

# **Attachment C**

<p><b>Plans of Management and Traffic Management Plan</b></p>
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#### Market Day Operational Plan of Management – Taylor Square Night Market

On the day of operation, staff shall:

1. Market Managers (1 - 2 people) arrive at 2:00 pm, clearly identifiable wearing high vis jackets. Market Manager is available onsite throughout the duration of bump-in, trading hours and bump-out.
2. Conduct a thorough hazard check of the site, focusing on trip hazards such as rubbish. Promptly clear any identified hazards. The Oxford Hotel will operate an alfresco bar area at the same time as the market. The area will be fully managed by the Oxford Hotel, operating under its Hotel License.
4. Allow stallholders to commence bump in at 3:00 pm, utilizing Manager (qualified traffic controllers) to supervise vehicle movements onsite. Stallholders will:
  - Operate predominantly out of 3x3 m pop-up Gazebos (appropriately weighted). Stallholders will bring all of their own equipment and are responsible for stall set up and pack down. All equipment and rubbish must be taken home by the stallholder and no temporary structures may remain on-site outside of market operational hours.
  - A limited number of small food trucks/trailers will be accepted.
  - Stallholders include (but are not limited to) hot food cooked and consumed onsite, or taken home as 'takeaway', non-alcoholic beverages designed to be consumed onsite, wholesale producer license-holders, fresh food and produce, and non-food stalls such as flowers, homewares, independent artists and designers, fashion, etc.

5. Simultaneously: but beginning from 4:30 pm, ensuring caution:
  - a. Deploy bunting/market signs, being mindful of avoiding strain. Signs will be restricted to banners complying with Subdivision 11, Temporary event signs, of the State Environment Planning Policy (Exempt and Complying Development Codes) 2008 and will consist of one banner and one other type of temporary sign with a surface area of no more than 6m<sup>2</sup>. Share the carrying of heavy signs with another person.
  - b. Ensure availability of a first aid kit and Safety Trolley, ensuring cleanliness if required. Safety Trolley includes a banner pole with an emergency flag at the top of the pole so it is clearly identifiable by members of the public. Safety Trolley includes a battery-powered loud hailer that can be used in case of public announcements or emergencies.
6. Once set up, allow stallholders to provide seating areas, and managers conduct regular patrols of the market, checking for:
  - a. Trip hazards, including stallholder rubbish and electric wires. Ensure electric wires are safely positioned overhead or covered with a mat/carpet. Stallholders are responsible for stringing their own wires.
  - b. Hygiene standards, referring to the NSW Food Rules and NSW Food Authority Guide for Temporary Food Stalls. Pay particular attention to stalls cooking or processing foods, ensuring compliance with sneeze guards, gloves, and handwashing facilities. Use our standard checking form.
  - c. Waste management, ensuring stallholders dispose of waste appropriately by taking it home and keep garbage separate and contained.
  - d. Fire safety, including limiting gas bottles, ensuring safe cooking practices, and maintaining a safe distance between cooking areas and the public.
  - e. Ensuring stallholders maintain tidiness, removing loose boxes and storing items out of sight.
  - f. Ensuring clear corridors for disabled access and access to neighbouring shops, advising traders on appropriate setup.
7. Around 7:30 pm, commence rent collection from any stalls that have not paid via the office, ensuring accurate documentation and reporting of any issues to the office and fellow managers. Provide receipts to all paying traders without exception.
8. Return any takings to the office.

9. Stop trading and commence packing up at 10:00 pm, litter collection and site clearance. Bump out via Forbes Street or Foley St will be concluded by 12:00 pm.

10. Off-site responsibilities include completing the manager's report and submitting it to the office within 24 hours of the market's end. Additionally, ensure the market checklist is emailed promptly, and return completed invoice books as soon as possible.

**TAYLOR SQUARE  
EMERGENCY MANAGEMENT PLAN**

**PHONE 000 IN EMERGENCIES**

Important Telephone Numbers:

Ambulance 9320 7796  
Fire 9361 3292  
Police 8356 0099  
SES 132 500

Emergencies will be announced via portable PA on-site by the senior manager and communicated onward to any other market managers

The correct responses to the following types of emergencies are:

**PERSONAL INJURY/MEDICAL EMERGENCY:** Senior Manager to be informed who will assess level of action. If applicable basic first aid is to be administered. If emergency, call 000 immediately. If the incident involves electricity **DO NOT** touch the person until the power is disconnected. Notify Safework (131050) if a death or serious injury involved.

