

Events and Festivals Guidelines

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1. Introduction

Events held within the community can have a number of economic, social and cultural benefits. Above all, events can create a sense of pride in the community and encourage community togetherness, which brings together people from all different backgrounds.

Planning an event can be an overwhelming experience that requires a lot of time and hard work. Federation Council is committed to ensuring that this process is as straight forward for event organisers as possible.

Council recognises the valuable contributions events can make to the local community and has developed this manual to assist event organisers plan a successful event.

Event organisers are encouraged to make use of this manual when preparing their application to Council. This will ensure that all areas are addressed and will assist with the overall event planning process. This manual may cover areas that are not relevant to your event, as what is involved will vary depending on the nature of the event been held.

Please remember that any event been held on Federation Council land must have written approval. An application must be submitted to Council no less than **four months** prior to your event.

1.1 Federation Council

Coordinating an event is a complex task, often requiring the participation of many stakeholders. Federation Council is here to help you!

Federation Council has developed a Federation Council Events & Festival Guidelines that may assist you in the initial stages of developing your event. Council maintains an events database, which centrally registers future events scheduled in the Federation Council. Additionally, Council can provide some valuable guidance on such things as suitable dates and venues.

Contact Council's events area on:
Community Development – Events
Federation Council
100 Edward Street, Corowa NSW 2626
P: 02 6033 8974
E: communityevents@federationcouncil.nsw.gov.au

1.2 How Council Can Assist.

Federation Council is committed to ensuring the successful planning and implementation of events throughout the region. The social and economic benefit of events is something that Council recognises as being vital to the prosperity of the Shire.

Whilst Council encourages community groups and organisations to take ownership of their events, we understand the challenges that sometimes exist when running events. Therefore, Council can help to ensure that your event runs smoothly and achieves a level of success that reflects your hard work and commitment. Council can assist in the following areas:

- General advice and assistance in planning your event.
- Traffic management assistance for Federation Council and State roads (i.e. road closures).
- Booking of Council facilities.
- Waste management.
- Street sweeping.
- Food safety advice.
- Assistance with grant applications for event funding.

This assistance will be on a cost recovery basis. That is, Council will not apply a mark up to the cost of providing the service.



1.3 Application Process and Event Approval

Event organisers wanting to conduct an event on land owned and / or controlled by Federation Council (including parks and local roads) need to complete an event application form for approval by Council. See Appendix A for an example Event Application Form. Events and Festival Application Form is available from [Federation Council's website](#).

This application will outline details of the event that Council feels is necessary to determine if it is a suitable, safe and viable event for the community. The Event Organiser must outline any requests it has of Council. It is important that both Council and the Event Organiser are aware of what is expected from each other from the beginning of this process. This will eliminate any confusion further down the track.

Applicants need to follow the following process below for approval:

1. Event application submitted.
2. Event application assessment and timeframes required for approval.
3. Submission and review of event planning documentation.
4. Advised outcome of application and conditions imposed.
5. Approval granted.

The approval process will depend on how complex your event is, the number of permits needed and agencies involved will decide how long this process takes. If you have supplied all relevant information this process generally takes about 4-6 weeks.

If you are planning to stage an event on a street or road located in the Federation Council, you will be required to apply to the local Traffic Management Committee for any temporary road closures, as per Roads and Maritime Services (RMS). Council can assist you with this application and will submit on your behalf.

Application must include:

- Special Event Transport Management Plan (See Appendix C).
- Traffic Control Plan/s completed by a suitable qualified professional.
- A risk assessment on the event, showing the identified hazards and solutions to reduce or remove the risks.
- Letters to local residents and businesses directly affected by the changed traffic conditions.
- A current Certificate of Currency of Public Liability with a minimum indemnity of \$20 million dollars listing NSW Roads and Maritime Services, NSW Police and Federation Council as interested parties.

Events requiring road closures require submission to Council at least four months prior to your event.

2. Developing an Event Concept

2.1 Concept

When developing an event concept (idea), considering the following:

- Why is the event being held?
- What are we hoping to achieve?
- Whom do we want to attend?
- What type of event will this be?
- When would be the best time to run this event?
- Where will the event be staged?
- What will the challenges be?

