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Completed Forms should be emailed to ses@act.gov.au at least 6 weeks prior to event



A.C.T. STATE EMERGENCY SERVICE

Community Liaison Coordinator

Ph: (02) 6207 8451

E-Mail: ses@act.gov.au

REQUEST FOR ACTSES VOLUNTEER ASSISTANCE

OFFICE USE ONLY – CAD NUMBER		<input type="text"/>					
EVENT OVERVIEW (SECTION A)		OPERATIONS <input type="checkbox"/>	COMMUNITY <input type="checkbox"/>	DATE RECEIVED: / /			
EVENT:							
EVENT DATE/S:		TIME/S:					
LOCATION OF EVENT:							
EVENT ORGANISER:		NAME:					
		ORGANISATION:					
		CONTACT NO:					
		CONTACT EMAIL:					
COMMUNITY EDUCATION (SECTION B)							
DISPLAY STALL	<input type="checkbox"/>	INTERACTIVE ACTIVITY	<input type="checkbox"/>	PRESENTATION	<input type="checkbox"/>	OPERATIONAL COMMUNICATIONS	<input type="checkbox"/>
OTHER (PLEASE SPECIFY):							
TYPE OF ASSISTANCE REQUIRED (SECTION C)							
MASCOT: PADDY PLATYPUS	<input type="checkbox"/>	EDUCATIONAL TRAILER WITH DVD PLAYER	<input type="checkbox"/>	STORMSAFE MARQUEE & POSTERS	<input type="checkbox"/>	ACTSES BANNERS	<input type="checkbox"/>
SES EQUIPMENT	<input type="checkbox"/>	PROMOTIONAL FLYERS & INFORMATION	<input type="checkbox"/>	VOLUNTEERING INFORMATION	<input type="checkbox"/>	PROMOTIONAL ITEMS	<input type="checkbox"/>
DESCRIBE ASSISTANCE REQUIRED:							
Traffic marshalling <input type="checkbox"/>		If you are seeking traffic marshalls, please supply the following details:					
ACTSES Definitions of Traffic Marshalling are included in this document.		TRAFFIC LOCATION(s):					
		COPY OF TEMPORARY TRAFFIC MANAGEMENT PLAN ATTACHED.		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
(IF TAKING PLACE ON ROAD)		HAS APPROVAL BEEN GIVEN BY ROADS ACT (PLEASE ATTACH COPY OF APPROVAL)		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
NUMBER OF TRAFFIC MARSHALLERS REQUIRED:		PLEASE PROVIDE A DETAILED OUTLINE OF STREETS AND FUNCTION OF MARSHALLS					
COMPULSORY INFORMATION (SECTION D)							
NUMBER OF ACTSES VOLUNTEERS REQUIRED:							

PLEASE NOTE THAT SES EMERGENCIES AND ACT GOVERNMENT REQUESTS TAKE PRECEDENCE OVER COMMUNITY EVENTS
PLEASE ENSURE YOU HAVE AN ALTERNATE PLAN IN PLACE

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APPROX NO. OF PEOPLE EXPECTED AT EVENT:			
WILL A DONATION BE OFFERED TO THE UNIT ASSISTING: Yes <input type="checkbox"/> AMOUNT \$	No <input type="checkbox"/>		
<p>In accordance with the <i>Charitable Collections Act 2003</i> donations for the volunteer units are to be given directly to the ACTSES, as per the details below.</p> <p>Donations are to be made in the form of either cheque or cash. Cheques are to be made out to 'ACT State Emergency Service' and either posted to Po Box 158 Canberra City ACT 2601 or presented in person at 9 Amberley Avenue Fairbairn ACT 2609.</p> <p>A receipt can be provided for all donations made to the ACT State Emergency Service.</p>			
WILL REFRESHMENTS (FOOD/DRINK) BE PROVIDED?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
HAS ACTSES ASSISTED WITH THE EVENT PREVIOUSLY?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
IS THIS AN ANNUAL EVENT?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
FURTHER INFORMATION/SPECIAL REQUESTS: PROVIDE AS MUCH INFORMATION AS POSSIBLE			
***PLEASE ATTACH A COPY OF YOUR PUBLIC LIABILITY INSURANCE ***			

Traffic Marshalling

ACTSES defines Traffic Marshalling as 'managing closed roads at planned events in accordance with Temporary Traffic Management Plans approved by Roads ACT'. This includes:

- Allowing designated vehicles through road closures;
- Not allowing non-designated vehicles through road closures; and
- Providing direction to drivers who are not authorised to proceed through road closures.

This does not include:

- Closing roads;
- Using stop/slow signs;
- Altering speed limits; or
- Any other activity that can only be undertaken by an approved 'Traffic Controller'¹

Car park Marshalling

ACTSES defines Car park marshalling as 'directing vehicles already within car parks to available parking spaces at planned events in accordance with Temporary Traffic Management Plans approved by Roads ACT'. This includes:

- Directing drivers to use specific thoroughfares within car parks; and
- Directing drivers to available car parking spaces within car parks.

This does not include:

- Traffic management outside the car park;
- Using stop/slow signs; or
- Any other activity that can only be undertaken by an approved 'Traffic Controller'.

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Important Information for Event Organisers

Have You Done Everything That You Need to Do?

The ACT Government offers a range of advice and support to event planners to help make their event successful. Access Canberra has been developed as a one stop shop for all event management needs.

The following link is to the Access Canberra Event Planning support page.

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2200

Other Key Information

Key Subject/ Document	Sponsor/ Lead Agency
Territory Venues & Events	ACT Department of Territory & Municipal Services
Traffic Control	ACT Department of Territory & Municipal Services
A Guide to (Safety) Risk Management at Public Events	ACT Office of Regulatory Services - WorkCover
Temporary Road Closures	ACT Department of Territory & Municipal Services

OFFICE USE ONLY						
DONATION AMOUNT		APPROVAL GIVEN		BY WHOM	SIGNATURE/EMAIL	
\$200 - \$2,000		YES	NO	Chief Officer		
\$2,000 - \$5,000		YES	NO	Chief Officer	Email Received	
\$5,000 - \$20,000		YES	NO	Chief Officer	Commissioner Notified	
\$20,000 +		YES	NO	Commissioner	Written approval	