**LOST PERSONS:** Take lost person to Senior Manager and ask for an announcement to be made on portable PA. Remain with person in designated control area until friend/family member is located.

**FIRE/EXPLOSIONS:** Call 000 immediately, notify senior manager. Follow General Evacuation steps.

**TERRORIST THREAT:** Call 000 immediately, notify senior manager. Follow General Evacuation steps.

**ROBBERY:** Notify senior manager.

**EXTREME WEATHER:** In the event of large hailstones the Senior Manager is to announce via the PA that people should take cover under trees/overhangs.

**GENERAL EVACUATION:** Managers to ensure people leave site calmly and quickly, stallholders to leave equipment and take personal belongings only. Use emergency exits as per map, and assemble at designated muster point (Forbes Street). If you are or see someone who is mobility impaired advise a manager who will assist.

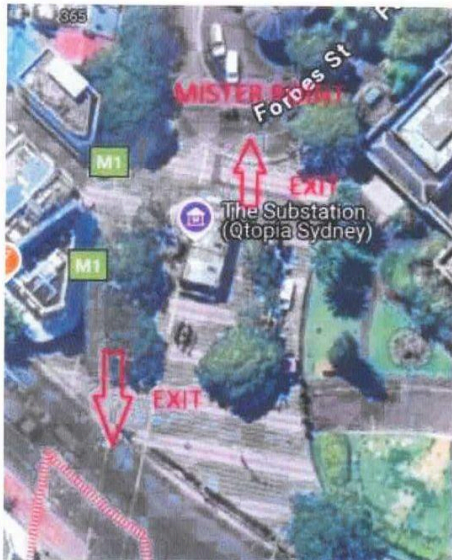
**Senior Manager:** Amanda, 0421 391 345. His responsibilities include staff management, communication/co-ordination of first aid/evacuation.

This Emergency Plan will be tested by direct employees only, once a year.

**PHONE 000 IN EMERGENCIES**

This emergency plan is issued by Organic Food Markets. Suite 3, 1741 Pittwater Road, Mona Vale 2103 ph: 02 9999 2226

Emergency Business Numbers: 02 9999 2226 (office)  
0413 545 182 (Stephen Choularton), 0422 716 353 (Michael Choularton)





## Market Day Operational Plan of Management – Taylor Square Farmers Market

On the day of operation, staff shall:

1. Market Managers (1 - 2 people) arrive at 6:00 am, clearly identifiable wearing high vis jackets. Market Manager is available onsite throughout the duration of bump-in, trading hours and bump-out.
2. Conduct a thorough hazard check of the site, focusing on trip hazards such as rubbish. Promptly clear any identified hazards.
4. Allow stallholders to commence bump-in utilising the Manager (qualified traffic controllers) to supervise vehicle movements onsite.

Stallholders will:

- Operate predominantly out of 3 by 3 m pop-up Gazebos (appropriately weighted). Stallholders will bring all of their own equipment and are responsible for stall set up and pack down. All equipment and rubbish must be taken home by the stallholders, and no temporary structures may remain on-site outside of market operational hours.
- A limited number of small food trucks/trailers will be accepted, for example mobile coffee cart/trailer.
- Stallholders include (but are not limited to) hot food cooked and consumed onsite, or taken home as 'takeaway', non-alcoholic beverages designed to be consumed onsite, wholesale producer license-holders, fresh produce, those selling groceries and weekly food essentials and non-food stalls such as flowers, homewares, fashion, etc.

5. Simultaneously: to begin setting up from 7:00 am, ensuring caution:

a. Deploy bunting/signage, being mindful of avoiding strain. Signs will be restricted to banners complying with Subdivision 11, Temporary event signs, of the State Environment Planning Policy (Exempt and Complying Development Codes) 2008 and will consist of one banner and one other type of temporary sign with a surface area of no more than 6m<sup>2</sup>. Share the carrying of heavy signs with another person.

b. Ensure availability of a first aid kit and Safety Trolley, ensuring cleanliness if required. Safety Trolley includes a banner pole with an emergency flag at the top of the pole so it is clearly identifiable by members of the public. Safety Trolley includes a battery-powered loud hailer that can be used in case of public announcements or emergencies.