It is always a good idea to do some research when developing an event concept. Consider other similar events in the area, evaluate their success and identify gaps in the event market. If possible, get in contact with people who have organised similar events. Bounce your ideas off them and ask them questions about things such as budget and key challenges. The more informed you are the better.

Being able to demonstrate the positive impacts your event can have on the community (i.e. economic and social) will strengthen your application to Council and generate more community support or sponsorship. It is also beneficial however to demonstrate that you have considered all the possible negative impacts that the event may have, and how these may be managed.

2.2 Purpose

It is important from the start of the planning process that you determine the purpose or the main reason for doing your event. From the purpose, you should set realistic and achievable objectives.

By doing this, it will allow you to stay focused on what you are hoping to achieve and will ensure that everyone involved in running the event is on the same page.

2.3 Feasibility

The next step is to assess whether your event is feasible. Great ideas are sometimes impractical and not financially viable. The key questions to ask are:

- What physical resources are available (facilities and equipment) or accessible to support the event?
- What are the costs (time, personnel and money)?
- How can you overcome potential barriers to your event?
- Is there sufficient time for planning?
- Does your event clash with any other key events?

3. Budget

Developing a budget and monitoring your finances is essential in determining the financial viability of your event.

List all the essential costs for the event. Costs should include administration, event delivery, marketing, communication and contingency dollars for unexpected expenses (normally 10-15% of total budget expenditure).

Many events may also generate some income:

- Direct Income (ticket sales, programs, catering, car parking)
- Indirect Income (advertising, sponsorships, raffles, donations).
- Sponsorships is income. Include any costs incurred in obtaining the sponsorship.

Drawing up a cash flow budget is advised which estimates when money is to be received and when it is to be paid out. You should plan to have enough income to pay for accounts as they come in.

As a safety measure, nominate a cut-off date, when a final decision to proceed with the event or not. If income is not going to be sufficient to cover expenses, it is advisable to cancel the event.



4. Promoting Your Event

Promoting your event is a crucial stage in the event planning process – there is no point planning a fantastic event if no one knows about it!

The first step in developing a strategy to promote your event is to decide who your target audience is (this is something that should already have been done in the earlier stages of the event process). By doing this, you can develop ways that will effectively market your event to the right people, instead of wasting time and resources reaching people who are unlikely to attend anyway.

It is important that all marketing and promotional activities are consistent in their message. As such, there needs to be a coordinated approach to this part of the planning process. It might be a good idea to develop a logo or slogan that people will associate with your event. When developing logos and slogans for the event, be sure that you are not breaching any copyright laws.

It is important to consider the promotion of your event when developing your budget, as you will need to allocate at least some money to these activities. Do not make promises or promote things that you cannot deliver. Whilst some forms of advertising can be expensive, others can be just as effective but with minimal costs. However, there are a number of ways that you can provide your event with a high level of exposure, even with a limited budget. You just need to be creative and resourceful!

Be aware of your obligations to sponsors and funding bodies – you may be required to recognise their contribution in any promotional material.

Make sure you get your timing right – do not leave your promotional activities to the last minute or you will significantly reduce the number of people you have attending.

The following list provides you with some ideas about how to make people aware about your event and excited to attend. Again, the strategy you choose will depend on things such as your target market, your available budget, and the type of event.

Posters

For local events, use the tried and true poster. Areas with lots of pedestrian traffic or car stops are gold. Local shop windows, libraries, office noticeboards, cafes and Laundromats - basically, anywhere people gather can ensure your posters reach your audience.

Flyers / DLs

Deliver to households, handed out at supermarkets, distributed through local businesses and schools.

Community Noticeboards

This is another low cost option, which can be quite effective.

Media Releases

It is worthwhile making contact with local newspapers, radio and TV networks, as they may like to run a story on your event. Most media networks broadcast a free community segment, so providing a media release may help to increase your event promotion.

