Procedure Manual for Planning a Public Event in Cabonne Country

Contents

Objectives of the Guide

Cabonne Council have developed this guide to help you effectively plan and coordinate your event in partnership with the Cabonne Council. We have compiled a number of checklists, request forms, requirements and planning tools that will aid you in your event organisation.

The objectives of the guide are to;

- Provide guidelines for the appropriate location and management of events.
- To provide all forms that are required to legally run you event, including development applications and traffic management.
- To ensure consistent planning and assessment take place for all Shire events.
- To co-ordinate with departments within Council in a clear and concise manner.

What is a public event?

A public event is any public gathering to which people are invited and encouraged to attend, that involves some form of activity where people may be enticed to purchase or obtain for free, goods and or services. Such gatherings might include entertainment, involve the participation of other parties i.e. stallholders, facilitators of an activity or similar.

Planning a Public Event

Planning an event is about more than advertising and getting people to attend. Organisations holding an event have a significant level of responsibility and obligation to the public as much as the participants for their health and safety.

It is also necessary to ensure that appropriate procedures and accurate records are kept of all actions so that in the event of an incident we are in a better portion to prove that we did all that was reasonably possible to ensure everyone's safety.

The following process has been developed to ensure that Council and the Event Organiser not only keep good records but also achieve the objective of running a safe and successful event for all concerned.

Having regard to all the information and processes involved in the planning and conducting an event, the first questions that should be asked are:

1. What is the event aiming to achieve?

2. Do I have the infrastructure and personnel available to make this event a success?

3. Is there another, simpler alternative that may provide the same outcome?

4. What approvals may be required

Under the provisions of the *Local Government Act 1993*, approval may be required for all or part of the event, even if the event is a "one off."

Depending on the impacts upon traffic and parking a traffic management plan may also have to be submitted to Council (6 months prior to the event). Public liability insurance is a must and a risk management plan may also need to be considered.

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

Who Owns The Event?

There are 4 potential levels of Ownership for an event, these being:

1. ***Events initiated and managed by and only involving Council.*** This means Council holds complete responsibility for the event.

2. ***Council is a participant and not the main organiser.*** This means Council is only responsible for its own area and the community group organising the event is responsible for everything else.

3. ***Council is the venue owner .*** Council is responsible to ensure the venue is safe and suitable for the purpose and set terms of condition of use.

4. ***Council is the main organiser of an event and other organisations take part.*** Council holds the overall responsibility of the event and has the authority to determine terms and conditions of participation.

If your event fits into any of the 4 levels of Ownership listed above, the event organising committee must submit a Preliminary Advice of A Planned Event to Cabonne Council.

Event Planning Checklist

You are interested in organising a community event and not sure where to start. The Event Planning Checklist is designed to get you thinking about what is required to organise and hold an event.

	Considerations	Comment
1.	**Event Coordinator** - Who is controlling the event, who are they representing (organization) and in what capacity? (This determines who has responsibility)	
2.	**Approval/endorsement for event** - if it is a Council run event, ensure approval/ endorsement is obtained and date recorded. The Preliminary Approval Form must be completed and signed before going ahead.	
3.	**Type of Event** - describe the event: (a show, parade, exhibition, is it participatory or spectator? If participatory, what are the activities involved (games, reading, exercise, etc)	
4.	**Demographics** - who are you expecting to attend (families, young, old, animals? Who are the active participants; are they volunteers, contractors, other organizations, etc?	
5.	**Size of event** - number of people expected to participate (work on the day) and number attending	
6.	**Finances** - have you considered the cost involved in running the event? Is there a budget or do you need to request funding? If the latter, ensure you do this at the earliest opportunity to avoid delays	
7.	**Location** - indoor, outdoor, hall, on the road, reserve (consider the boundary and be specific with parameters). Is it suitable for proposed activities? Is it available? is booking required?	
8.	**Dignitaries** - are you inviting official guests? Who?	
9.	**Approval** - is a Land Use Application required to be submitted, do you need endorsement from CI's Parks & Property area, 355 Mgt Ctee, Traffic Ctee, RTA? If so has it been obtained? (include date)	
10.	**Resources** - determine what is required; budget, staff, plant/equipment, pre-event work, road closure barriers, crowd control, warning signs, stage, marquee, table, chairs, PA system, lights, etc?	
11.	**Collection of Money** - where money is to be charged or collected at the event, ensure you have the appropriate security at the collection point, counting location, transporting and securing the funds.	
12.	**Access** - consider suitability of venue; entry/exit points for people (disabled access) and traffic, parking, speed limit?	
13.	**Services/Facilities** - do you require portable toilets, kitchen facilities, waste collection, disabled access, equipment storage, transport, etc. Is key access required?	
14.	**Equipment Hire** - you may be asked to sign an **agreement/ contract** when	

