



Event Management Guide

A resource for organising events in the Bega Valley Shire



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<u>INTRODUCTION</u>	6
<u>1. EVENT PLANNING</u>	7
1.1 STRATEGY FOR SUCCESS	7
1.2 PROJECT MANAGEMENT	7
1.3 CREATING A BUDGET	8
1.4 WEATHER.....	8
1.5 APPROVAL FOR AN EVENT	9
1.5.1 LOCAL APPROVAL.....	9
1.5.2 DEVELOPMENT APPLICATIONS.....	9
1.5.3 EXEMPT AND COMPLYING DEVELOPMENT	9
1.6 EVENT RISK ASSESSMENT & MANAGEMENT	10
1.7 LEGAL ISSUES	11
1.8 EVENT CANCELLATION.....	11
1.9 SPONSORSHIPS	11
1.10 PATRON ATTENDANCE AND TARGET AUDIENCE.....	12
1.11 ON THE DAY.....	12
1.12 EVENT PLANNING CHECKLIST	13
<u>2. THE VENUE</u>	14
2.1 CHOICE OF VENUE	14
2.2 SITE PLAN.....	14
2.3 HAZARDS ASSOCIATED WITH A VENUE.....	14
2.4 EVENT VENUE CHECKLIST	15
<u>3. COMMITTEES, STAFF & VOLUNTEERS</u>	16
3.1 STAFFING ARRANGEMENTS	16
3.2 EVENT COMMITTEES	16
3.3 STAFF INFORMATION.....	16
3.4 VOLUNTEERS.....	16
3.5 STALL HOLDERS, VENDOR AND OTHER PARTICIPANTS	17
3.5 COMMITTEES, STAFF & VOLUNTEERS CHECKLIST	17
<u>4. EVENT PROMOTION & COMMUNICATION</u>	18
4.1 INFORMATION CENTRE	18
4.2 PUBLIC RELATIONS.....	18
4.3 ADJOINING OWNERS.....	18
4.4 EVENT CANCELLATION OR POSTPONEMENT.....	18
4.5 CONTINGENCIES	19
4.6 PROMOTION & ADVERTISING.....	19
4.7 PUBLIC ASSEMBLY NOTIFICATION	20
4.8 USE OF MUSIC.....	20

4.9 EVENT PROMOTION & COMMUNICATION CHECKLIST	20
<u>5. EVENT ACCESS</u>	<u>21</u>
5.1 TRAFFIC MANAGEMENT	21
5.2 ACCESS AND EGRESS OF HEALTH AND EMERGENCY SERVICES.....	22
5.3 PARKING	22
5.4 ACCESS FOR ALL	22
5.5 SIGNAGE	23
5.5.1 ADVERTISING SIGNAGE.....	23
5.5.2 ALCOHOL SERVICE SIGNAGE.....	23
5.5.3 SMOKE FREE EVENTS.....	23
5.6 TICKETING	23
5.7 EVENT ACCESS CHECKLIST.....	24
<u>6. EVENT INFRASTRUCTURE AND FACILITIES</u>	<u>25</u>
6.1 POWER & LIGHTING.....	25
6.2 WATER.....	25
6.3 STAGES, PLATFORMS, AND OTHER PERFORMANCE FACILITIES.....	26
6.4 TEMPORARY STRUCTURES	26
6.5 GROUND MARKINGS & PLACING STAKES OR PICKETS IN THE GROUND	27
6.6 SHELTER & SHADE	27
6.7 PROTECTION OF COUNCIL ASSETS	27
6.8 HIRE EQUIPMENT	27
6.9 TEMPORARY ACCOMMODATION	27
6.10 EVENT INFRASTRUCTURE CHECKLIST	28
<u>7. HEALTH AND SAFETY.....</u>	<u>29</u>
7.1 INCIDENT REPORT.....	29
7.2 FIRST AID	29
7.3 MEDICAL EMERGENCY	30
7.4 EMERGENCY PLAN	30
7.5 GAS	31
7.6 FIRE SAFETY	31
7.7 PYROTECHNICS	31
7.8 NOISE.....	31
7.9 AMUSEMENT RIDES	32
7.10 ANIMALS.....	32
7.11 TEMPORARY FOOD STALLS.....	32
7.12 DRINKING WATER	33
7.13 WASTE MANAGEMENT & RECYCLING.....	33
7.14 TOILETS & SHOWERS.....	34
7.15 ALCOHOL.....	35
7.16 HEALTH AND SAFETY CHECKLIST	36

<u>8. SECURITY AND CROWD CONTROL</u>	37
8.1 SECURITY.....	37
8.2 CROWD CONTROL	37
8.3 LOST & STOLEN PROPERTY/LOST CHILDREN.....	38
8.4 SPECTATORS	38
8.5 SECURITY AND CROWD CONTROL CHECKLIST	38
<u>9. INSURANCE</u>	39
9.1 PUBLIC LIABILITY INSURANCE.....	39
9.2 THIRD PARTIES' INSURANCE REQUIREMENTS.....	39
9.3 INSURANCE CHECKLIST.....	40
<u>10. POST EVENT REQUIREMENTS</u>	41
10.1 CLEANING.....	41
10.2 REMOVAL OF TEMPORARY SIGNAGE.....	41
10.3 POST EVENT DEBRIEF AND EVALUATION.....	41
10.4 POST EVENT REQUIREMENTS CHECKLIST.....	42
<u>11. CULTURAL HERITAGE</u>	43
11.2 CULTURAL HERITAGE CHECKLIST.....	43
<u>12. USEFUL CONTACTS AND REFERENCES</u>	44

Introduction

Events provide part of the social fabric of a community and the Bega Valley Shire is no exception with a range of events occurring across the Shire celebrating place, culture and experiences. Bega Valley Shire Council is keen to support volunteers run events that build on "Your place, Our place, Great place".

Community Strategic Plan

- Ü Theme: Active and Healthy Communities
 - Ü Goal 1: We are cooperative, caring and enjoy a culturally rich community life
 - Ü Strategy 1: Collaborate with partners to provide and support opportunities for social interaction, cultural industries, activities and events...

An event may generally be described as "a social gathering or activity". Events need to be well organised and managed so they can offer safe, effective and sustainable benefits to the community.. A mismanaged event can put staff, event patrons and the general public at risk, which can expose the event organiser at best to a poor social return or at worst civil action or prosecution.

This Event Management Guide has been designed to assist Council staff, community organisations and other interested parties in the running of both internal and public events within the Bega Valley Shire.

The guide highlights a number of key issues to consider when organising an event; however it is a guide only and does not cover every single issue that the event organiser might encounter. It remains the event organiser's responsibility to identify all possible risks associated with the event, seek additional information where required and to ensure that all approvals have been obtained.

Each section of this guide ends with a simple checklist that an event organiser can use to ensure that have considered all relevant requirements for the event they are planning.

The information provided by Bega Valley Shire Council in this document is of a general nature, and has been provided solely on the basis that users will be responsible for making their own assessment of it, having regard to their own circumstances, needs & requirements and those of their Council.

While Council endeavours to provide up to date information and guidance for your use, it may be open to misunderstanding or misinterpretation. Consequently you should seek independent advice where you intend using this information.

Bega Valley Shire Council expressly disclaims any liability associated with, or arising from, the use or incorporation of the information provided in this document by the user.

Good luck and we look forward to working with you on your successful future event.

1. Event Planning

Any public event begins as a concept proposed by an individual or organisation. The concept may not be more than the type of event, and when and where it will be held. During the planning process many issues will need to be considered and explored by organisers and authorities before an event proceeds. A well-managed and safe event evolves through a process of careful planning.

Given the complexity of event organisation it is vital to maintain good records of planning, implementation and evaluation. Event organisers/promoters should be encouraged to form a 'management committee' including members of the emergency services, local authorities and health services. Sub-committees may be required to provide planning for particular aspects of the event. Health professionals should be involved in planning for all phases of the event, including pre-event preparation, conduct of the event and demounting of the facilities.