Radio

Contact the radio stations and tell them about your event. They may be able to arrange an on air interview to discuss your event, or you can pay for advertising. They may event broadcast live from your event!

TV

This can be a costly way to promote your event, but the exposure it will receive can make it very worthwhile.

A number of television and radio stations offer free event listings on the Community Noticeboards on their websites.

Socials

Events promoted on the business/ event Face book or Instagram page or look for the ones related to your cause or event and post your details there as well.

Hash tag

Create a hash tag and use it when tweeting about your event or uploading photos to Instagram or promoting your event on Face Book.

Website

it might sound like a no-brainer, but be sure to put the details of your event on your website, preferably on the home page. Anybody who hears vaguely about the event is likely to go to your website (or Google it) and look for the details.

Set up an event specific website for your event. Online Website Builder sites such as Weebly and WIX are free, include templates and instructions and can create a professional website for people to visit for information about your event.

Other Websites

Many websites have general calendars of events, aimed at particular markets, such as tourists, and as a public service by municipalities or government agencies. Add all of them to your media list.

Websites like Eventbrite are a great way to sell tickets for your event and promote at the same time to a broad audience.

Council's Tourism Website

Do not forget to list your event on [adtw-online](#). It is free and gets your event listed on [Visit NSW](#) as well as feeding through to various other directories including the appropriate Federation Council [Visit Corowa Region](#) website.

Word of Mouth

This is the number one way to generate interest in your event and for no cost at all. If you get people talking about your event, and you will be surprised how quickly word will get around.

Online Ticketing and Registrations

There are a number of free online ticketing systems. Most let you customise your tickets, have options to allow for different fee structures, group discounts and early bird specials.

Some of them are free to use, while others take a fee from the customer on each ticket sale. It is worth asking other event organisers what system they use.

5. Organising Your Event

5.1 Organising Committee

It may be a good idea to establish an event organising committee to ensure that you have enough people to get the job done. Whilst it is important to have an Event Manager to lead and take responsibility for the project, there will be other tasks delegated to members of the committee. There are a number of benefits to doing this:

- It will ensure that all tasks are completed and the event schedule is running to plan.
- Different committee members will have different connections to people /businesses /organisations that can provide benefits to the planning of the event. Sometimes it is not what you know. It is whom you know!
- Each member of the committee will have different skills and knowledge areas. For example, one member may be good at developing creative promotional material whilst another may be good at securing sponsorship or managing the finances.

It may be useful to prepare an action plan / Gantt chart, which outlines your project timelines and the people responsible for tasks. This will help keep track of your progress.

5.2 Operational Staff

You should consider having people with particular expertise at the event site to deal with situations that might arise. The staff you require could include:

- experts in handling hazardous materials e.g. fireworks
- electricians, gas fitters and plumbers
- security guards
- medical/first aid staff
- qualified sound and lighting technicians
- qualified personnel if the event is to be held on water

5.3 Staff & Volunteers

Whether you are using paid staff on the day of your event or volunteers, some key points to consider:

- Ensure that the events insurance covers both staff and volunteers.
- Keep a register of all staff and volunteers and their duties.
- Induct all staff and volunteers onto the site. Brief them on the activities of the day, the communications plan, site plan and risk assessment.
- Provide clear direction on what they are required to do.
- Meet your Health and Safety requirements by providing all volunteers and staff with things such as safety vests, sunscreen, drinking water etc.

- Consider having staff and volunteers on standby for the day so there are always an adequate number of people assisting.

5.4 Volunteers

Volunteers can provide invaluable assistance in the coordination and running of an event.

The Centre for Volunteering (home of Volunteering NSW) can assist member organisations with recruitment of volunteers through the Volunteer Referral Service. For more details go to [The Centre of Volunteering](#).

Another good way to find volunteers for events is to approach local service or community groups such as Rotary Australia, Lions Australia, Volunteer Rescue Association, sporting groups and the local business chamber. As well as educational and training institutions that offer event or hospitality courses.

For local groups in the Federation Council visit the [Federation Council website](#).



You need to be aware of your rights and responsibilities in relation to volunteers.