Considerations	Comment
hiring. Be sure you read the conditions as you may be taking on liability that you are not supposed to. Seek legal advice if necessary	
15. **Catering** - is it a professional service or prepared in-house? Are food-handling procedures being followed?	
16. **Beverages** - is alcohol being served (Responsible Service of Alcohol certificate)?	
17. **Stall Holders** - type and number of stalls, suitable for event, weather and venue	
18. **Food Vendors** - what are they serving, what services do they need (electricity/water), are they complying with industry requirements (Food Handling, etc)?	
19. **Waivers/ Disclaimers** - are waivers / disclaimers required?	
20. **Temporary Structures** - who is setting them up? Are they qualified and are they complying with industry standards?	
21. **Amusement Devices** - Make sure you use the template documents provided (or similar) to obtain the necessary information and grant approval for the operation of the device. Remember to ensure a disclaimer is used (i.e.: on the back of the tickets, for example).	
22. **Contingency Planning** - Do you have a "Plan B" in case there are problems with venue, food, equipment, weather, etc?	
23. **Electrical Equipment** - ensure these are appropriately checked and safe to use	
24. **Emergency** - Have you prepared a "line of communication" phone list and made it available to all personnel at the event? Do you have an emergency procedure listing the designated emergency coordinator? Do you have a First Aid Kit onsite or St John Ambulance present? Police notification?	
25. **Security –** are security guards required at the event (youth party/concert or large event)?	
26. **Marketing -**are your preparing any advertisements, flyers, etc? be sure to use the correct council logo and check the content of the promotional material for accuracy of information	
27. **VIP Labels** - are these required?	
28. **Volunteers** - do you require volunteers for the event? Have you prepared a "Volunteer Register".	
29. **Cleaning** - do you need to consider cleaning costs after the event?	
30. **Event evaluation** – thankyou's, surveys/ feedback, etc	

What is Risk Management?

The basic principles of and processes in Risk Management are:-
1. Identify risks
2. Assess risks
3. Implement control measures
4. Monitor outcomes

The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Holes in grounds or in footpaths
- Marquee pegs in thoroughfares
- Insufficient crowd control or security
- Insufficient exits and entry points leading to congestion
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls

These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised. It is Event Organisers responsibility to ensure that the event complies with Risk Management procedures and all relevant paperwork is completed in a timely manner.

The Process

To help with the risk assessment process Council has prepared general forms, information sections and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it.

This Pack includes:

- **Event Planning Checklist** is a quick reference for community groups to consider when planning an event.

- **Your Event – Things to Consider** provides a guideline to matters that the Event Organiser should think about and address during the event planning process.

- **Cabonne Country Preliminary Advice of a Planned Event Form** is to be completed and submitted to Council at the commencement of organising your event.

- **Sample Information Pack for Event Organisers** provides useful templates for community groups to use when organising an event.

Your Event – Things to Consider Guide

Accessibility

Council encourages all community events to be "access friendly". The development application shall demonstrate consideration of the needs of people with disabilities or people who may encounter accessibility issues such as prams or walking aids.

Accreditation/Role Recognition

At an event it is important for the Event Organiser to be able to clearly and quickly identify authorised personnel. This allows you to ensure members of the public are not in high-risk areas e.g. money collection and food preparation areas, places where hazardous materials are accessible and so on. Identifying authorised personnel through "accreditation" can be simple or complex depending on the nature of your event. Some ways of accrediting authorised personnel include:

- having authorised staff/volunteers/suppliers/contractors, etc. wear coloured t-shirts or hats, with an organisational logo
- providing staff/volunteers/suppliers/contractors/media with colour-coded identification tags that are worn around the neck or at the wrist and are visible at all times
- coding clothing or tags according to the areas the staff/volunteers are allowed to access.

