MACARTHUR GATEWAY RESOURCE SERVICE

STALLHOLDER WELCOME PACK

Getting it Together
For Our Mob
Event by Macarthur Gateway Resource Services

On Thursday
21st January 2016
10:00 am – 3:00 pm
At
Bradbury Oval
(Enter from The Parkway, Bradbury, NSW, 2560)

FREE at the Event:
BBQ, Casey Donovan in Concert, Koomurri Dancers, Children's Activities, Elders Tent, Gateway Basketball Competition by NSW Basketball,
Koori Radio will be reporting live
Plus prizes, giveaways and more.

Meet all the services that provide for our Aboriginal community including Domestic Violence, Homelessness, Housing, Health, Legal, Youth, Children's, Employment, Training, Gambling, Men's shed, Disability services and more...

This is the first event of its kind in Campbelltown. A free family day of fun to find out what is out there to support our Aboriginal Community.

Too deadly to miss!

WELCOME!
CELEBRATING YOUR PARTICIPATION IN OUR ABORIGINAL COMMUNITY

Thank you for participating in the Getting It Together event. You will be one of the 50 other service providers who are also at this first time event. It will be an exciting day with much interest already generated in the Aboriginal community about attending.

Macarthur Gateway wants to ensure that the experience is enjoyable and safe for all attending and participating. We therefore prioritise the safety of those anticipated at the event. Attached in this welcome pack will be some guidelines, logistics and maps to assist in creating a smooth running event.

We have grouped the stalls according to a native animal group and more details of this will be in the pack. We encourage you to make your stall as fun and festive as possible by decorating your stall and/or revolving activities celebrating your designated native animal theme.

This is a smoke free and drug and alcohol free event. Please refer to the Site Map on page 8 for location of the designated smoking area.

We look forward to seeing your organisation on the day!

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ACCESS TIMES FOR BUMPING IN AND OUT

LOCATION OF THE SITE:

Bradbury Oval, The Parkway, Bradbury NSW, 2560.

Carpark entry for stalls and public is from The Parkway.

NOTE:

Each stall has only one vehicle space reserved as the venue has limited parking. Please do not park in reserved emergency vehicle and disabled parking marked with witches hats.

ACCESS TIMES ON SITE

The Bradbury Oval and carpark within the oval will be open from:-

7:30am, Thursday 21st January, 2016 on the day of the event.

- Stalls must **finish setting up by 9:30am** to be ready for opening to the public at 10am.
- Your organisation stall is clearly located on the Site Map on page 7.
- No stall holders are allowed to drive onto the grass on the oval with exception of food vans/trailers, radio vans, police, fire brigade and ambulance vehicles.
- Parking will be designated for stallholders close to the oval perimeter to ensure your vehicle is close to where you will set up.
  This is shown as blue cars in the Reserved Parking Map.
- Please do not park in reserved emergency vehicle parking marked with witches hats.

- **We will have 6 disabled car spots reserved for the day. If you or your staff members require more disabled access parking please contact us to reserve more for you.**
- **Each stall will already have chairs and table/s set up to eliminate having to carry furniture to your stall.**
- **Stalls are allowed to pack down from 4:00pm after the event and when most patrons have left the site. This is to avoid pedestrian and traffic congestion and accidents.**
- **This is a smoke free and drug and alcohol free event. Please refer to the Site Map on page 7 for location of the designated smoking area.**

- **Please take all your rubbish with you and leave the stalls and site clean. Thank you.**

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RESERVED PARKING MAP

KEY

- Emergency Ambulance Reserved Parking x4
- Emergency Police Reserved Parking x2
- Emergency Fire Brigade Reserved Parking x3
- Casey Donovan Reserved Parking x4
- Koomurri Dancers x4
- MGRS & guest speakers reserved parking x 6
- Stall-holder parking (1x vehicle per stall only)
- Disabled parking x 6
- Public Parking

LIST OF STALLHOLDERS AND NATIVE ANIMAL GROUPS

We encourage you to make your stall as fun and festive as possible by decorating your stall and/or revolving activities celebrating your designated native animal group as specified below.