The following are some of the key issues that should be addressed from a health and safety perspective.

1.1 Strategy for Success

Planning for success is an important first step, make sure the overall purpose merits the time and expense needed to properly stage, publicise and evaluate the event.

Successful strategies you can employ in planning your event include:

- Determine the purpose of the event and identify who you want to attend the event
- Decide the best place and the best time to stage the event
- Brainstorm and develop the event concept
- Create an organisational structure
- Start planning ahead of time
- Check with Council to see what if any approvals are required

1.2 Project Management

Good project management is the key to a well organised event.

The basic steps in project management would include:

- Identifying the scope of work to be completed
- Breaking the scope of work down into general areas of activity
- Listing the tasks to be completed for each area of activity in the form of a checklist that can be marked off as completed for each task achieved
- Allocating staff and resources to each area of activity
- Organising the tasks for each area into a chronological schedule
- Creating a timeline (or event action plan) that provides an overview of work tasks and timeframes

1.3 Creating a Budget

When creating a budget the objective is to provide the event with a financial blueprint. The budget should be specific and include revenue opportunities (ie. sponsorship/partnerships, ticket sales, donations, concession sales).

Events incur a range of expenses such as printing, permits, insurance, hire fees, speakers, food, supplies and security. Balancing revenue and expenses is essential for event planning.

Steps to follow to allow you to meet your budget objective would include:

- Identifying the costs and income sources for the event
- Determining an appropriate level of budgeting
- Establishing a budget
- Monitoring budget expenditure and income
- Undertaking a review of the budget post event

1.4 Weather

The impact of weather on your event will depend on the activities involved. Potential weather impacts should be considered and included in your risk assessment. In the case of extreme weather it may be necessary to cancel or postpone your event to ensure the safety and security of those present.

Consider having in place arrangements to deal with possible weather conditions such as:

Weather Condition	Recommendations
Heat	Provision of shelter, water, first aid, sun cream, mosquito repellent
Wind	Provision of shelter, and ensuring structures and dangerous items are secure
Rain	Provision of shelter, and protection for leads and wiring
Hail	Provision of shelter
Cold	Provision of shelter and warmth

Table 1: Weather conditions recommended controls

Note:

In the case of extreme weather it may be necessary to cancel or postpone your event to ensure the safety and security of those present.

1.5 Approval for an event

Each event is different and the specific approvals required will depend upon the type of event. Event organisers usually must gain approval from local, and sometimes state, authorities to hold public events.

Information on the approval process should be obtained, including:

- Details of the approving authority and any other authorities actively involved in the approval process
- Information required to support their application e.g. risk assessments, site plan etc.
- Timetable including relevant deadlines for lodging of applications. (Lead time will be required for applications to be processed)
- Other approvals from relevant authorities e.g. development application, use of public land application, SEPP Exempt & Complying Developments etc.

Permits will be required for parades, sale and consumption of alcohol, and fire safety. Permission may also be required should it be necessary to close certain adjacent or peripheral roads or streets.

As a condition of approval being granted, after the event, organisers may be required to provide feedback on the approval process and an evaluation of the event. This may be done in the form of a debrief or a report to relevant authorities.

Note:

It is highly recommended that event organisers notify Council of proposed events well in advance. In accordance with BVSC Procedure 3.02.1 Use of Public Land (Local Approvals) an event coordinator shall notify Council in writing of the proposed event at least 30 days prior to the event. Other aspects of event management may require more notice, for example events impacting on road reserve may require a specific approvals process and we encourage you to allow plenty of time between the submission and the event date (usually between 3-6 months).

1.5.1 Local Approval

A local approval is a process that enables the use of public land (administered by Council) and is formalised by BVSC Procedure 3.02.1 Use of Public Land (Local Approvals). Most events within the Bega Valley will be approved via a local approval however event organisers should check with Council to confirm this applies to their event.

1.5.2 Development Applications

Some events may require a formal development application (e.g. due to the erection of temporary structures, nature of the event and size) before they can be organised. Event organisers should check with Council to see if a DA may be required.

1.5.3 Exempt and Complying Development

The State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (aka SEPP) is planning legislation which includes a number of Codes that allow for certain types of specified development to be undertaken without the need for Council approval as either Exempt Development or approved under a fast track approval system known as Complying Development, if the relevant development standards are met. The event organiser should check the SEPP to determine if any aspects of their event are exempt and thus do not require a

formal DA approval. For example tents, marquees or booths for community events do not require a DA if they meet the conditions outlined in subdivision 7 of the SEPP.

1.6 Event Risk Assessment & Management

Risk is anything that can impact on an event's success that you planned. Event risk assessment and management is the careful examination of your event activities to identify any potential hazards, thereby allowing control measures to be introduced to reduce the risk to the lowest practical level.

On-site safety at all events is of the utmost importance with public expectation being to be able to enjoy your event in safe and secure surrounds. It is a responsibility of the Event Organiser to identify and address any potential hazards.

Points for consideration would include (but are not limited to):

- Do you have public liability insurance?
- Is your property and equipment insured?
- Do you have a contact list of all stakeholders?
- Do you have an alternate plan in case of inclement weather?
- Does the location provide safe access for vehicles and pedestrians?
- Does the location provide adequate shade?
- Are there any exposed power lines that may provide a technical hazard?
- Are there any chemicals or potentially dangerous materials stored on the site or nearby
- Is the area subject to high winds - will marquees and stalls be safe
- Have you checked to ensure that operators of amusement rides and attractions are qualified and licenced

The duty of care to residents, organisers, workers, performers, contractors and all of those present at your event is the responsibility of the organisers and must be addressed at all times.

Note:

It is highly recommended that event organisers complete a risk assessment. For some events Council may request a copy of the Event Risk Assessment as a due diligence requirement to facilitate the decision to approve your event. More information on risk management can be found by reading BVSC Procedure 5.03.1 Enterprise Risk Management which is available on Council's website.

1.7 Legal Issues

There is usually some form of legislation which governs or restricts public events or aspects thereof. In some cases, particularly for extremely large or high impact events, special State or local legislation for the event may apply. Organisers should consider obtaining legal advice prior to the event if they are unsure of their legal requirements.

Items which warrant legal consideration include:

- Liability for injuries
- Liability for financial obligations incurred in responding to major emergencies occasioned by the event
- Environmental legislative requirements
- Planning laws
- Work Health & Safety

1.8 Event cancellation

There will be times due to unforeseen circumstances that an event will need to be cancelled.

Before the event, you should establish:

- Conditions for cancellation/postponement and include these in information to attendees (such as on the event's website or the back of tickets)
- Who is responsible for deciding to cancel/ postpone the event
- At what time you need to make a decision about cancelling/postponing
- 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

This information should be included in your pre-event staff and volunteer briefings.

1.9 Sponsorships

Sponsorships are a major income source of many new and continuing events. It is important to identify sponsors, prepare sponsorship proposals and service sponsors.

Some key steps to securing event sponsorship and raising revenue would be to:

- Make realistic judgements as to the potential of the event for sponsorship
- Develop a basic sponsorship policy to guide sponsorship efforts
- Identify likely potential sponsors for the event
- Develop a clear understanding of the benefits sought by the potential sponsors
- Identify relevant non-sponsorship revenue sources

1.10 Patron Attendance and Target Audience

Identifying possible attendance numbers for your event is an important planning consideration. Ideally all events would like to maximise patronage numbers to ensure a successful event however some venues may not suit large numbers of attendees and failure to control crowd size could pose a serious safety concern.

In most major public events, the actual numbers and demographics of the crowd will not be known in detail in advance. It is, however, worthwhile estimating the total numbers predicted to attend and indicate the major age groups expected to attend. This will generally be easy as the ages should reflect the target group of the event.