The Event Organiser will also need to consider how to ensure that non-accredited people do not access restricted areas and, if by chance they do, how they will be removed from these areas.

Measures for restricting access could include fencing, using security guards, briefing staff and volunteers and using signage.

Alcohol

Events may be alcohol free, Bring Your Own (BYO) or alcohol may be available for sale at the event. If alcohol is permitted at the event, either BYO or licensed, the following may be required

- Liquor Administration Board licensing from the Court House. This can be via a function licence.
- RSA Trained bar staff
- Harm minimisation course
- Alcohol Serving and Consuming Plan
- Security

Some parks, streets and reserves in the Cabonne Shire are subject to restrictions on the consumption of alcohol. To obtain information on restrictions, or to apply for permission to consume or provide alcohol in a restricted area, contact Cabonne Council Environmental Services Department.

If alcohol is being sold you will be required to display a number of signs under the liquor laws.

Underage drinking can be a concern at many events where alcohol is permitted and will not be tolerated. Further information and strategies for minimising underage drinking at your event can be obtained by contacting your local Police Station.

Amusement Devices

Depending on the device, approval may be required from Council under the Local Government Act 1993. If approval is required, the following detail is to be submitted with the application.

- Registration details of the device under Occupational Health and Safety Regulation 2001
- Public Liability Insurance to the value of $10,000,000

Animals

Details of how animal wastes will be removed and how cleanliness of the area will be maintained need to be considered. The proximity of animals to food stalls may also be restricted. Details of separation distances should be provided with any application to Council.

Air Quality

Dust nuisances will need to be minimised, (sealed and grassed areas are preferable for many events). Dust suppression methods may need to be undertaken during the event.

Use of aircraft including hot air balloons, helicopters, planes, etc is regulated by Air services.

If fireworks are to be used at the event, a WorkCover permit is required. Council and the Police are to be notified and approval may be required for fireworks on public lands. In assessing the fireworks application, Council will consider potential issues to the area, such as noise disturbances and distress to animals. Further information on Fireworks is available under the section titled "Fireworks".

Banners/Signage

Depending on the nature of the event, the Event Organiser may wish to erect signage. It helps to consider what information people at the event will need to know and whether this should be displayed on a sign. For example, signs might include information about the location of:

- parking/no parking areas
- toilets
- first aid
- entrances and exits

If liquor is being sold the Event Organiser will be required to display a number of signs under the liquor laws e.g. the statutory notice stating the offence of supplying liquor to a minor.

Compliance with the *Environmental Planning Act*s regulations on erecting signage is required. Under the *Local Government Act 1993* approval is required to erect a banner over the Street. In

addition, to erect a sign on an RTA road, approval from both Council and the RTA will be required.

Booking a Council Venue

Venues owned by Council are made available to the community and private organisations. This is however subject to availability. Bookings of Council operated venues can be done by contacting Council on (02) 6392 3200. When booking a venue for your event make sure you take into account lighting, toilets, traffic, parking, electricity, garbage and ease of access. Consideration of these factors may determine which venues can and cannot be used to host the event.

Cancellation plan

If the event is being held outdoors it is important that the Committee considers a plan of action should the event need to be cancelled due to bad weather. This plan must include all agreed time (s) at which the delegated people to make such decisions should meet and what the impacts of the cancellation will have on the events budget. It is important for the Event Organiser to have a list of contact numbers available for easy reference at the event.

Copyright

If the event is having live or pre-recorded music (either a recording or music video) and that music is protected by copyright (as most music is), you will need to obtain a licence at least 72 hours prior to the event. If there is live music only, the event will require a licence from the Australasian Performing Right Association (APRA). Recorded music (either a recording or music video) is protected by two types of copyright. The use of recorded music at the event will need the Event Organiser to obtain a license from both APRA and the Phonographic Performance Company of Australia (PPCA).

For more information about APRA's Event Licences go to **www.apra.com.au/music-users** or call 1300 852 388.

For more details about PPCA's Licences go to **www.ppca.com.au/licensing.htm** or call (02) 8569 1111.

Communication

As organisers of the Event, the Committee must have a reliable method of communication in place for the duration of the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part. Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

Crowd Management

It is vital to consider crowd management. Even an event with a small attendance can become crowded—it depends on the capacity of the venue/area where the event is held, in relation to the number of people expected.

