable message boards advising of changed traffic conditions (if required) * First aid kit and/or first aid services on site * Local emergency service numbers to be readily available * Incident report log kept on site. |  | |  | |  | |
| Community disruption. | There is a risk that residents in the immediate vicinity of the market may experience disruption as a result of organiser’s failure to adequately implement approved Noise Management Plan. | | | * Noise Management Plan prepared and approved by Council (if required) * Suitably qualified and insured sound technician engaged for the market * Monitoring of sound levels during the market, adjustment to speaker systems as required * Letterbox drop in the market’s immediate vicinity advising of changed traffic conditions. |  | |  | |  | |
| **Hazard** | **Risk Description** | **Treatments / Controls to be implemented for the market.** | | | | **Risk Assessment** | | | | |
| **Likelihood** | | **Consequence** | | **Rating** |
| Damage to reserve/public asset. | There is a risk that a public asset and/or reserve may be damaged as a result of unauthorised vehicular access and/or management of the ground conditions. | * Authorised vehicles only permitted within relevant site * Market is cancelled and/or modified if large rainfall experienced * Tent and stall positioned so pegs will not damage underground services * Location of Services   The market organiser is advised to take care in ensuring no damage is done to or unauthorised modifications are carried out on either Council’s or any other organisation’s underground infrastructure assets. This includes: sewer, stormwater, water mains, and electricity supply and telecommunication facilities.  You are advised to contact the following:   * Council on information on sewer, water supply or stormwater * “Dial Before You Dig” – for other infrastructure.   The information relating to the market site is to be obtained prior to any works commencing. | | | |  | |  | |  |

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| Inability to respond to reports of lost children / persons. | There is a risk that a person / child may become lost in the crowd, causing distress. | * Designated and well signposted area for lost children * PA system to make regular announcements * Encourage parents to remain with their children whilst they are participating in the program of activities. |  |  |  |

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| **Hazard** | | **Risk Description** | | **Treatments / Controls to be implemented for the market.** | **Risk Assessment** | | |
| **Likelihood** | **Consequence** | **Rating** |
| Inadequate planning re waste management. | | There is a risk of environmental contamination during and after a market, if there is inadequate collection or disposal of waste. | | * Waste management plan prepared and adhered to. |  |  |  |
| Inadequate toilet facilities. | | There is a health risk during a market if there are inadequate amenities provided for the anticipated crowd numbers. | | * Sufficient toilet on site and/or additional portable amenities * Adequate hand washing facilities. |  |  |  |
| Impeded access for emergency vehicles. | | There is a risk that the emergency vehicular access could be obstructed if not adequately signposted and managed. This could delay treatment received by attendees injured at the market. | | * Identification of emergency access points on site map (site map provided to emergency services in the market of major festival) * Access areas to be well signposted and kept clear for the full duration of the market. |  |  |  |
| Food Poisoning. | Persons becoming ill as a result of poor food handling or storage. | | * Registration for Food Handling in place * Persons supplying food are trained correctly – Food Safety Supervisor Certificate * Stallholders shall comply with the requirements of NSW Food Authority ‘Guidelines for Food Businesses at Temporary Markets’ * Food temperature monitored * Food is appropriately stored under temperature control * Food is appropriately transported to site under temperature control. | |  |  |  |
| *Insert other hazards identified* |  | |  | |  |  |  |
| **Date of Risk Assessment:** | | | **Contact Person:** | | **Contact Number:** | | |

**Risk Matrix**

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

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

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