These include:

- Insurance—seek professional advice about the type of insurance you will require to cover volunteer activity. You should also check to ensure that any existing insurance policies cover volunteers. Some you might consider are volunteers/workers personal accident, public liability, motor vehicle and professional indemnity liability.
- Occupational health and safety—volunteers are entitled to the same safe conditions that are provided to paid employees
- Appropriate orientation and training—to ensure volunteers are able to do their assigned job effectively. Volunteers serving alcohol at a licensed event must have their Responsible Service of Alcohol.
- Reference, police or other checks—depending on the role assigned to a volunteer (such as working with children) it may be necessary to carry out checks. If checks are relevant, volunteers should be advised and their permission sought.

6. Timing

It is a good idea to check if any other events are been held on your proposed date. Whilst sometimes it can be good to link events together, a lot of the time one event can detract from the other. This is not something that either event organisers will be want!

Federation Council maintains an events register and can inform you of any upcoming events.

Consider things such as school holidays, public holidays and special occasions (i.e. Mother's Day & Father's Day). You want to nominate a date/time that will best suit your target audience and maximise the number of potential participants.

When setting a date for your event, it is also important to consider the weather – especially if the event is outdoors. If you do decide to hold your event outdoors, develop a wet weather action plan.

Having sufficient lead-time to plan, fundraise, market and implement the event 'action plan' is a critical issue. Never underestimate how long the process can actually take. Failure to allow adequate lead-time decreases the chances of success in all aspects of event planning and delivery.

7. Venue / Site Selection

One of the first things you need to do is decide on a venue or site for your event. The nature of your project will help dictate the type you select.

7.1 Venue Options

Events are held in many different locations, from established venues to open spaces. A venue comes with most of the facilities and service you will need to run an event such as a conference centre or a hotel. A site is a blank canvas and you will need to bring in some or the entire infrastructure to run your event.

When selecting where to hold your event, you need to consider the following things;

- Do you want your event to be run indoors or outdoors? This will depend on the type of event, and the time of year the event will be held.
- Is the venue easily accessible to all patrons, emergency services etc.?
- Does the venue have access for the disabled?
- How much will it cost you to hire?
- What is the capacity?

Consider things such as amenities, car parking, availability of power, size of the venue in respect to the expected number of patrons and design factors such as the stage, heating/cooling and acoustics.

The bottom line is that the venue / site must be able to meet the needs of the event and its audience. It is a good idea to conduct an inspection, with the above points in mind. You need to ensure that you book your venue early to avoid disappointment. Have the booking confirmed in writing, and be prepared that you may need to pay a deposit to secure your booking.

Find a number of venue options in the Federation Council on the [Visit Corowa Region website](#)

7.2 Entry and Exit of the Event

Depending on the number of people, you are expecting at your event, you may need to consider having staff located at the entry and exit points of the site.

Further, it may be worthwhile having more than one point where patrons can enter and exit if you are expecting a large number to attend the event. The purpose of this is to direct patrons in and out of the site and to act as a marshalling point. This is especially important in the case of an emergency.

If you are planning to undertake market research for your event, then it could be a good idea to conduct surveys and collect data at these points.

It is vital that you provide access into and around the site for emergency service vehicles. This should be a separate entry/exit point to that of patrons.

If your site is large, provide more than one entry/exit point for emergency vehicles so that the most direct route can be used in the event of an emergency.

Avoid locking any gates, as this can impact on how quickly, emergency services can reach the incident.

8. Site Plan

It is a requirement of Council that a site plan be submitted with the application to stage an event. This is a valuable communication tool that tells everyone involved in the event where important features are located. It is also useful in identifying any potential risks or hazards that may exist.