In some instances the type of facility/venue will dictate the maximum patronage numbers (and attendance can be controlled by having a limited number of event tickets).

1.11 On the Day

It is a good idea to ensure you have ready access to all important event documentation on the day of your event.

This documentation might include:

- A running sheet outlining the timing of your event
- The chain of command layout
- Contact mobile phone numbers of all staff, volunteers, performers, emergency personnel and other key stakeholders
- A site plan (including traffic management plan and crowd management plan)
- Copies of all contracts and permits
- An emergency response plan, including emergency medical plan and emergency communications plan

Note:

One way to ensure staff and volunteers are fully informed of all key aspects of the event is to develop an event management plan containing important information relevant to the successful running of the event on the day. It is recommended that a copy of this manual be distributed to all relevant personnel at a briefing meeting several days before the event.

1.12 Event Planning Checklist

The following checklist can be used by Event Organisers to identify potential event planning considerations:

Event Planning Consideration	Y	N	n/a	Notes
a. Has an event management plan been developed?				
b. Has an event budget been developed identifying the costs and income sources for the event?				
c. Has the potential impact of weather on your event been assessed with appropriate controls established?				
d. Has approval/endorsement for event been obtained from the appropriate authorities?				
e. Have you developed a risk management plan (or risk assessment) which identifies all possible event issues and documents the solutions for these issues?				
f. Have you identified any relevant legislative requirements that may apply to your event (e.g Planning Laws, Civil Liability, Environmental, WHS etc.)?				
g. Has a protocol been established that documents how event cancellation will be managed?				
h. Have potential event sponsors been identified and approached for assistance?				
i. Have the expected demographics and patronage numbers been determined?				
j. Is a copy of the event management plan available to all relevant parties which provides guidance on all identified issues associated with the event (e.g. emergency management, contact list, itinerary etc.)?				
k. Have you sought approval for the event? e.g DA, Use Public of Land application, hire agreement etc.				

2. The Venue

The Bega Valley has a number of locations that can accommodate a variety of events ranging from clubs and private holdings to facilities and areas which are managed by Council.

2.1 Choice of Venue

The venue where the event is to be held will depend on the purpose, concept and theme of the event. It is the responsibility of the hirer to ensure that the chosen site is suitable for the intended event and that all relevant approvals and information are obtained for the event.

When deciding on a suitable venue the following subjects needs to be considered:

- Event Size
- General access & egress
- Venue type
- Ability to support patrons with disabilities
- Site amenities
- Emergency considerations
- What shelter facilities are available
- Inclement weather suitability of the venue

2.2 Site Plan

A site plan is a map of the event site which is given to event personnel and patrons, showing information such as venue entry and exit points, parking, amenities, first aid locations, emergency information and contact details. It is an invaluable tool in the event of emergency, especially for first responders such as security and the emergency services who may not be familiar with the event location.

It is recommended that a simple site plan in a suitable format be developed and distributed to all event personnel prior to the event being undertaken. Please note you may be required to complete a site plan prior to the event as a condition of final approval.

2.3 Hazards associated with a venue

In selecting a site, especially for an outdoor event, an analysis should be made of any potential hazards in the area.

Hazards associated with a venue may include (but are not limited to):

- Power lines which could be brought down by a severe storm or which may impact on vehicles e.g. delivery vehicles
- Waterways that may be prone to flooding
- Bushfires
- High winds
- Extremes of temperature
- Pests, large animals, pollens and poisonous plants

Note:

Any obvious hazards should be examined for their risk potential and if relevant included in your event management risk assessment

2.4 Event Venue Checklist

The following checklist can be used by Event Organisers to identify potential event planning considerations:

Event Venue Consideration	Y	N	n/a	Notes
a. Has an appropriate venue site been selected that compliments the type of event being organized?				
b. Is a booking required for the selected venue and if so how much?				
c. Is the chosen venue available?				
d. Will the weather require any special considerations that the venue can deliver?				
e. Is the venue suitable in terms of possible emergency situations?				
f. Is the venue site easy to access and exit?				
g. Have you developed a site plan for the event?				
h. Have all potential hazards associated with a venue been identified?				
i. Does the event proposed meet the requirements of the venue or will you need special approval to use this venue?				

3. Committees, Staff & Volunteers

3.1 Staffing Arrangements

The staffing arrangements implemented at your event need to be carefully considered with a chain of command established for the delegation of tasks and responsibilities.

Arrangements to be considered include:

- Who are the personnel staffing the event and what are their roles
- Staff briefings - what information will staff be given
- Do staff require a communication link
- What clothing should staff wear
- Do staff require safety equipment
- Do staff require protection from the sun and access to drinks
- Staff etiquette – i.e. are staff permitted to drink alcohol/smoke during the event?

3.2 Event Committees

Committees are a useful management tool who can play an important role in organising and managing a successful event.

An event is made up of many areas of responsibility which can best be handled by delegating responsibility to competent members of each committee. It is recommended that committees meet on a regular basis to review progress, make any necessary changes and update the event plan as required.

3.3 Staff Information

Event staff play an important role in the success of an event and need to be kept informed of the details of the event plan.

To ensure staff are familiar with the details and requirements of the event they should be provided with pre-event training that clarifies roles, responsibilities and procedures, especially in relation to communication, emergency and security plans.

3.4 Volunteers

Volunteers are an invaluable resource to provide assistance with the managing and running of an event. The Event Organiser needs to be aware of the rights and responsibilities of volunteers which include issues such as insurance and work health and safety. Additionally if using volunteers it is important that they are provided with appropriate instruction and training. Ideally you will manage volunteers by maintaining a 'volunteer register'.

3.5 Stall Holders, Vendor and other Participants

When coordinating an event it is essential that you make adequate arrangements for third party attendees. This includes vendors (e.g amusement device operators), stall holders and other participants that have been invited to participate.

Stall Holders, Vendor and other Participants considerations include:

- Consider the type and number of stalls, suitability of stall holders, weather, venue requirements etc.
- Is the approval authority aware of third party attendance?
- Have you checked the public liability policy for the third party and if so is it for a suitable amount of indemnity?
- Is there a certificate of compliance for any amusement devices?
- If a third party intends erecting a structure are they appropriate and permission sought for their erection?

3.5 Committees, Staff & Volunteers Checklist

The following checklist can be used by Event Organisers to identify potential Committees, Staff & Volunteers considerations:

Committees, Staff & Volunteers Consideration	ü	ü	n/a	Notes
a. Checked adequate numbers of staff and or volunteers are available on the day				
b. All staff and volunteers have been given clear instructions on their roles for the day				
c. Are volunteers required for the event? Have you prepared a "Volunteer Register"?				
d. Has an appropriate roster for relief of personnel has been developed				
e. All appropriate WHS considerations have been adhered to for all personnel? For example appropriate PPE provided, manual handling instruction, access to clean drinking water, site specific induction provided to advise of relevant risks/hazards etc.				

4. Event Promotion & Communication

A major factor in determining how successful your event is managed is by the efficiency of your communication and promotion before, during and after the event. Additionally it is vital that all key stakeholders are kept in the loop and receive an appropriate amount of information.

To ensure important information is communicated quickly and clearly, good communication and reporting procedures will be vital:

- With Council to ensure all approvals have been met for you to hold a safe and successful event
- With Staff/volunteers/contractors/suppliers, etc. - it may be preferable to use two-way radios as mobile phone signals can sometimes become blocked in crowded areas;
- With Emergency Services and Police (ensure you have a list of who to contact in case of an emergency and establish how you will contact them, i.e. by two-way radio)
- With patrons attending the event. You need to work out how you will provide essential information.

4.1 Information Centre

A clearly marked and centrally located information centre is a good management tool for large events as it provides a single location for all public enquiries, lost and found children as well as the supply and distribution of any hard copy marketing or promotional material.