It may be that an event will only become crowded in particular areas, or at certain times, for example, in front of a stage, or if a VIP arrives in an area that can only hold a small number of people. The Committee should seek advice from the venue manager or landowner about the capacity of the venue/site. You will also need to clearly establish whose responsibility it is to count patrons, if applicable.

Cultural Events

There are many areas of the event that can be enriched by the inclusion of relevant cultural protocols or procedures. A brief welcome to the land and acknowledgment of the traditional owners of the area is considered appropriate. The traditional owners of the Cabonne Shire area are the Wiradjuri people.

Development Applications

Concerts, street fairs and special public entertainment events not ancillary to sports facilities may require either development consent or approval under the *Local Government Act 1993.*

Applicants should lodge a Development Application no less than 90 days prior to the event to allow notification to nearby residents and adequate processing time. Lodgement of all required information in the first instance will assist a quick determination by Council. The checklist in the forms section of this document will assist applicants in the preparation of the application.

Applicants promoting or advertising the event prior to receiving approval/consent from Council do so at their own risk. The size and nature of the event may be modified depending on the likely impact on surrounding properties.

There are many matters that need to be considered when lodging an application for the event including;

- an estimate on the number of people
- starting and finishing times for the event and realistic times required to set up and pack up before and after the event. This information is used in determining conditions of consent relating to permitted hours of operation.

Disclaimers and Waivers

Ensure that disclaimers and waivers are prepared and signed by any volunteers or participants to ensure that the Committee are covered.

Electricity, Gas and Hazardous Materials

If the event will be using hazardous materials such as electricity, gas, chemicals and fireworks, it is vital that the Event Organiser seek expert advice about their safe use and storage. Safety procedures should be communicated to all staff, volunteers, contractors and others who could come into contact with the materials.

Emergency procedures

The applicant must provide details of procedures to be employed in the case of an emergency. In particular, permanent access for emergency vehicles to and from the premises must be provided. Emergency services, including Police, Fire, Ambulance and Rural Fire Services, shall be advised of events no less than 24 hours prior to the event. Emergency procedures shall include consideration of people with disabilities who may have special needs in the case of an emergency. Security staff must be familiar with emergency procedures.

An Emergency Response Plan outlines how the Event Organiser will respond to an emergency at the event. It should be developed in consultation with the Police, Fire Brigade and Ambulance and other relevant emergency services. The Emergency Response Plan should clearly identify one suitable person who is responsible for managing the emergency response at the event. That person's contact details should be given to all those who may be involved in responding to an emergency.

Erection of structures

Before building any structures at the event, permission from the venue or landowner will need to be sought. Depending on the structure, the Event Organiser may also be required to lodge a building or development application with the local council or provide certification by an engineer.

For safety reasons you should engage the services of an expert to build any structures required at the event. Structures might include:

- staging
- amusement rides
- lighting rigs
- marquees
- stalls

Evacuation

The event must have an evacuation procedure as part of the risk assessment. For indoor events, the building being used may already have an evacuation procedure in place, However, this is far less likely for outdoor events.

Fireworks

It is illegal to operate fireworks in NSW without a permit from WorkCover. You must apply for the permit from WorkCover at least seven days before the event. The supplier or operator of the fireworks must also hold an appropriate licence from WorkCover.

If fireworks are planned for your event, you are also required to advise the following organisations:

- local Council at least seven days before the event
- local Fire brigade at least two days before the event
- local Police at least two days before the event

You are also required to seek written approval from:

- the land or property owner where the display will be carried out
- any neighbours who may be affected by the fireworks display.

Ensure the Committee keeps a copy of your permits and approvals available at the event and also for future reference.

Detailed guidelines are available at www.workcover.nsw.gov.au

In addition, the display of fireworks at an event results in the dispersing of a considerable amount of litter. It should be noted that consideration is given to the number of garbage bins the Committee has access to when cleaning up after the display.

Fire Safety

The Event Organiser should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

First Aid

It is essential that the event has the provision of adequate facilities and qualified personnel to administer first aid. Advice as to the necessary facilities should be sought from qualified First Aid Practitioners. It is also a good idea to ascertain whether any key staffs have basic first aid training. Access by ambulance in an emergency should be considered.