6. Once set up, allow stallholders to provide seating areas, and managers conduct regular patrols of the market, checking for:

a. Trip hazards, including stallholder rubbish and electric wires. Ensure electric wires are safely positioned overhead or covered with a mat/carpet. Stallholders are responsible for stringing their own wires.

b. Hygiene standards, referring to the NSW Food Rules and NSW Food Authority Guide for Temporary Food Stalls. Pay particular attention to stalls cooking or processing foods, ensuring compliance with sneeze guards, gloves, and handwashing facilities. Use our standard checking form.

c. Waste management, ensuring stallholders dispose of waste appropriately by taking it home and keep garbage separate and contained.

d. Fire safety, including limiting gas bottles, ensuring safe cooking practices, and maintaining a safe distance between cooking areas and the public.

e. Ensuring stallholders maintain tidiness, removing loose boxes and storing items out of sight.

f. Ensuring clear corridors for disabled access and access to neighboring shops, advising traders on appropriate setup.

7. Around 11:30 am, commence rent collection from any stalls who have not paid via the office, ensuring accurate documentation and reporting of any issues to the office and fellow managers. Provide receipts to all paying traders without exception.

8. Return any takings to the office.

9. Stop trading and commence packing up at 2:00pm, litter collection and site clearance. Bump out will be concluded by 4:00pm.

10. Off-site responsibilities include completing the manager's report and submitting it to the office within 24 hours of the market's end. Additionally, ensure the market checklist is emailed promptly, and return completed invoice books as soon as possible.



## TAYLOR SQUARE EMERGENCY MANAGEMENT PLAN

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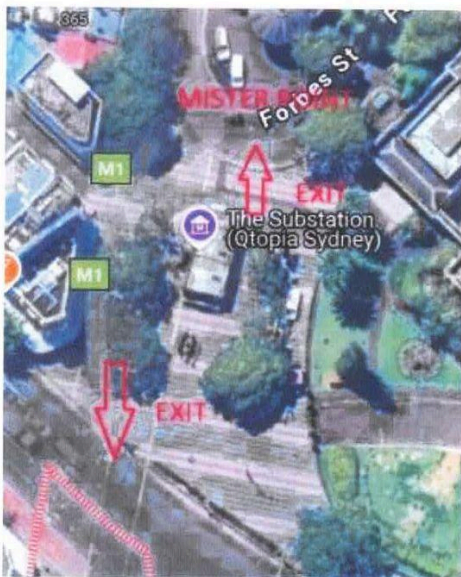
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## **TRAFFIC MANAGEMENT PLAN**

TAYLORS SQUARE, 136 OXFORD STREET,  
DARLINGHURST 2010

### Introduction

It is proposed to operate two weekly events in Taylor Square:

- a weekly Friday night event offering freshly cooked food and supported by fresh food and non food stalls housed in 3 by 3 metre pop-up gazebos. Amplified music will be provided during trading hours 5:00 pm – 10:00 pm.
- a weekly Saturday produce market offering fresh food supported by freshly cooked food and a number of non-food stalls housed in 3 by 3 metre pop-up gazebos. Amplified music will be provided during trading hours, 8:00 am – 2:00 pm.

The proposal will not involve the management of traffic on public roads and is restricted to managing stallholder vehicles during the set up and take down of the events.

Stallholder entry will be staggered to reduce the number of vehicles on the site at any one time. It is anticipated that there will be no more than 10 stallholder vehicles arriving in any one group. Stallholders will stop at the end of Foley Street and be guided by market managers to their stall locations to unload. Once fully unloaded, managers will return to guide the vehicle offsite. Vehicles are instructed no to move without the guidance.

Vehicles used by stallholders are predominantly cars (sometimes with trailers) or small vans/utes.

The City of Sydney is installing padlocks on the two bollards at the North side of the site allowing egress onto Forbes Street so that we can remove these bollards when bumping in/bumping out. This will allow a one way system to operate, entering the site via Foley Street and avoiding the need to reverse at any point. (See plan below). Foley Street is a very quiet road and no traffic management problems are envisaged on stallholders re-entering it.