STALL LIST	SIZE in Metres	STALL ORGANISATION AND NATIVE ANIMAL GROUPS
MAIN STAGE		
A1, A2, A3		Performance Stage
PLATYPUS		**PLATYPUS**
B1	3x8	Gadigal Radio Van
B2	4x4	FACS - Local District Office
B3	4x4	Uniting Care – Macarthur Burnside
EMU		**EMU**
C1	3x3	New Horizons
C2	3x3	Mental Health (MI) Fellowship
C3	3x3	
C4	2x8	Tharawal AMS Water Van
WOMBAT		**WOMBAT**
D1	3X3	Youth off the Streets
D2	3x8	Youth off the Streets Food Van
ECHIDNA		**ECHIDNA**
E1	4x4	Basketball NSW
E2	4x4	Western Sydney DJ – Hip Hop
E3	3x3	Wests Tigers
CROCODILE		**CROCODILE**
F1	4x4	First Aid Tent – Colbrown Medics
F2	4x4	Police/Ambulances/Fire Brigade
KOOKABURRA		**KOOKABURRA**
G1	3x3	Dharawal – Men's Shed
G2	3x3	
G3	3x3	Macarthur Legal Centre
G4	3x3	Jaanumali –Ability Links and Early Links Birring Gurung
G5	3x3	Northcott

POSSUM		POSSUM
H1	3x3	Hume Community Housing
H2	3x3	Wilma Women's Health
H3	3x3	Indigenous Women's Legal Program
H4	3x3	Westconnect Domestic Violence Services
H5	3x3	Marrickville Aboriginal Women & Children's Crisis Service
SHARK		SHARK
I1	3x6	Tharawal Aboriginal Corporation
I2	4x4	Macarthur Gateway Information Tent
I3	3 x 8	Rotary Club Food Van
GOANNA		GOANNA
J1	6 x 12	Children's Marquee
J2	10 x 15	Elders Marquee
J3	10 x 15	Public Seating Marquee
J4	4x4	Elders Goanna Food Hut
KOALA		KOALA
K1	3x3	AbSec
K2	3x3	Young Spirit Mentoring Program
K3	3x3	Waranwarin Child and Family Care Centres
K4	3x6m	Benevolent Society
LYREBIRD		LYREBIRD
L1	4x4	South Western Sydney PHN
L2	4x4	South Western Sydney Local Health District
L3	3x3	Breast Screen NSW
L4	3x3	Ombudsman NSW
L5	3x3	PHAMS and Ostara from Schizophrenia Fellowship
WALLABY		WALLABY
M1	4x4	TAFE NSW
M2	4x4	Mission Australia
M3	4x4	Victims Services & Community Justice Centres
M4	4x4	South Cares/NCAP Programs
M5	4x4	Housing NSW – FACS
KANGAROO		KANGAROO
N1	3x3	Warruwi Gambling Help
N2	3x3	Australian Bureau of Statistics ABS
N3	3x3	MTC Training
N4	3x3	Life Start
N5	3x3	Wise Employment

MACARTHUR GATEWAY RESOURCE SERVICE

SITE MAP

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Key

- 3metre x 3 metre stall
- 3m x 6m stall
- 4m x 4m stall
- Wests Tigers
- Elders Goanna Food Hut
- Western Sydney DJ stall
- First Aid Tent
- First Aid Kit Locations
- Generator
- Cool Room
- Fire Hydrant and Fire Blanket Location
- Red Umbrella Tables (1.5m diameter approx.)
- Unisex Toilets
- Universal Toilet
- Police — Display Police Van 2x8m
- Ambo's — Ambulance Truck – Display 2x8m
- Firies — Fire Truck Display 3x10m
- Rotary Food Tent and trailer 3x 8m
- Youth off the Streets Food Van &Trailer 3x8m
- Gadigal Radio Van 3x8m
- Tharawal Water Van 2x8m
- Stage Barriers