Identify the following things on the site plan. It is not an exhaustive list and will vary depending on the event. However, it will provide you with an indication of the types of things to include:

Access

- Entry and exit points
- Emergency services entry and exit points
- Vehicle routes
- Paths and lighting for pedestrians
- Parking
- VIP and Media areas
- Parade route

Structures

- Communication centre / command HQ
- Stage and other structures, such as barriers
- Entertainment areas / activity areas
- Restricted access areas
- Liquor outlets and consumption areas
- Food vendors / stalls
- Toilets
- Sound and lighting control points

Facilities

- Seating
- Security guards
- Lost children area
- Rubbish bins
- Power outlets / water points / gas cylinders
- Fencing
- Firefighting equipment
- First aid
- Facilities for people with a disability

For larger events, you may wish to post user friendly copies of the site plan around on the day of your event, so that attendees can find where things are if need be. Alternatively, you could hand these out at the gate.

9. Signage

The type and amount of signage required will generally depend on what kind of event you are staging and how many people you expect to attend. If you do erect signage, you will need to ensure that it is clear, easy to understand and most importantly correct.

It can be a good idea to provide signage for the following.

- Parking
- Entry and exit points
- Toilets / parents room
- First aid
- Office / Information
- Food / drinks

If you are selling alcohol, then you will need to display relevant signage under the Liquor Laws.

10. Accessible Events

You need to ensure that your event is as inclusive as possible by ensuring it is as accessible to people of all abilities.

In addition to wheelchair access, you should include:

- Special parking areas for people with disabilities.
- For outdoor events, consider hiring temporary flooring products to create a flat and visually well-defined path of travel over grassy, bumpy or muddy areas.
- For larger events, have you produced a map containing access information (location of parking, toilets, accessible entrances)? You can distribute it in advance to people who RSVP or request access information
- Accessible facilities such as toilets and food and drink counters.
- Special viewing areas for people with disabilities.
- Avoiding strobe lighting or flashing lights.
- Regular resting spots along entrance and exit paths.
- Information in large print and/or braille for people with a sight impairment.
- Drinking water and shade for guide dogs.
- Ensuring guests are not put into stressful situations (for example, overcrowding, loud noises, and stressful activities) and that guests have access to a separate, quiet area when needed.
- Written material available in plain English/Easy English alternatives
- Ticket pricing that includes admission for people with disabilities and their carers.

By addressing these issues, you are meeting your legal obligations to eliminate discrimination. Additionally, you will also be able to market your event to a wider number of people.

If your event is ticketed you should consider accepting carers who have a Companion Card. The Companion Card allows a person's carer free entry into participating venues and events, promoting the rights of people with disability to fair ticketing and making community access more affordable.

Now that your event is accessible, don't forget to include the international symbol of access which is widely recognised next to the contact details, as pictured below:



For more details about accessibility related to special events:

- [Department of Ageing, Disability and Home Care](#)
- [Disability Council of New South Wales](#)
- [Physical Disability Council of New South Wales](#)

11. Inclusive and Age Friendly Events

People in your community, regardless of their age, gender, cultural background and abilities, want to be able to participate in a range of activities and events.

By making your event inclusive, you are creating the opportunity for more people to attend, increasing rates of participation and the success of your event.

Some simple ways to make your events more inclusive and age friendly include:

- When developing flyers/brochures aim to use a minimum size 12 font, or even larger if targeting elderly people.
- When promoting your event consider the best channels to attract older people.
- If limited public transport is available, promote the use of car sharing or provide community transport to and from your event.
- If your event is ticketed or you are selling food and beverage or merchandise you could consider giving a discount to people with a Seniors Card.
- Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, older people who may use a frame or walking stick and families with strollers and prams.
- Ensure the site has regular resting spots along entrance and exit paths.
- Make sure pathways clear of trip hazards, electrical cords or other objects that protrude into pathways that may not be easily seen by some.
- Ensure there is adequate circulation space for people using walking frames, wheelchairs, scooters and other mobility devices to move around the venue.
- Include seating for people who may not be able to stand for the duration of the event. Include some seats with armrests as they can be easier for older people get up from.
- Provide facilities wherever possible to enable people of older people to gain access, see and take part in the attractions and activities.
- Choose a venue that is free from steps. If not, consider an alternative entry or organise a portable ramp.
- If there are steps, choose a venue that has handrails to assist those using the steps.
- Make clear signage in large print for people with a sight impairment.