4.2 Public Relations

Public relations and good communication are essential in ensuring happy patrons. The Event Organiser must be able to communicate clearly and efficiently with patrons for public and emergency announcements. Careful consideration should be given to the style and content of various announcements, especially in the case of an emergency. Calmness and clarity in communication is the key to ensuring good public relations.

4.3 Adjoining Owners

As a courtesy and in the interests of amenability with adjoining residents and businesses who will be affected by the staging of your event, it is appropriate to inform them of the proposed event and associated activities.

This notification might be in the form of a door knock, letter or mail drop, although Council may make a mail drop mandatory as part of the event approval conditions. When notifying residents ensure that a contact number is provided so any concerns can be brought immediately to the Event Organiser's attention.

4.4 Event Cancellation or Postponement

From time to time, events may need to be cancelled, postponed or interrupted. This action has the potential to create dangerous situations, especially when a crowd has already gathered.

Plans should be in place to appropriately manage such a situation and should address the possible readmission of patrons to the venue.

4.5 Contingencies

Preparing and planning to make sure the event goes ahead successfully is one thing. But as we all know, things can, and sometimes do go wrong. There are things that Council or the organiser cannot control, and you need to plan carefully for these in case they occur.

Some of these things include but are not limited to:

- Weather
- Unexpected numbers of participants (too many/too few)
- Fire
- Missing equipment (e.g. chairs do not arrive)

Incidents during the event may also require management including:

- Medical emergencies (e.g. heart attack)
- Missing child
- Staff member with illness or injury rendering them unable to work.

Every event needs to have a designated Coordinator/Overseer position. This person must be aware of all activities and ensure all actions at all stages of the event are running effectively. An "Emergency Strategy" with an established line of communication listing all persons to call in a variety of circumstances also needs to be developed.

4.6 Promotion & Advertising

Promoting a special event takes creative thinking balanced with practicality. In order to effectively promote your event it is vital that you reach your target audience and you need to carefully consider how to reach the people you want to attend your event.

Some ways of effectively advertising and promoting your event might include:

- Via a website (either one specifically created for the event or using the BVSC's events calendar)
- Advertising in the local newspaper and on the radio
- Letterbox drops
- Posters/flyers/brochures
- Letters to key community groups

Use your local media effectively as this will increase your reach and ultimately your attendance at the event. When sending out a media release to your local newspaper and radio station ensure that it contains key information such as the event date, time and location, what the event is about and possibly a quote from your event spokesperson or organiser.

Enquiries can be made to Council's Customer Service Centre on (02) 6499 2222 to advertise your event on Council's website.

Note:

Some event advertising may require separate approval – please ensure that you check with Council before erecting billboards, signs or any other advertising structures.

4.7 Public Assembly Notification

A public assembly is defined as a group of people who gather in a public place for a common purpose. The purpose of an assembly could be to celebrate or commemorate an event, to protest, or for a variety of other reasons.

In NSW the Summary Offences Act 1988 (NSW) provides a legal process for applying to have a public assembly which gives legal protection that prevents those involved from being prosecuted for obstructing traffic or people, and other offences to deal with unlawful assemblies.

Note:

In accordance with the SUMMARY OFFENCES ACT 1988 - Sec 23 you may be required to formally notify the Commissioner of Police of your proposed event by submitting a Notice of Intention to Hold a Public Assembly.

4.8 Use of Music

If music is broadcast or entertainers perform songs or music that is not their own original composition the event organiser must obtain a permit from The Australian Performing Rights Association (APRA) prior to the event. The applicant is responsible for paying the appropriate fees.

4.9 Event Promotion & Communication Checklist

The following checklist can be used by Event Organisers to identify potential Event Promotion & Communication considerations:

Event Promotion & Communication Considerations	ü	ü	n/a	Notes
a. Has the provision of a clearly marked and centrally located Information Centre been considered for this event?				
b. Have adjoining owners and other relevant parties been specifically informed of the proposed event and associated activities?				
c. Is there an event cancellation or postponement protocol in place?				
d. Is there a contingencies plan?				
e. Have you developed a promotion & advertising strategy for the event?				
f. Have the Police and other relevant Emergency Services been notified of the event?				

5. Event Access

Ease of access to the site of an event is a crucial consideration in the events management process. A seemingly suitable site may in fact be deemed unusable due to the constraints of ease of access.

5.1 Traffic Management

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road reserve, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.

Special event organisers will need to demonstrate compliance with a number of requirements. The first step is to make a submission to the Local Traffic Committee (LTC). We encourage you to allow plenty of time between the submission and the event date (usually between 3-6 months). The submission will be included at the LTC Meeting Agenda and recommendations of the Traffic Committee will require a report to a Council meeting and a resolution by the Council.

A submission is to include:

- A cover letter detailing organisation, description of the event, date time
- Special Event Transport *Management Plan Template*
- Public Liability Insurance Cover (\$20,000,000 minimum)
- A map of the event
- Any supporting documentation or relevant correspondence i.e. letters of support
- Traffic Control Plan (if applicable) – Class 2 & 4 Events, refer to the *Special Events planning and Resource Matrix* which can be located on Councils' website.

Further, should the event include use of public land such as parks, reserves and playgrounds and application for public use of land will need to be included in the documentation.

Note:

For more information on special events and traffic management considerations refer to the Bega Valley Local Traffic Committee information on Council's website:

https://www.begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-OXT-34-27-80

Note:

Any persons involved in the preparation and implementation of the Traffic Control Plan must hold the appropriate NSW RMS accreditation.

Note:

Event organisers must also have written NSW Police approval prior to conducting the event.

5.2 Access and Egress of Health and Emergency Services

The needs of health and emergency services for access to, and egress from, the venue, as well as movement around and within the site, must be taken into account in planning for the event. Official parking should also be made available for attending health and emergency services personnel.

Planning should ensure that emergency services personnel have access to all sub-sections of the venue, including performance, spectator and parking areas.

Emergency services need to be informed of any traffic alterations from the norm, such as the blocking off of public streets. Roadways and access routes should be clearly distinguished, signposted and kept clear.

The venue needs to have an adequate access and marshalling area for emergency vehicles.

Considerations should include the following:

- Is there adequate access to and within the venue? Is there a road network, or would responders have to walk significant distances to the spectator or performer areas?
- Is the venue served by a road which could be closed to the public and used only for access and egress of emergency service vehicles?
- If access roads are unpaved, would emergency or service vehicles become bogged if heavy rains occurred during, or just prior to, the event?
- Once on-site, is there sufficient room for marshalling, manoeuvring, repositioning or redeployment of emergency vehicles?
- Would departing vehicles be prevented from leaving by congestion produced by other vehicles arriving?
- Are adequate access and marshalling areas available for large numbers of emergency vehicles should a major incident occurring?
- Is there a suitable site available for aeromedical evacuation?
- In the event of a mass casualty situation, does the venue layout provide space for an on-site triage area to permit treatment prior to removal of patients? To eliminate the need to carry casualties and equipment over long distances is such an area easily accessible?

5.3 Parking

Where possible onsite parking should be considered to reduce demand in nearby streets and reduce large numbers of people walking through residential areas. Promotion and advertising material must advise of a location of public car parks and nearby available parking. Advertising material must also encourage the use of public transport where services are available.

The event organiser may be required to provide accredited traffic marshals to ensure safe and efficient parking of vehicles.

5.4 Access for all

Catering to allow access for all people is an important consideration for event organisers. It is critically important to cater for people in wheelchairs, but consideration should also be given to older people, people who may have temporary mobility limitations or parents with prams.

The Bega Valley Shire has an ageing demographic and a significant proportion of people of 65 years of age.

The challenge for event organisers is that often the locations of the events have topography or access issues prior to any event being staged on the site.