PLAN IS NOT TO SCALE

Drafted by : Fiona Ng
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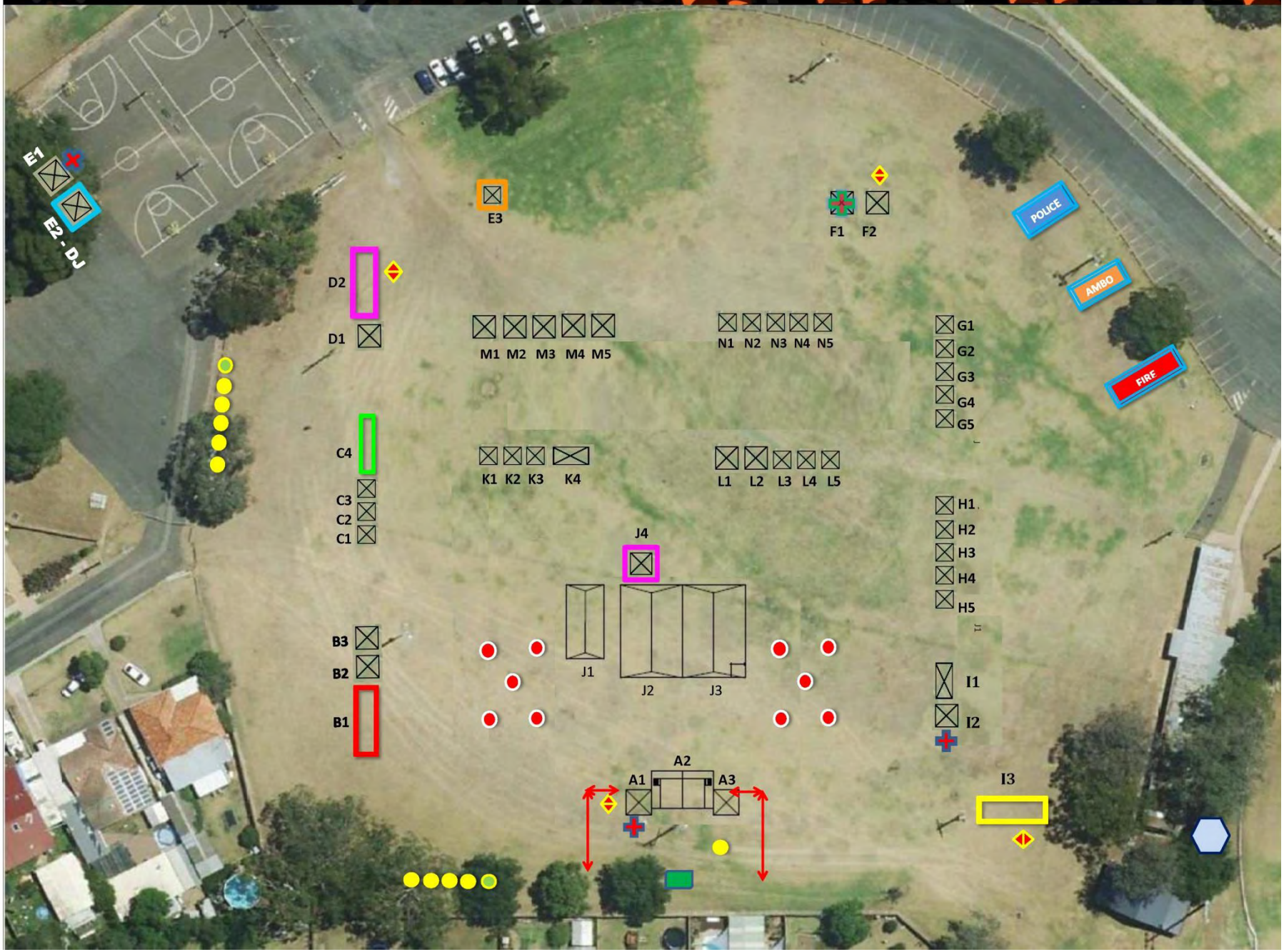


PROCEDURES AND FIRST AID

EVACUATION MEETING POINTS

There are two evacuation meetings points in the event of an emergency.