- It is important to be welcoming and hospitable to older people and not be patronising.

12. Parking

It is important to provide sufficient parking for people attending and working at the event. If the available parking at your chosen venue is not sufficient, you may need to consider alternative arrangements.

If existing parking facilities at the event location are inadequate, consider nearby parking stations. If you need to set up additional parking areas, certified traffic marshals may be required.

If your event is not accessible by scheduled public transport, it may be necessary to provide hired shuttle bus services and/or additional parking spaces.

Remember to provide easily accessible parking spaces (with signage) close to the event for people with a disability.

When planning where to put parking, ensure you allow access for emergency vehicles.

Indicate parking areas and vehicle entrances and exits on your site plan.

It is useful to promote parking in the lead up to the event, particularly if you expect to have any issues with availability. Highlight nearby car parks to the venue and if practical, encourage people to walk and leave the car at home!

13. Power, Sound and Lighting

You cannot run your event without an adequate power supply! It is vital that you investigate the power needs of all those involved in the event (i.e. food vendors, performers) to ensure that your supply is sufficient. This needs to be done prior to the event so that you can make the appropriate changes to your site layout, or hire generators if need be.

In planning your event, you must also consider the safety issues involved with your power supply. This should be included as part of your risk assessment (i.e. power leads should not present trip hazards). You should indicate on your site plan where the main power supply switch is, and be sure that all participants are aware of this should it need to be turned off in an emergency.

A number of things will determine the sound requirements of your event. For example, the venue, the size of the audience, the events proximity to residents. If there are neighbouring residents to the venue where your event is consideration of the level of sound must be made.

The volume needs to be pitched at just the right level, and all members of the audience need to be able to hear clearly. Professional Sound Engineers can give advice on equipment and the acoustics qualities of a venue.

If your event is at night, you must ensure there is enough lighting, particularly for walkways and high pedestrian movement areas. This is important from a risk management point of view, and in case of an emergency or the need for evacuation. Having a backup power supply is also a good idea. Lighting is a great way to enhance your event such as to highlight your guest speaker or create mood in a room.

14. Music

A licence is required to use live music and / or recorded music at events if that music is protected by copyright.

The person who authorises the playing or performance of music is responsible for obtaining the appropriate licences from

- [APRA AMCOS](#)
- [PPCA](#)

15. No Balloons Release Policy

To minimise environmental impacts and unnecessary waste to landfill council prohibits the release of balloons at all events on public land or at those events conducted by the Federation Council.

It is illegal to release 20 or more gas-inflated balloons at or about the same time Protection of the Environment Operations Act 1997- Amendment (Balloons) Act 2000).

On-the-spot fines may apply. For further information call the Environment Line on 131 555.

Here are some alternatives to releasing balloons that has less impact on the environment:

- Light a candle as a sign of remembrance or celebration
- Organise a kite-flying afternoon. Better yet, create your own kites using recycled materials.
- Blow bubbles! Do not forget to dispose of the plastic receptacles responsibly.
- Invite up and coming local artists to perform at your event.
- Plant native trees as a symbol of new beginnings and a gift to the environment.
- Hold your event in a garden. Lush greenery and flowers in bloom are all the ornaments you need.

16. Food

It is the responsibility of the event organiser to ensure that all necessary food permits are obtained. Event organisers should also request copies of current insurance policies from all food providers, and issue them with a copy of the Food Handling Guidelines for Temporary Events.

If you are serving food at your event, you may be required to notify the NSW Food Authority. For more information go to [NSW Food Authority](#).

Food suppliers to your event must comply with the Food Standards Code. For more information go to [Food Standards Australia](#)

17. Water

It is vital that you make drinking water available to attendees, participants, staff, volunteers, contractors, performers, etc. at your 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, e.g. if there is a mosh pit, or limited space.

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



18. Alcohol

If you plan to have alcohol at your event, you must obtain a license. You will be able to determine the type of license you require by going to the [Liquor and Gaming NSW](#) website.

If your event is on Council land then you must also obtain approval from Council. You will be required to provide evidence that those serving alcohol have Responsible Service of Alcohol certificates. Council also reserves the right to request that security personnel be provided at the event.