Bega Valley Shire Council facilitates an Access and Inclusion Committee that looks to improve access for all people from the physical to more intangible barriers that prevent people from participating in community life. This Committee has expertise that may be useful in planning your event. Their details are on Council's website at:

https://begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-RTQ-25-00-71

All arrangements made, including emergency procedures, should meet the needs of people with a disability

5.5 Signage

Clear and strategically placed signage will assist in coordinating traffic, pedestrian movements and help to manage your event. To determine sign requirements, consider what information people at your event will need to know and whether this should be displayed on a sign.

Appropriate signage for your event might convey information regarding:

- Parking/no parking areas
- Toilets
- Entrances and exits
- First aid
- Lost children
- Accessible facilities;
- Meeting points
- Information points

5.5.1 Advertising signage

Any temporary advertising signs for your event that will be placed on public land (footpaths, parks, road verges) will need to be approved by Council prior to the event. It is recommended that locations where a sign is to be placed is recorded at the time of placement to ensure no signage is missed and not collected at the conclusion of your event.

5.5.2 Alcohol Service Signage

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

5.5.3 Smoke free events

All events held on council land are required to be promoted as smoke free events. For further information on smoke free events please refer to Council's Smoke Free Events fact sheet.

5.6 Ticketing

Dependant on the type and size of your event you may decide to offer tickets - these could be either advanced tickets, tickets purchased at the event, or both.

A sound administration process is essential for ticketing to work successfully but by using a ticketing process the event will have a higher degree of control and coordination..

5.7 Event Access Checklist

The following checklist can be used by Event Organisers to identify potential event access considerations:

Event Access Consideration	ü	ü	n/a	Notes
a. Is access and egress appropriate? Consider the suitability of venue including entry/exit points, disabled access, traffic control, parking, speed limits etc.				
b. Public Access has been appropriately signposted?				
c. Emergency services can access the site?				
d. Has a parking area been designated?				
e. Do persons involved in the preparation and implementation of the Traffic Control Plan hold the appropriate NSW RMS accreditation?				
f. A special parking area has been made available to dignitaries if applicable?				
g. Does the event require a formal and approved traffic control plan (TCP)?				
h. Speed zones and road appropriately signposted as per TCP/TMP?				
i. All other signage securely placed as per TCP/TMP				
j. Has temporary advertising signs that will be placed on public land been approved by Council prior to the event?				
k. Have event organisers obtained written NSW Police approval prior to conducting the event?				

6. Event Infrastructure and Facilities

Event Infrastructure refers to the structures and facilities (both temporary and existing) needed for the event including, but not limited to, scaffolding, staging, seating, marquees, stalls, sound and lighting towers, amusement devices etc.

6.1 Power & Lighting

The Event Organiser is responsible for arranging the supply and installation of any electrical/power requirements for the event, such as the use of generators, extension cords and cables. It is important to ensure that:

- Electrical leads do not create trip hazards
- No cables are to lie on the ground unless adequately protected as they can present a serious hazard
- Lead joints and connections are not to be accessible to the public or exposed to damp conditions
- Temporary electrical leads must be flexible cables
- Double adaptors and piggy-back plugs are not to be used
- Appropriate electrical safety devices should be used e.g portable RCD's
- All portable electrical equipment should be appropriate and suitable for the conditions as per manufacturers recommendations for usage
- All electrical equipment should be tested and certified by a relevant authority e.g electrical tag and testing

Note:

Council does not give permission for use of electrical fittings attached to electrical sub boards within Council reserves. Event organisers must seek permission from Council prior to using any Council electrical outlets. For all other information relating to electrical safety refer to SafeWork NSW.

6.2 Water

Potable water will most likely be required for catering, entertainment and/or cleaning purposes before, during and after the event.

All taps located on and/or within your selected venue should be checked to ensure they are in good working order prior to the event. Where any deficiencies are located in Council owned facilities, they are to be reported to Council at the earliest possibility to enable the problem to be repaired prior to your event.

Note:

It is a legal requirement that you have free drinking water readily available when serving alcohol. This does not mean from a tap located within the area.

If you are proposing to run your event in an area where there is not Council water supply you need to have regard to the transport, storage and distribution of portable water.

6.3 Stages, Platforms, and other Performance Facilities

If an event needs a stage, platform or other performance facility it is essential that the area or facility is assessed for its overall suitability. One of the factors determining stage configuration will be the expected behaviour of the crowd.

There are two principal ways in which this intelligence about the crowd can be gathered.

- By a review of press reports from, and contact with officials at, previous performances
- With respect to adolescent entertainment (for example, rock concerts) by speaking with spectators. (In the past, they have provided valuable insights into what behaviour authorities might expect from audiences for different entertainers)

Stages are usually elevated above the floor or ground, to provide a better view of the performance, especially for spectators farther back. This, in itself, impedes those who would rush the stage in an attempt to touch a performer. However, a stage or a platform alone is usually insufficient to deter determined and agile spectators, and an additional physical deterrent is needed.

In addition, this increased height can create an area free of spectators at the base of the stage. The audience will position themselves back from the stage, as anyone too close will not be able to see all the performers as their line of sight will be impeded.

At some venues First Aid personnel are located under the stage to accept injuries occasioned at the front of the spectator area.

6.4 Temporary Structures

Due to their transitory nature, many events require easily-constructed temporary structures. This includes the stage platform itself, as well as towers to house speakers and floodlights, temporary seating (i.e. bleachers), dance platforms, roofs, towers and masts, viewing platforms, marquees and large tents, and artistic or appearance items such as archways, overhead signage and even sideshows.

It is essential that all such temporary structures be designed and erected with a margin for safety and a view to potential hazards. This must conform to local government building and/or engineering specifications.

Temporary structures are often hurriedly erected as access to the venue may only be permitted a short time before opening, and they are usually designed for rapid removal at the conclusion of the event. In addition, these temporary structures are frequently neither designed nor erected to withstand other than intended use, therefore little or no safety margin is incorporated. High winds or spectators climbing for a better vantage point can overstress the structure. A number of accidents have occurred in the past when such structures have been poorly designed or constructed.

Temporary structures should also be inspected periodically during events of longer duration. Any that may be used for other than their intended purpose should be signposted and/or secured to prevent inappropriate use or access.

There is a limit to the load capacity of any structure, and precautions should be in place to prevent overloading. Any viewing platform or vantage point, such as a building veranda or balcony, can be the source of a major incident if spectator numbers are not properly controlled.

The bases of temporary structures must be protected from damage by vehicular traffic or have buffer zones designated around them.

Tents, marquees and portable stages all qualify as temporary structures and if being used at an event should be marked on your Site Plan.

6.5 Ground Markings & Placing Stakes or Pickets in the Ground

You will need to advise Council if you intend to erect a marquee, tent or any other structure on Council owned land which will require pegs or posts to be driven into the ground. Any ground line markings used on Council owned land must be with water based paint only.

Additionally it will be the responsibility of an event organiser to establish the location of any essential services prior to driving pegs or posts into the ground.

Note:

If you are responsible for damaging any underground reticulation or electrical systems you will be liable for the cost of repairing the damage.

6.6 Shelter & Shade

Shelter and shaded areas should be available wherever patrons, staff and volunteers (including First Aiders) may be located for an extended period of time and where weather conditions dictate it is required.

Some shelter requirements for your event might include:

- Transport pick up and set down areas
- Spectator and official viewing areas
- Seated eating areas
- First aid area

6.7 Protection of Council Assets

All Council assets and facilities (including trees in public open spaces) are to be protected from damage. The event area is to be left in the same condition as it was prior to the event. Pre Event and Post Event site inspections will be conducted with the Event Organiser. The Event Organiser will be charged should any remedial or cleaning work be required.

6.8 Hire Equipment

When using hire equipment for an event it is vital that the event organiser ensures appropriate considerations been made e.g. Have the safety implications of any hired equipment been considered?

Note:

Read the conditions when signing agreements or contracts when hiring equipment to ensure you do not assume unnecessary risks or liability.

6.9 Temporary Accommodation

Should it be a requirement of the event to provide temporary accommodation or overnight camping it is the responsibility of the event coordinator to first check with Council that such arrangements are appropriate.

