

EVENTS in STATE FORESTS

ONSW Guidance to Event Organisers

ONSW has negotiated a Memorandum of Understanding with Forestry Corporation NSW to cover the conduct of orienteering events in state forests, see http://www.onsw.asn.au/documents/general/OrienteeringNSW_ForestsNSW_MOU_2012.pdf All known forest use applications are aggregated into one document at the beginning of each year, reducing application processing fees and allowing forward planning for the year. All users are required to undertake the action as set out below well prior to any events in state forests.

A. For events included in the annual state wide application by ONSW

1. ONSW must use the Forestry Corp Special Purpose Permit (SPP) Application Form to give dates of all anticipated entries into the forests and other necessary information at least 6 weeks prior to the earliest date on the list.
2. To participate in the statewide application, clubs must submit the following event details to the ONSW office by September of the previous year:
 - a) Date of event
 - b) Venue (forest)
 - c) Type of event (eg. State Champs, SL, minor)
 - d) Approx number of participants
 - e) Organiser name
 - f) Organiser contact details (email & phone)
 - g) Dates for every proposed access, incl. mapping and setting

B. For events NOT included in the above annual state wide application by ONSW

1. An individual application to use the forest must be made at least 6 weeks before first access, together with the appropriate fee. The dates of every proposed access must be included, even for mapping and setting.
2. The Forestry Corp Special Purpose Permit (SPP) application form must be used and sent to the appropriate Regional Office.
3. A copy of the ONSW Public Liability Insurance Certificate must accompany the application.
4. There may also be Special Conditions applied by Forestry Corp for a specific event.
5. The SPP from Forestry Corp should be received within 3 weeks after the application. This permit must be shown on request to Forestry Corp officers at the event site.

C. For all events (includes A and B above)

1. ONSW event organisers, in addition to the above, must liaise with the relevant Forestry Corp Regional Office, discuss method of payment and provide the following documentation at least 6 weeks before the event
 - a. Map of proposed event site
 - b. Risk Management Plan, incorporating the Site Safety plan
 - c. Medical evacuation plan
 - d. Any additional documentation required by Forestry Corp.
2. Standard Conditions for SPPs will apply and special conditions may be imposed.
3. For every entry into a forest, it is highly recommended the forest foreman or Regional Office be contacted prior to entry to confirm your safe use of the forest.
4. At all times other than during the conduct of an event, hi-viz clothing and headwear should be worn in the forest, and a personal locating beacon should be carried by one of the group.
5. Within one month after the event, report the number of participants, and pay the relevant fee to the Regional Office of Forestry Corp.
6. Recognition of Forestry Corp and thanks to them is encouraged.

D. Fees

Forestry Corp has a staged fee increase for ONSW to bring it into line with the Forestry policy for user groups. (cf. Forestry Corp Recreation & Tourism Policy).

Date	Championship events	Regular events
Jan-Dec 2013	\$4.00 per person + GST	\$3.00 per person + GST
Jan 2014 to Dec 2015	\$5.00 per person + GST	\$4.00 per person + GST
Jan 2016 onwards	\$3.75 per person inc GST	\$3.75 per person inc GST

There are no concessions for juniors or families.

Multiple events comprising a weekend/carnival in one forest, or forests in the same Region, should be treated as just one event for Forestry Corp purposes and should be submitted as one application. For events of this type, if there are two or more clubs involved they should collaborate to submit one application for the multiple days. Forestry Corp requires one fee for every person competing in at least one of the events.

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