Food stalls/ Mobile food vans/Temporary Food Stalls

If the event is serving food, the Event Organiser may be required to notify the NSW Food Authority. For more information on notifying the NSW Food Authority phone 1300 522 406 or go to www.foodauthority.nsw.gov.au/f-notification.htm

Food suppliers to the event must comply with the Food Standards Code. Liquor licences also require that food must be available if liquor is served. For more information on the Food Standards Code phone Food Standards Australia on (02) 6271 2222 or go to www.foodstandards.gov.au/foodstandardscode

Temporary food outlets must gain approval under section 68 of the Local Government Act, 1993 from Council. They must comply with the Food Handling Guidelines for Temporary Events', The Food Act 2003 and the ANZFA Food Safety standards. Copies of the food codes are available from Council's Development Services. All outlets shall be established and available for inspection by this Department prior to the event.

Garbage/Recycling

Even small events can generate large amounts of waste. As the event organiser, you may be required to submit a "Waste Management Plan" as part of your application for event approval to the local council or landowner. For advice on waste management contact Council.

Adequate garbage and recycling facilities must be provided and catered for the anticipated number of people. Any event where there is a gathering of people greater than the normal number using the venue will require a waste management system (see forms). Council can provide garbage bins for events at a cost. Council encourages the use of recyclable food containers and drink bottles.

Incident Reports

It is advisable to have a system in place at the event to record any incidents or accidents that occur. Also, it is important that everyone working at the event has a clear understanding of how to record incidents and what to do with this record at the end of the event. The information you will want to capture in an incident report depends upon the nature of the event. A template is provided that can be adapted to suit your own needs. Note that, as an event organiser, you are required under New South Wales Occupational Health and Safety legislation to notify WorkCover NSW of any serious injuries or deaths that occur at the event. For more information, phone WorkCover on 13 10 50 or go to www.workcover.nsw.gov.au

Lighting

If the event will be held at night or in a dark venue, it is essential to ensure there is enough light to see walkways and exits in case of an evacuation. Consideration should be given to the occurrence of a blackout occurring at your event.   It is advisable to have the services of a qualified electrician on site in case problems arise with lighting equipment.

Location and direction of existing and any additional lighting to be used must be show on the required site plan. Lighting must be directed away from nearby dwellings and should not be located in a position likely to cause a traffic hazard on adjoining roads. At all times lighting must be adequate to enable the safe movement of people through the premises.

Lost Children

For a large event it is advisable to make arrangements for lost children. This could include setting up an area where lost children can be looked after and where carers can look for them; this may be in the events administration office area. Arrangements for children and carers who become separated should be clearly communicated to event patrons. All staff and volunteers working at the event should be aware of the procedures to be followed for lost children. The lost children's area should be staffed with appropriately qualified employees or volunteers.

Note that all people (whether volunteers or employees) working with children must sign a "Prohibited Employment Declaration". This declaration helps prevent unsuitable persons from working for the event in positions where they have direct, unsupervised contact with children.

Money

Whether the Committee are fundraising or running an event for profit there are money-related issues you need to consider, including:

- gaining a fundraising authority from the Department of Gaming and Racing's Office of Charity
- making arrangements for the collection of money at the event:
  - gate collection—is fencing needed?

  - collecting at dispersed locations—how to secure staff and storage?

  - transferring money to a secure location during the event—how often and how best to do this, and where can money be securely stored?

Any staff handling large sums of money at the event must be trained in correct procedures. The Committee should consider whether you will still make a profit at the event after the necessary money-handling precautions have been put in place. The Committee may decide it is not worth your while to collect money at the event.

Noise

It is illegal for offensive noise to emanate from a public place so it is important to carefully consider the impact that noise will have on the surrounding environment. Noise may be a concern to residents living in the vicinity of the venues used for events.

Excessive noise can significantly reduce residents' enjoyment of their home and neighbourhood.

Also important is the ability to adjust noise levels immediately in the event of a noise complaint or a request from authorities. If it is considered that the event is generating offensive noise the Event Organiser can be issued with a warning or fine.

The Event Organiser may also need to provide protection for staff and volunteers working in noisy areas. Depending on the equipment being used at the event, qualified sound/audio technicians might be required to operate it. Noise requirements may vary from event to event.

