



COMMITTEE OF MANAGEMENT

APPLICATION TO CONDUCT AN EVENT OR ACCESS THE EAST GIPPSLAND RAIL TRAIL RESERVE

It is the responsibility of the event organiser to be informed of seasonal conditions and to avoid programming events during periods of likely extreme weather (including high fire danger periods).

Applicant details

Name of organiser			
Mailing address			
			P'code
Phone			
Email			

Event details

Name of event			
Start date		Finish date	
Start time		Finish time	
Predicted number of participants		Predicted number of spectators	
Type of activity (please describe)			

Details of area

Location	
Map reference or similar or attach a map with this application	



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Fees and charges

Will a fee be charged to event participants? (please detail)	Yes	No	
Will a fee be charged to event spectators? (please detail)	Yes	No	
Does the event offer prize money? (please detail)	Yes	No	

What arrangements will be made for the following:

Crowd / noise control			
Disposal of faecal waste			
Disposal of refuse			
Alternative venue options (in case of the preferred site being unavailable due to road, fire or weather conditions):			
Are site / road closures to restrict general public access required?	Yes	No	
Is motor vehicle access onto reserve required?	Yes	No	Details:
Do you need any gates along the trail to be opened?	Yes	No	Details:



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Safety plan

For the safety of participants, it is strongly suggested that a safety plan be prepared for the exercise. Key factors your plan should address are:

- Basic risk assessment to identify key risks and key control (or mitigation) measures
- First aid requirements / what to do in a medical emergency
- Emergency evacuation
 - Triggers for evacuation / assessing the need to evacuate
 - Evacuation alerts and roll-call
 - Identification of assembly areas
 - Identification of safe evacuation routes
 - Emergency communications
- What to do in extreme weather events (ie fire, flood, storm)

Safety plan details (please attach additional pages if required)

Other (please specify)



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Please also note that before a final permit can be issued, you will be required to provide proof of public liability insurance to the value of \$10,000,000.

You *may* also be required to provide:

- A bond - if your event is deemed to be a competitive event or an event / activity which may possibly cause damage to public land (the amount requested will be determined by the East Gippsland Rail Trail Committee of Management and will vary, dependent on the size and nature of the event / activity).
- An event fee - if the event charges fees to event participants and / or spectators, or is a special event for which public land is not typically used as a venue. Event fees will be based on a charge of \$2.40 per adult per day and \$1.60 per child (16 years and under) per day, or as a flat fee, as determined by the East Gippsland Rail Trail Committee of Management. The Committee reserves the right and may, in some circumstances (as decided by the committee), waive the fee.
- A service fee for attendance of East Gippsland Rail Trail Committee of Management members at the event, if attendance of DELWP staff is requested as part of the permit conditions (this is not normally required, but will be determined by the East Gippsland Rail Trail Committee of Management in consultation with the event organiser).

This application is approved and endorsed by:

Signature/s of event / activity organiser/s	Date	Signature/s of event / activity organiser/s	Date
Name of event organiser (block letters please)		Name of event organiser (block letters please)	
On behalf of			
(Event company / organisation/ group)			



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GENERAL CONDITIONS FOR THE CONDUCT OF AN EVENT ON EAST GIPPSLAND RAIL TRAIL RESERVE

Environmental care

1. All persons associated with the event must behave in a manner that recognises the need to protect the environment.
2. Vegetation must not be cut, cleared or removed or damaged in any way. Trees must not be marked with axe blades or paint, or signs nailed to trees.
3. All rubbish is to be removed from the event site within 48 hours after the conclusion of the event and must not be buried. No fuel or oil dumps may be located on public land.
4. Wildlife, which is killed or injured by any vehicle associated with the event, must be immediately removed and, in the case of injured individuals, treated in a humane manner. Call 136 186 for contact details for the nearest wildlife shelter.
5. Signs or markers are to be freestanding and must be removed as soon as possible upon completion of the event.

Camping

1. Camping may be permitted for an event / activity on the Rail Trail.

Fire protection

1. Event participants must behave responsibly in their use of fire.
2. Firewood use should be minimised - standing dead trees and live timber must not be cut.
3. Fires are prohibited on days of Total Fire Ban.

Vehicle and crowd control

1. Participants and spectators must comply with all reasonable directions of a Committee of Management member or delegate.
2. Vehicles must not be driven off-road. Vehicles must not be driven on any closed section of road or track unless specifically authorised. The event organisers should seek to minimise their use of roads during wet weather or under conditions where roads are likely to be damaged.
3. Public right of passageway on open roads must be maintained at all times, unless otherwise specified in the permit.
4. Parking and crowd control are solely the responsibility of the event organiser. Adequate personnel must be devoted by the event organiser to ensure the event is run safely and with minimum environmental impact. Specific parking arrangements to ensure through roads remain open and easily passable, contingency plans for overflow parking and evacuation procedures for emergencies should be discussed and agreed to with the Committee contact prior to the holding of the event.



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Withdrawal of approval (due to fires, bad weather, etc.)

Extreme fire weather events (including Code Red Fire Danger ratings and Total Fire Bans), uncontrolled bushfires, flood events or planned burning may require events to be suspended where restrictions on access for public safety apply. The relevant Committee contact may at any time before or during the running of an event withdraw approval for use of some or all areas of public land if a change in road, fire or weather conditions or the safety of the public so requires. The earliest possible advice of any such withdrawal shall be given.

Inspection and compensation

1. Prior to any event, the event organiser may be required to submit a security bond to the Committee to be held in trust. The event organiser may, prior to any event, contact the relevant Committee contact to either establish arrangements for a pre-event inspection of part or all of the area, or for purposes of reaching agreement on the general condition of the proposed area. After the event, the Committee will undertake a site inspection of the event site environment and facilities. Should there be any damage to the site as a result of the event, the cost of reparation of the damage shall be debited from the bond, or where a bond has not been requested, from the event organiser.
2. Any damage to wildlife, vegetation, roads, structures, facilities, campsites or fences must be reported to the Committee contact so that an assessment of damage can be made.
3. As soon as practicable, the area may be inspected by the Committee contact who will determine whether damage has occurred as a result of the event and whether compensation will be sought. If the Committee contact deems that compensation should be sought, they will contact the event organiser and a joint inspection will be organised to determine the amount payable.
4. In lieu of payment for compensation, restoration, stabilisation and / or revegetation to be undertaken by the club / group may be negotiated.

Savings and indemnity

The rights of the Committee of Management and the Department of Environment, Land, Water and Planning to perform any obligations under the provisions of the Crown Land (Reserves) Act 1978, or other relevant law are reserved.

Further to and in consideration of the above, the club / group shall:

- (a) Maintain a public liability policy of insurance for an amount of not less than \$10 million;
- (b) Submit a copy of the currently maintained public liability policy of insurance immediately upon renewal to the Committee.