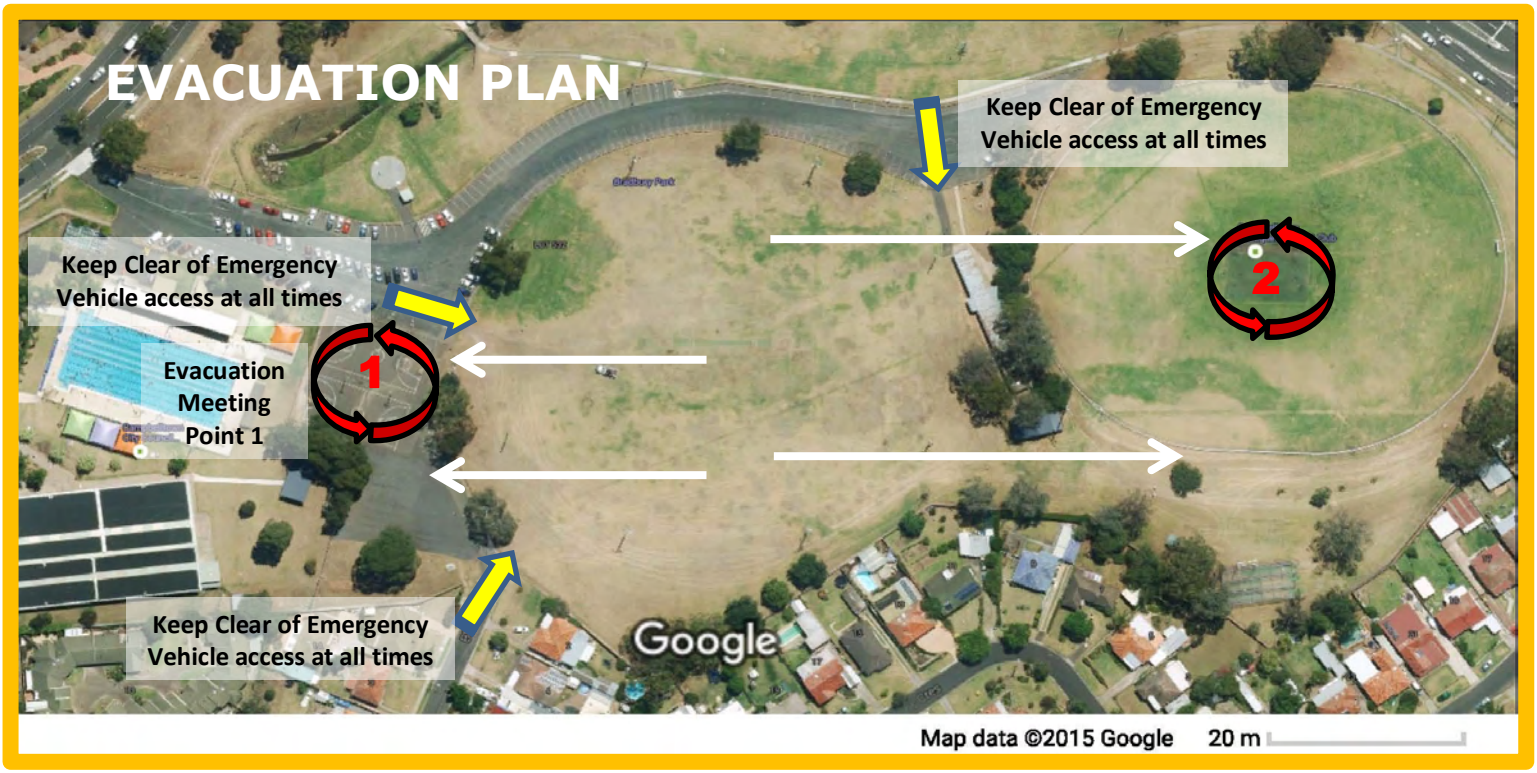
- **Evacuation point one is located at the basketball courts next to the swimming pool.**
- **Evacuation point two is at the adjacent oval.**

In the event of an emergency, please listen carefully to management directions and announcements made onstage over the microphone.