Parking

Where possible, the applicant must provide on-site parking to reduce demand in nearby residential streets. Off-site parking areas should not be in locations which result in large numbers of people walking through residential areas. Promotional and advertising material must advise of the locations of public car parks and nearby available parking. Advertising material should also encourage the use of public transport where services are available. The applicant may be required to provide traffic marshals to ensure safe and efficient parking of vehicles.

Occupational Health and Safety

The Event Organiser has a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work. Depending on the nature of the event, the Committee may have certain legal responsibilities in relation to occupational health and safety legislation. The provisions made for people working at your event will depend on its various components. Some of the issues you may need to consider include:

- handling of electricity, gas, and other hazardous materials
- supplying ear protection for people working in noisy areas
- operating equipment and machinery and whether licensed operators are required
- supplying sunscreen and other personal protective equipment for people working at outdoor events

- providing drinking water for people and volunteers working at events
- providing adequate training to safely carry out assigned jobs at the event such as: - handling money, moving heavy items, managing and directing traffic, crowd management

Promotion

One of the major tasks when marketing the event is communicating with the various groups the Committee are trying to attract to the event. Ensure that all media outlets including television, radio and print are utilised to market your event. A media release is a great way to advertise the event free of charge.

Cabonne Council's Communication & Media Officer can provide a contact list of media outlets.

Public liability insurance

Council's public liability insurance only covers Council's employees and bona fide volunteers. Contractors and community groups must present evidence of their own current insurance certificate with a minimum of $20 million public liability, before their services are engaged.

Public liability insurance is required by a number of government agencies and venues and is usually a condition of approval to hold an event. In most cases $20 million is the amount of cover required by the appropriate agency or agencies listed as 'interested parties' on the certificate issued. The Committee should also ensure any contractors used have appropriate insurance to cover their activities at the event. A copy of their Certificate of Currency should be obtained. In addition, a copy of the Certificate of Currency from the landowner must be obtained.

It is vital that the Committee seek professional advice about the insurance required to cover the event. The type and amount of cover needed will depend on the nature of the event and the requirements of the landowner or venue where you propose to hold the event. Other types of insurances the Committee might need include:

- workers' compensation
- motor vehicle insurance

- property (to cover your own equipment).

Jardine Lloyd Thompson provides specific insurance policies for community groups. Visit www.localcommunityinsurance.com.au

Risk Assessment

The Event Organiser must carry out and provide a written risk assessment to Council as the first step in planning the event. This will ensure the event has adequate health and safety measures in place. The Committee will need to identify if there is adequate trained personnel involved, that the correct equipment is being used and that the correct safety parameters have been put into place.

Security

Security at a large public event is an increasingly important issue. Aspects of venue, patron and staff security must be considered in the early stages of your event planning process.

Advising Police of your event and inviting them to do regular patrols is highly recommended but it must be noted that these patrols will only occur if the policing resources are available at the time. For large events of state significance a fee may be charged for this patrol service.

You must ensure any special security measures are in place for example, if you have VIPs at your event, or large amounts of cash.

Factors to consider in determining security risks include:

- Number of people
- Type of crowd and expected potential for anti social behaviour
- Time of day
- Alcohol, non alcohol events require less security. BYO events generally represent a higher risk of anti social behaviour than licensed events
- Previous history of inappropriate behaviour

It is suggested that you include a discussion regarding possible risk reduction strategies and the number of security guards required by the event with the Police well in advance of your event.

Site Plan

As you are coordinating the event, a site plan must be developed. A site plan provides an overview of your event, clearly shows where it will be staged, and displays the entrances and exits, facilities, etc. This document is invaluable when you are:

- applying to the local council for permission to stage the event
- applying to government agencies and other regulatory authorities for special licences and approvals needed to stage the event
- identifying potential risks

- providing information for emergency services e.g. the location of potential hazards, emergency vehicle access, etc.
- considering crowd management.

Sponsorship

When the Committee are approaching potential sponsors for the event, it is important to remember that businesses don't hand out money unless they see benefit for themselves. That being said, many organisations are prepared to sponsor events they see as worthwhile, especially in their local communities. You need to establish your credentials with potential sponsors and to show what the event can offer them.