6.10 Event Infrastructure Checklist

The following checklist can be used by Event Organisers to identify potential event Infrastructure considerations:

Event Planning Consideration	Y	N	n/a	Notes
a. Are the Services/Facilities available suitable for the event or will additional resources are required?				
b. Have you ensured temporary structures are suitable and safe?				
c. All equipment within and near stalls is safely placed and secured? E.g.guy ropes, cords are securely fastened and roped off from public etc.				
d. Have you ensured electrical equipment is appropriately checked and safe to use?				
e. Stage, lighting (if applicable) has been appropriately installed and checked by qualified personnel.				
f. Are all electrical connections are set up as required and safely away from public areas or roped off as applicable.				
g. Have you established the location of underground services prior to excavating or driving stakes into the ground?				
h. Have you assessed the suitability of stages, platforms, and other performance facilities?				
i. Have appropriate considerations been made for hire equipment?				
j. Are you proposing to provide event camping for event stall holders or patrons? If yes have you checked it is permissible and/or sought appropriate permission?				

7. Health and Safety

The Event Organiser has an obligation to provide a safe environment for the public and to ensure appropriate care, safety and any training requirements are provided for staff and volunteers involved in running the event.

The information contained in this section is of a general nature and for specific information relating to Work Health and Safety requirements event organisers should refer to SafeWork NSW (www.safework.nsw.gov.au).

7.1 Incident Report

An Incident Report Register should be kept to document the details of any incident that occurs during or in conjunction with the event. Recording incidents that occur is one important way of identifying issues that need to be considered prior to the running of a possible subsequent event.

Particular attention should be paid to any incident that may occur around the following issues:

- Illness and accident
- Intoxication, including refusal of entry and/or service
- Behaviour, including refusal of entry and/or service
- Any behaviour of an anti-social or criminal nature

The incident report should cover the details of the incident (who, where, when and what happened) and what actions were taken (i.e. medical attention given, police called, etc).

Note:

Certain types of incidents must be reported to SafeWork NSW. A "notifiable incident" under the work health and safety legislation relates to; the death of a person, a serious injury or illness of a person or a potentially dangerous incident. Significant penalties apply if you fail to notify an incident.

7.2 First Aid

Regardless of the size of an event, it is necessary to provide a level of first aid. Whether you will need a first aid station staffed by a qualified certificate, or paramedic, the medical facilities will be determined by the type of event, the number of patrons expected to attend and any perceived risks.

It is advisable to consider the following:

- The location of a first aid station
- The provision of shade particularly if the event is outdoors in summer
- Does the site have access to running water
- Are the people to staff the station qualified
- What equipment/first aid supplies are needed
- How will the first aid equipment be safely and securely stored
- Whose role is it to ensure the equipment is available and appropriate

7.3 Medical Emergency

It is important that the Event Organiser ensures adequate plans are put in place to cater for medical emergencies that may occur at public events.

Note:

Emergency vehicle access to your venue must be available at all times during the staging of the event.

Consideration should to be given to the following:

- The location of the nearest medical centre, hospital and doctor in case of an emergency
- A list of key medical contacts - names and phone numbers
- Consider how long it would take for medical assistance to reach your venue
- Whose responsibility is it to coordinate assistance for a medical emergency

7.4 Emergency Plan

All public events should have a formal, written emergency response plan which should be developed in consultation with the appropriate authorities.

The development of emergency response plans requires a comprehensive hazard and vulnerability analysis, and consultation between all parties that may be required to respond should an emergency situation develop during the event. The aim of an Emergency Plan is to minimise the threat to life and damage to property.

The emergency plan should (as a minimum):

- Provide contact details for local emergency services e.g. nearest hospital, local police
- Specify arrangements to request further police and other emergency services assistance
- Identify personnel who can authorise evacuation and how the event will be interrupted
- Provide a site diagram of the venue and all services
- Identify access and evacuation routes and evacuation areas for performers, employees and the audience
- Establish emergency communications protocols - consider how your staff/ volunteers will need to communicate in an emergency and the importance of adhering to the chains of command you have established.

For some events it is recommended that you advise fire and rescue services, ambulance services and local hospitals of the nature of the event, expected spectator profile, and possible medical/emergency problems

Note:

In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police.

7.5 Gas

At many events portable pressurised gas cylinders are used to inflate children's balloons, carbonate beverages, provide cooking fuel, etc. These cylinders should be checked and comply with SafeWork NSW recommendations and manufacturers standards prior to use or installation.

7.6 Fire Safety

In regards to fire safety controls at your event there are a number of things to be considered, including:

- Is there likely to be a total fire ban in place at the time of the event?
- Is the area subject to bushfire?
- Are BBQ's, heaters and electrical items in good repair?
- Is the power supply to the event safe?
- Has everything been installed by suitably qualified technicians?
- Are gas cylinders secured correctly?
- Do you have access to fire extinguishers - ensure they have been checked/serviced recently and are located in appropriate locations and adequately signposted?
- Have you developed procedures to follow in case of a fire?

Note:

Under Council's Clean Air Procedure, bonfires and other such fires are prohibited.

7.7 Pyrotechnics

Firework displays are only to be conducted by a licensed pyro technician. The NSW SafeWork Authority assesses pyrotechnic experience and qualifications to operate fireworks and issues licences. The event organiser must disclose if the event will include fireworks and the appropriate licences and public insurance liability from the pyro technician must also be submitted. A specific risk management plan must be completed by the licensed pyro technician prior to the event being staged.

7.8 Noise

Noise is a common concern of residents living in the vicinity of venues used for events and excessive noise can significantly reduce resident's enjoyment of their home and neighbourhood. Events can create noise levels much higher than normal day-to-day noise and it is important when planning an event to consider the effect of noise on neighbouring residents and businesses. Noise from any event must comply with Protection of the Environment Operations Act 1997.

Things to consider would include:

- If using any amplified equipment such as stereos, musical instruments, PA systems or similar, locate the equipment to minimise disturbance to nearby residents
- Are the noise levels appropriate given the location and time of the event?
- Nearby residents and businesses should be notified at least a week before the event. This notification might be in the form of a door knock, letter or mail drop, although Council may make a mail drop mandatory as part of the event approval conditions.

When notifying residents ensure that a contact number is provided so any noise complaints can be brought immediately to the Event Organiser's attention

- What protocols and procedures are in place for you to handle noise complaints?

Note:

It may be a condition set by Council for the event organiser to provide a noise impact assessment prepared by a suitably qualified and practising acoustic consultant to demonstrate that nearby residents will not be adversely impacted upon.

7.9 Amusement Rides

According to SafeWork Australia an amusement device is:

"... item of plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement of the equipment, or part of the equipment, or when passengers or other users travel or move on, around or along the equipment."

Mobile amusement devices are a major drawcard for many special events such as open days, fetes, festivals and fundraisers. However, these devices can be hazardous unless properly managed.

It is the responsibility of the Event Organiser to ensure that:

- Each operator has their ride(s) registered with WorkSafe
- Each operator has provided you with a copy of their current Public Liability insurance and Registration Certificate and a up-to-date logbook for their ride(s), showing details of yearly inspections and regular maintenance

7.10 Animals

Event organisers should consider whether the presence of companion animals at their event is appropriate. Events that feature animals must be conducted in accordance with the Exhibited Animals Protection Act 1986 and the Exhibited Animals Protection Regulation 2005.

7.11 Temporary Food Stalls

A temporary food stall is a temporary arrangement of equipment and appliances from which food is sold and served. It includes booths, tents, vans, marquees and other temporary equipment and appliances such as trestle tables and barbeques. It also includes fundraising barbeques and stalls that operate from existing buildings such as community centres and halls.

The above definition only applies to stalls that are set up for a specific occasional event lasting no more than ten (10) days, regardless of whether funds raised are for a community, charity or not-for-profit organisation.