Please keep all vehicle driveways and reserved emergency car spaces clear at all times. Emergency Reserved Parking and Disabled parking will be marked with witches hats.

FIRST AID

Ambulance, Police and the Fire Brigade and a First Aid stall will be onsite to ensure the event is safe. Please familiarise yourself with where the first aid stall that is located on the Site Map at F1, towards the back of the site. First aid kits are also available at the stage area, information tent and at the basketball courts. Alert roaming staff members with lanyards and/or marshals in high visibility vests if you need assistance in the case of an incident.



CONTACTS LIST

Please feel to contact us if you have any queries.
All staff in the list will be available at the event.

Role	Person	Responsibility	Contacts
Production Management and MC	Marilyn Fogarty	Ordering, deliveries, stall holder payment and insurance, sponsorship, community engagement	**Mobile: 0419 289 277** Marilyn@macarthurgateway.com.au
Event and Volunteer Coordinator	Josh Bell	Volunteer inductions, sports activities, briefing marshals, community engagement	**Mobile: 0451 463 893** ryrycamo@gmail.com
Event and WH&S Coordinator	Fiona Ng	Logistics, stalls locations, risk and site assessments, legal compliance, fire safety inductions	**Mobile: 0430 187 952** fionag1ng@gmail.com
Stage Manager	Katrina Watkins	Managing Performers, Timing of acts, management of backstage and on stage	**Mobile: 0403 514 195** katrina-watkins@hotmail.com

FOR ALL GENERAL INFORMATION, PLEASE EMAIL OR CALL MARILYN FOGARTY ON

Email: **marcia@macarthurgateway.com.au**
Phone: **02 4628 0008**
Mobile: **0419 289 277**

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EVENTS ON STAGE

TIME	ACT
10:00 am	Official Start
10:30am	Smoking Ceremony
11:00am	Acknowledgment/Welcome to Country
11:15am	Introduction to days events
11:25am	Labour MP- Greg Warren
11:45am	Koomurri Dancers
1:30pm	Casey Donovan
2:40pm	Tahmoor Elder - Address
2:45pm	Prize Draw
3:00pm	Acknowledgements and Goodbyes

CHILDRENS ACTIVITIES

10:00 am - 3:00pm	Painting, arts and crafts at stall K4, Benevolent Society
10:00 am - 3:00pm	Childrens Koala Marquee at J1 - arts, painting, crafts, games and activities.

SPORTS ACTIVITIES

11:30am-3:00pm	Basketball Competition at Stall E1, Basketball NSW
11:30am-3:00pm	Football Games at Stall E3, Wests Tigers

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PROMOTING THE EVENT

Already, we have generated much interest in the community, have deadly performers on stage and have had promotional interviews with Koori Mail and the Advertiser to help support this event.

Please make this event even bigger and help support the promotion of your service at Getting It Together by spreading the word, sharing the event flyer and Facebook link to your Aboriginal networks and clients.

We have sent an attachment of the A4 sized flyer for you to email and print out.
The Facebook event link to share is below:-

https://www.facebook.com/events/1697574430482889/

Thank you for making Getting It Together a Deadly Event

CAMPBELLTOWN COUNCIL
TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR STALLHOLDERS ON THE DAY

- Participants must follow instructions and directions of Council officers and Festival staff that has the authority to withdraw a stallholder's right to operate if they do not follow any conditions detailed in this application form.
- All loose items must be secured in a safe manner. This includes tents, gazebos, gas bottles and tables, which must be secured with weights so that they cannot be blown away by the wind.
- All sites must be set up between 7:30am and 9:30am.
- Anyone who does not comply by removing vehicles by the specified time may incur penalties issued by Council's rangers.
- All stallholders must depart between 4pm and 7pm in a safe manner.
- No refunds will be given if you breach any of the terms and conditions for stallholders.