Stewards/marshals

The Event Organiser should consider having people with particular expertise at the event site to deal with situations that might arise and to have enough stewards for the size of your event. The number of stewards and marshals the event needs will depend on several factors such as if the event is indoors or outdoors, how many children are likely to attend, the time, the weather and so on. Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

Toilet facilities

Adequate toilet facilities must be provided for the duration of the event. Facilities for people with disabilities may also be required. If there is not enough permanent toilet facilities at the site the Event Organiser may need to provide portable toilets. Details of existing and additional facilities are to be submitted with the Development Application.

The Event Organiser should also consider providing:

- sanitary bins
- toilet facilities that are accessible to people with a disability
- baby change rooms and or parenting rooms.

Traffic Management Plan

The closure of roads and streets, even for a short time, has the potential to create significant disruptions to local residents, businesses and visitors.

A Traffic Management Plan highlights exactly what the Committee plans on doing and ensures to minimise this disruption. A Traffic Management Plan must be submitted to Council's Director of Engineering & Technical Services well prior to the event (approx 6 months). The Traffic Management Plan must detail the sign posting, proposed detours, resourcing of barricaded intersections, etc.

Assistance in preparing this plan can be provided by Council's Engineering Services Department. An application to close a road will then go to the Traffic Management Committee for consideration. The Police and RTA must also provide their concurrence to the road closure.

Traffic management is an extremely important but frequently overlooked aspect of event management. The Roads and Traffic Authority has developed a comprehensive booklet entitled "Traffic Management for Special Events". This is a very comprehensive guide to compiling Traffic Management and Traffic Control Plans for special events. This RTA document can be viewed on the RTA website www.rta.nse.gov.au and following the "special events" link.

If the event is likely to have an impact on the road network it is necessary to complete a full Traffic Management Plan (eg for a street carnival). In this case the Committee should first contact Council's Engineering Services Department. Some events may not have an impact on the road network and thus will not require such a comprehensive traffic management plan. In this case it is essential to at least complete a list of issues relating to traffic and transport and some sort of information relating to how your event intends to deal with these issues (form attached).

Don't hold the event in the dark – bad visibility and tiredness make accidents more likely. Whenever possible the event should be held in a park, sports ground or on footpaths away from the road. Events on local highways require Council and NSW police approval. Any event where the highway is involved must also have written approval from the RTA.

VIPs

It is important that you invite the relevant VIP to the event in plenty of time. Most of these people book their schedule in advance and the Committee may be disappointed if this causes them to miss the opportunity to attend the event. A VIP is best booked directly by the Committee in writing to the person.

To book the Mayor, Councillor or the General Manager for the event you will need to complete a Mayor's Attendance Request form as early as possible prior to your event **– preferably up to 10 weeks before** the proposed event date. Forms can be obtained by contacting Councils on 6392 3200.

Water

It is vital that the Event Organiser make drinking water available to attendees, participants, staff, volunteers, contractors and performers at the event particularly if:

- you are expecting large crowds
- the weather is likely to be hot
- participants are required to walk a long distance e.g. in a parade
- there is the chance participants will overheat

It is a legal requirement that you have free drinking water readily available when selling alcohol.

Weather

The impact of weather on the event will depend on the activities you are coordinating. It is very important to carefully consider potential weather impacts and to include them in the risk

assessment. The Committee should also have in place arrangements to deal with conditions such as:

- heat - provision of shelter, water, first aid, sun cream and mosquito repellent
- wind - provision of shelter, ensuring structures and dangerous items are secure
- rain - provision of shelter, protecting leads and wiring
- hail - provision of shelter
- cold - provision of shelter and warmth.

In the case of extreme weather it may be necessary to cancel or postpone the event to ensure the safety and security of those present. So, before the event, the Committee should establish:

- conditions for cancellation/postponement
- who is responsible for deciding to cancel/postpone
- at what time you need to make a decision about cancelling/postponing an event
- how you will advise staff, volunteers, performers and people planning to attend the
- event of the cancellation/postponement
- contingency plans if the event is still able to go ahead.

Resources

The New South Wales Government Premier Department have produced a useful Events Starter Guide. A copy of the guide can be downloaded from www.events.nsw.gov.au

In addition, other beneficial resources can be located at:
- Community Builders www.communitybuilders.nsw.gov.au
- RTA www.rta.nsw.gov.au
- Department of Tourism, Sport & Recreation www.dsr.nsw.gov.au
- Easygrants www.ourcommunity.com.au