Temporary food businesses include sausage sizzles and cake stalls as well as food given away or provided at no cost. Any person or group wanting to provide or prepare food for sale at any market, show or event in the Shire will be required to obtain approval from Council.

Temporary Food Businesses must be conducted in accordance with the NSW Food Authority's Guidelines for food at Temporary Events.

Considerations regarding the supply of food for your event might include:

- Procedures to ensure correct food handling
- Where the food area is to be located

- Consider food waste and liquid waste control within your waste management plan
- Procedures to stop the spread of infection, such as ensuring safe waste disposal for food waste and wastewater

Contact Council's Environmental Health Coordinator if you have any queries regarding food at events.

7.12 Drinking Water

Your event will need to have a sufficient supply of freely available potable water and clear directional signage to water. As the Event Organiser you will need to consider how water will be provided, i.e. bottled water, tanks provided by a water carter or other organisation.

Outdoor events that expose participants and patrons to the elements must take due care for their health and comfort. Consideration should be given to factors such as hot weather, large crowds, participants walking a long distance (i.e. a parade) and any other considerations that might cause people to become dehydrated or to overheat.

7.13 Waste Management & Recycling

The Event Organiser is responsible for all the cleaning arrangements, both during and after the event. All premises used for events are to be left completely free of rubbish and debris.

It is your responsibility to ensure there are sufficient waste receptacles provided so that all waste generated by the event is disposed of properly. Consult with Council whether extra bins are required at a Council owned facility.

Well planned recycling and waste management at events has proven to reduce litter and cut the clean-up time in half.

Things to consider include:

- What different types of waste will be generated i.e. patron's rubbish, decorations, recyclables, cigarette butts, waste water?
- What measures can be taken to promote the minimisation of waste at your event, i.e. separate bins for tin cans, bottles?
- How will the clean-up be implemented?
- What equipment and supplies you will need?
- Will extra bins be required?
- Where will the waste go/
- How will the waste be safely transported?

Note:

Council has recently banned the release of any balloons from Council reserves and events in an attempt to limit the impact of litter on our local and marine environment.

7.14 Toilets & Showers

It is the responsibility of the Event Organiser to ensure adequate sanitary facilities are made available for participants/patrons. This may require hire of porta-loos.

Points for consideration relating to toilets and showers include:

- Anticipated crowd numbers
- The sex of patrons (women require more facilities than men)
- The duration of the event
- Where will toilets be located or will you be using public toilet facilities
- Are the toilets accessible to people with limited mobility and parents with small children
- Draw up a cleaning and supply roster to ensure toilet supplies are restocked and the toilets are inspected for safety and cleanliness regularly
- Will showers be required for a multi-day event
- How will the wastewater from portable toilets/ showers be disposed/managed
- Will you have availability of a plumber throughout the event for repairs and blockages

The following tables provide guidance on the suitable number of toilets and other facilities that should be allowed for in your planning.

Table 3: Toilet facilities required for events where alcohol is not available

	Males Patrons			Female Patrons	
	Water Closet	Urinals	Hand basins	Water Closet	Hand basins
Less than 500	1	2	2	6	2
Less than 1000	2	4	4	9	4
Less than 2000	4	8	6	12	6
Less than 3000	6	15	10	18	10
Less than 5000	8	25	17	30	17

Table 4: Toilet facilities required for events where alcohol is available

	Males Patrons			Female Patrons	
	Water Closet	Urinals	Hand basins	Water Closet	Hand basins
Less than 500	3	8	2	13	2
Less than 1000	5	10	4	16	4
Less than 2000	9	15	7	18	7
Less than 3000	10	20	14	22	14
Less than 5000	12	30	20	40	20

Table 5: Reducing toilet facilities for shorter duration events

Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4hrs	70%

In addition to the above tables, the following facilities must also be provided:

- One sanitary convenience bin per female toilet.
- Separate toilet and hand washing facilities for food handlers.
- At least one unisex toilet for patrons with a disability at each group of toilet facilities (refer to the Building Code of Australia for more information).
- The Building Code of Australia indicates that 1 urinal space = 0.6m.

The event operator may also consider the provision of additional unisex toilets to alleviate long queues.

7.15 Alcohol

If you intend selling or supplying alcohol at the event a liquor licence will need to be obtained from the Licensing Commission and a copy provided to Council.

If alcohol is BYO to the event a liquor permit will likely not be required, however the written consent of local authorities such as Bega Valley Council and the Police will need to be obtained.

Factors to be considered if alcohol will be served at your event:

- Know and apply the rules prohibiting the serving of alcohol to minors and to persons who are already intoxicated
- All staff serving alcohol must be trained and accredited in the responsible service of alcohol (RSA)
- If possible, toilet facilities should be provided near an alcohol consumption area

7.16 Health and Safety Checklist

The following checklist can be used by Event Organisers to identify potential Health and Safety considerations:

Health and Safety Considerations	ü	ü	n/a	Notes
a. Has an Incident Report Register been created?				
b. Has an appropriate level of first aid been organized for the event?				
c. Have you developed Emergency Management Protocols?				
d. Have appropriate fire safety controls been arranged for your event?				
e. Are fireworks displays conducted by a licensed pyro technician?				
f. Have the effects of noise been considered on neighbouring residents and businesses?				
g. Are amusement devices appropriate and managed correctly? Have you checked the public liability policy for the vendor? Is there a certificate of compliance for the device?				
h. Have hazardous substances been identified and managed correctly?				
i. Is the service of alcohol going to be managed correctly?				
j. Will temporary food businesses be conducted in accordance with the NSW Food Authority's Guidelines for food at Temporary Events?				
k. Has a sufficient supply of freely available potable water and clear directional signage to water been considered?				
l. Are appropriate cleaning and waste management arrangements in place?				
m. Are adequate sanitary facilities are made available for participants/patrons?				
n. Are appropriate mechanisms in place for the sale of liquor?				

8. Security and Crowd Control

The security requirements required to ensure the safety of the public will differ according to the type of event you are holding.

8.1 Security

The Event Organiser needs to examine the possible risks involved with the event, i.e. "What could happen?" or "What if?" The answers will determine the type or combination of security that you may require. Consider contacting your local Police who can advise you on this issue.

Consideration should be given to:

- What, if any, security arrangements need to be made?
- Are barriers required, and if so, where?
- How many staff are required for security - what are their roles and responsibilities?
- Where will these staff be located?
- What hours will they be available?
- What will their role be in the event of an emergency?
- How will you store and safeguard money collected?
- Have you made arrangements for lost or stolen property or lost children?

8.2 Crowd Control

Although a venue may be fully compliant with building codes and regulations, significant problems may still occur. A basic understanding of crowd dynamics will allow you to set up your venue and operational plans to substantially reduce the risk of a serious incident. Failure to appreciate the appropriate crowd dynamics may result in a serious incident at some stage.

Why is crowd control required?

- To prevent as far as practicable personal injury due to crushing, overcrowding and unruly behaviour
- To enable injured or distressed patrons to be identified and moved to safety
- To prevent overloading of structures whether or not for spectator use. They include seating stands, advertising hoardings, stages, lighting and sound mixing towers
- To prevent overcrowding

The venue should allow adequate regulation of crowd movement, for example: existing ticketed seating areas, sectoring and flow barriers including separation of vehicles from pedestrians. Spectator overflow areas should be available to prevent crushing. Contingency plans are required in case spectator turnout significantly exceeds expectations. This phenomenon is common at rock concerts.

8.3 Lost & Stolen Property/Lost Children

It is advisable to have a location for the receipt of lost or stolen property and lost children. Show this location on your site plan.

8.4 Spectators

Different kinds of events may attract certain types of spectators which require special considerations. For example events for senior citizens may also require higher levels of health services. The need to manage these considerations should form part of your risk investigation process.