CONDITIONS FOR OPERATION OF ONE DAY FOOD STALLS

GENERAL

- A one-day food stall should have a roof and three sides designed to maintain adequate ventilation and protection of food.
- If the stall is completely open, it may only sell certain foods. Please read the section on *Open Food Stalls* for more details
- If a one-day food stall is erected on unsealed ground, a durable dust and moisture cover must be laid over the entire floor area of the stall.

PROTECTION OF FOOD

- People who are sick, suffering from a cold or who have sores on their hands must NOT work in a food stall.
- People preparing, cooking and serving food must have clean hands. Any cuts and abrasions must be covered with a clean waterproof dressing. Please read the section on *Washing Facilities* for more details.
- Smoking is not permitted inside a food stall.
- The food preparation area must be kept free of dust borne contamination and droplet infection from the public coughing and sneezing.
- All food must be stored inside the stall at 300mm above the ground. It must be kept wrapped, packaged, or in closed containers and protected from damage and direct sunlight.
- All food on display must be wrapped or packaged in appropriate material or completely enclosed in a suitable food display cabinet.
- All condiments such as sauce, mustard etc, must be kept in squeeze type dispensers or in individual sealed packs
- Only disposable eating and drinking utensils can be used.
- All eating utensils must be pre-wrapped in a paper napkin, cellophane bag or similar material before they are given to the public.
- Drinking straws, paper cups, spoons etc must be kept in an enclosed dispenser or other suitable container.
- Tea, coffee, cordial and other drinks must be served from an enclosed or lidded container with a tap or spout.

FOOD TEMPERATURE CONTROL

Note: Correct temperature means that:

1. Hot food must be kept above 60°C
2. Cold food must be kept below 5°C
3. Frozen food must be kept below minus 18°C.

- All takeaway food prepared at the food stall must be sold immediately unless there is a suitable food warmer or food display cabinet which will keep the food either hot or cold and at the correct temperature.
- Pre-prepared food products or pre-cooked foods which contain fresh cream, custard, trifle or any similar food that promotes bacterial growth must not be sold from a food stall unless they are stored or displayed in a refrigerated unit at the correct temperature.
- All raw and perishable food such as steaks, hamburger patties, frankfurts, must be kept in a refrigerated unit at the correct temperature. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or a cooling medium.
- Pre-cooked chicken, pre-cooked chicken pieces or pre-cooked rice must not be sold from a one-day food stall.

CAMPBELLTOWN COUNCIL
TERMS AND CONDITIONS (continued)

RUBBISH DISPOSAL

- Suitable garbage bins must be provided near the food stall for the public to dispose of used takeaway food containers etc.
- Adequate arrangements must be made to store and remove any garbage generated inside and outside the food stall. Try to incorporate recycling especially for aluminium cans, cardboard, paper, glass and PET plastic bottles. This will reduce disposal costs and help our environment.

WASHING FACILITIES

- Separate washing facilities must be provided within the food stall. For example, two large plastic dishes, one for cleaning hands and one for utensils, and an adequate supply of hot and cold water must be immediately available at the stall.
- Disposable hand towels, soap and detergent must be provided in each food stall.
- Wastewater must be disposed of into the sewer. Small amounts of water can be spread over a grassed area and allowed to absorb or evaporate.
- Disposing of wastewater into a watercourse, rainwater drain or the street gutter is not permitted.

OPEN FOOD STALLS

- Open food stalls consisting of tables and trestles, can only be used to sell food that is sealed in airtight containers, packages or cans.
- Open food stalls must not sell perishable food except for packaged milk, packaged milk products and pre-wrapped ice cream. These must be kept in a refrigerator or freezer unit at the correct temperature.
- Open food stalls must be screened or shielded to protect perishable food from direct sunlight.
- All pre-packaged food must have a label that shows the name and address of the organisation that packed the food, what the food is commonly called, the ingredients in the food and the date the food was packed.

FOR ALL GENERAL INFORMATION, PLEASE EMAIL OR CALL MARILYN FOGARTY ON

Email: marcia@macarthurgateway.com.au
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