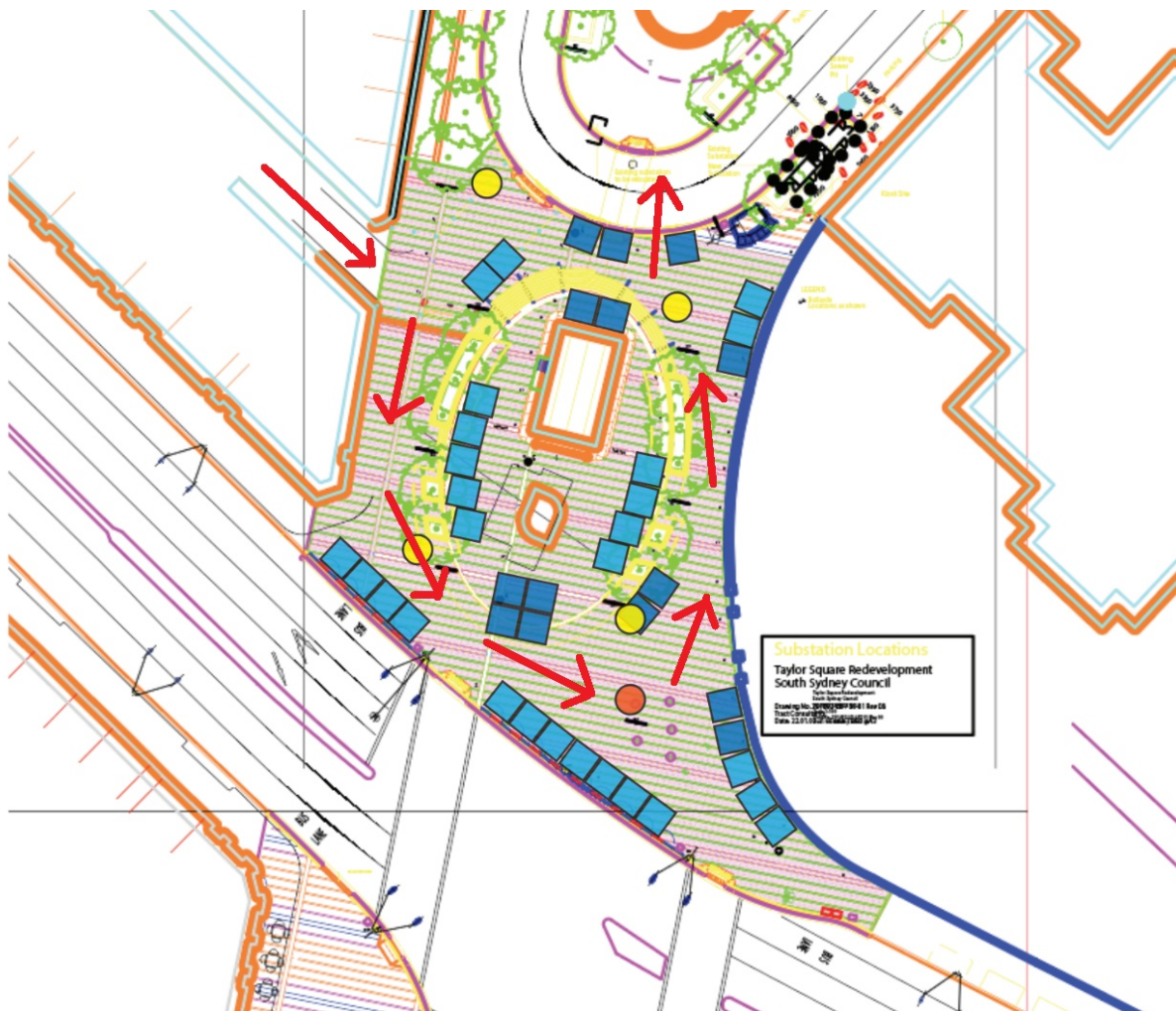
Traders are greeted by our onsite managers who generally hold Traffic Controllers Cards and are directed to their trading spots. No stopping will be allowed in the 'no stopping' zones north of the bollards.

Traders are told to follow the following rules while operating their vehicle:

- Car head lights to be on if it is dark
- All movement is to be supervised by the market management
- Hazard lights are to be turned on at all times while moving around the market
- 5k speed limit
- Radio/music must be turned off
- Front windows must be open

Once vehicles are leaving the site we will advise them that parking is available at:

- St Margaret's Car Park on Bourke St, Surry Hills (4 minute walk).
- 70 Riley Street Car Park (13 minutes), and
- 175 Liverpool St Car Park (13 minutes).



*One way system to be operated in Taylor Square*