Where possible, spectators should be informed prior to the event, through advertisements or in leaflets accompanying tickets, of any special conditions or arrangements for the event such as public transport, traffic and parking, clothing, food and drink, sunscreen, shelter and alcohol restrictions.

8.5 Security and Crowd Control Checklist

The following checklist can be used by Event Organisers to identify potential Security and Crowd Control considerations:

Security and Crowd Control Consideration	Y	N	n/a	Notes
a. Are there appropriate Security arrangements in place?				
b. Are security guards required at the event (i.e. for a youth party/concert or large event)?				
c. Does the venue allow adequate regulation of crowd movement?				
d. Has a location been allocated for the receipt of lost or stolen property and lost children?				

9. Insurance

It is important that all appropriate insurances are obtained for your event. The Event Organiser should investigate and arrange the appropriate insurances required for the event and determine what is covered and excluded under each policy.

Examples of general insurances that may need to be provided in addition to public liability cover are:

- Workers compensation insurance may be required by law to cover staff at the event
- Personal accidents cover for any volunteers involved in the running and coordination of the event.
- Property and equipment insurance may be appropriate if technical equipment is to be used
- Loss of profits or business interruption or consequential loss insurance
- Motor vehicle insurance may be required in case of damage caused by vehicles onsite

Note:

It is recommended that Event Organisers seek professional advice on insurance needs that are specific to their event.

9.1 Public Liability Insurance

The Event Organiser must investigate and arrange sufficient Public Liability insurance to cover the event. Evidence of public liability cover should be obtained from all stakeholders in the form of certificates of currency.

Each certificate should be checked to ensure the name of the insured matches the name of the stakeholder, the policy period covers the date of the event and the situation or address of the event has been clearly detailed on the certificate.

As a general guide, public liability insurance to the value of \$20 million is the standard requirement for most events, however this may vary according to the size of the event and any risks involved.

A copy of your insurance Certificate of Currency will be requested by Council during the event approval process.

Note:

Bega Valley Shire Council does not provide public liability insurance protection for events.

9.2 Third Parties' Insurance Requirements

All users of Council facilities and invited participants to an event must have appropriate insurance depending on their level of involvement and the activities they are undertaking. To protect the Council's interests all third parties involved in an event should also provide to Council copies any relevant insurance.

9.3 Insurance Checklist

The following checklist can be used by Event Organisers to identify potential Insurance considerations:

Insurance Planning Consideration	Y	N	n/a	Notes
a. Is the event covered by public liability insurance to the value of \$20 million?				
b. Do all third parties involved in the event have relevant insurance policies?				
c. Do you need to seek professional advice on insurance needs that are specific to the event?				

10. Post Event Requirements

The Event Organiser must make sure that all event participants and stall holders know the process and what is required of them with regard to packing up once the event has ended. By managing this demobilisation effectively the event will be concluded in an orderly manner and the venue cleared satisfactorily and safely.

10.1 Cleaning

The event venue will need to be cleaned at the end of your event. The Event Organiser will need to coordinate the necessary person power to ensure that staff/volunteers and stall holders properly clean their sites and/or allocated areas.

10.2 Removal of Temporary Signage

As soon as possible after the event all advertising and directional signs that were erected as part of the event are to be removed.

To ensure no signage is missed and not collected it is recommended that locations where a sign has been placed be recorded at the time of placement.

10.3 Post Event Debrief and Evaluation

It is recommended that immediately after the event has finished the Event Organiser should arrange to conduct a post event debrief and evaluation to get feedback and to thank any staff, volunteers, sponsors and key stakeholders for their involvement. A post event evaluation is a critical step in successful event management.

It enables you to:

- Measure the success of an event;
- Continuously improve recurring events;
- Refine the event and shape its outcomes; and
- Communicate event outcomes to stakeholders.

Arrange to do your evaluation as soon as possible after the event has been held, while the details are still fresh. Measurable event objectives may include attendance, the amount of money raised or a social or environmental benefit. Through the development of key attainable performance indicators the success of your event can be measured.

Some general evaluative criteria might include:

- Did the event fulfil its goals and objectives - why or why not
- Identify what worked and what needs altering
- Was the event well attended
- Given all that went into staging the event, was it worth it
- Finally, it is important to remember to celebrate your success and to thank all those who contributed.

10.4 Post Event Requirements Checklist

The following checklist can be used by Event Organisers to identify potential Post Event Requirements considerations:

Post Event Requirements Consideration	Y	N	n/a	Notes
a. Have arrangements been made to ensure the venue is adequately cleaned upon event completion?				
b. Will all advertising and directional signs that were erected as part of the event be to be removed?				
c. Has time been allocated immediately after the event has finished to conduct a post event debrief and evaluation to get feedback and to thank any staff, volunteers, sponsors and key stakeholders for their involvement?				

11. Cultural Heritage

Aboriginal cultural heritage consists of places and items that are of significance to Aboriginal people because of their traditions, observances, lore, customs, beliefs and history. It is evidence of the lives and existence of Aboriginal people right up to the present. Aboriginal cultural heritage is dynamic and may comprise physical (tangible) or non-physical (intangible) elements. As such, it includes things made and used in earlier times, such as stone tools, art sites and ceremonial or burial grounds, as well as more recent evidence such as old mission buildings, massacre sites and cemeteries.

Therefore, an activity that impacts on the landscape may impact on Aboriginal cultural heritage. As with the heritage of all peoples, Aboriginal cultural heritage provides essential links between the past and present for Aboriginal people. It is an essential part of Aboriginal identity. Excerpt from OEH Guidelines for Aboriginal Cultural Heritage Impact Assessment & Community Consultation [2010].

Information regarding Aboriginal Physical Heritage in the Shire will be held in 4 data bases:

- The OEH AHIMS data base;
- The data bases of other state agencies- particularly State Forests;
- Items Council has listed in its Local Environmental Plan [LEP] as ‘Heritage Items’ or Heritage Conservation Areas’; and
- Items Council might seek to reference in a Development Control Plan [DCP] as a ‘Culturally Sensitive Landscape’.

Note:

If you have any concerns or are unsure about the location of areas of cultural significance and the potential for your event to impact on such sites please contact Council. Otherwise event organisers can register with the Aboriginal Heritage Information Management System (AHIMS) via the Office of Environment & Heritage.

11.2 Cultural Heritage Checklist

The following checklist can be used by Event Organisers to identify potential Post Event Requirements considerations:

Cultural Heritage Requirements Considerations	Y	N	n/a	Notes
a. Have arrangements been made to ensure activities associated with the event will have no impacts on areas of cultural heritage?				

12. Useful contacts and references

The table below provides the details of some contacts where you may seek further information regarding managing events:

Organisation	Function and Further Information
1. SafeWork NSW	New South Wales' workplace health and safety regulator. They can offer advice about improving health and safety for your event, licensing and registration potentially dangerous work and workplace incidents investigation. For further information visit www.safework.nsw.gov.au
2. Roads and Maritime Service	Roads and Maritime Services is a NSW Government agency delivering safe and efficient journeys throughout NSW, managing the operations and programs of roads and waterways. They can assist with advice on transport management in relation to special events. For further information visit www.rms.nsw.gov.au
3. Department of Planning & Environment	The Department of Planning & Environment develops policies that guide planning activity for government and local government across NSW. For further information visit www.planning.nsw.gov.au
4. NSW Food Authority	The NSW Food Authority is responsible for regulating and monitoring food safety across the entire food industry supply chain in NSW - from paddock to plate. For further information visit www.foodauthority.nsw.gov.au
5. Bega Valley Shire Council	Bega Valley Shire Council is a local regulatory authority that has oversight for public land within the Bega Valley. For further information visit www.begavalley.nsw.gov.au
6. Office of Environment & Heritage	OEH cares for and protects NSW's environment and heritage, which includes the natural environment, Aboriginal country, culture and heritage, and built heritage. For further information visit www.environment.nsw.gov.au