You need to allow a suitable amount of time to arrange the appropriate licensing and Council approval. This process can take time, so make sure you address this issue in the early stages of planning your event.

Be aware that some areas throughout the Shire are glass free zones / alcohol free zones. Council can advise you where these zones are.

Some things that may be worthwhile considering if you plan to serve alcohol include:

- Provision of free drinking water
- Ensuring that food is provided at the event
- Employing security personnel
- Displaying responsible service of alcohol signs
- Stipulation of clear signage showing where alcohol can and can't be served
- The provision of safe transport to and from the event
- Measures to ensure neighbours are not disturbed by the event.

This list is by no means comprehensive, but it gives you an idea of some of the issues involved in serving alcohol at your event. Please contact Council, the police or the Liquor and Gaming NSW if you have any other concerns regarding your obligations.



19. Fireworks / Pyrotechnics

If you plan to have fireworks at your event, you must notify local council at least seven days before the event

You should engage a professional Pyro technician who has a permit from Safe Work NSW. Additionally, the Pyro technician must hold an Explosives Licence, a Security Clearance from Work Cover and provide copies of their insurance and risk assessment.

If you plan to have fireworks for your event, the pyrotechnic is required to advise the following organisations:

- [Safework NSW](#) at least seven days prior to the display
- The local area commander of police (and/or local police) at least two working days before the display
- The NSW Fire and Rescue (and/or Rural Fire Service, where applicable) at least two working days before the display.

You are also required to seek written approval from the land or property owner and any neighbours affected by the fireworks display.

Fireworks are a high-risk activity to have at your event. It is important that you manage this activity carefully and engage a Pyro Technician who is professional and can provide you with all the necessary documentation you request. If they are unable to provide you things such as risk assessments and licenses then you should not be hiring them.

A total fire ban sets legal restrictions to prevent activities that may start a fire. In the event of a total fire ban, restrictions may apply to the discharging of fireworks and open fires. You will need to apply for an exemption from NSW Rural Fire Service.

For further information about fireworks and permits, visit the [NSW Worksafe](#) website.



20. Amusement Devices

If you plan to have amusement devices at your event, you need to complete and submit an 'Application Form to Operate an Amusement Device' to Council. This application will provide information about the operator, the device and its registration details, and insurance details.

This process is required due to the high level of risk involved in operating amusement devices. Council may request to see copies of the logbook, detailing each time the device used.

Additionally, Council will also need to sight:

- A copy of the owner/operators public liability insurance.
- A copy of the operators risk assessment.
- Evidence of workers compensation insurance and/or volunteers insurance (if required).
- Written confirmation, that the device was installed in accordance with industry standards and by experienced persons.
- A copy of the disclaimer provided to all users of the device (may be on the back of the ticket).

Council will need to undertake an inspection of the site prior to the event to ensure that it is suitable for the device.

21. Contractors / Hiring Equipment

If you are using contractors for your event, or hiring equipment, it is important that they have maintained this equipment to Australian Standards. It is a good idea to ask for evidence of this, and **always** ask to see a copy of their insurance.

Make sure you read the hire agreement and are aware of your obligations.

22. Security

Not all events will require security. It depends on the type of event, the number of expected attendees and if alcohol is available at the event.

It is a good idea to arrange security, if there will be large sums of money at the site or if there are assets that need protection.

Council may include the engagement of a security service as a condition of its approval of the event. Whilst this may seem like an unnecessary cost, remember that it is in your best interest to ensure that all patrons at your event are kept safe. Any negative publicity that your event attracts (i.e. an uncontrollable crowd) will be detrimental to the overall success of the event, and will influence the likelihood that the event will succeed in the future.

The NSW Police can advise you further on this issue and may be able to assist at larger events in accordance with the *NSW Police Force Cost Recovery and User Charges Policy*.

23. Dealing with Money

If you are fundraising for charitable purposes, you must obtain a fundraising authority from [NSW Fair Trading](#).

If you plan to sell tickets, food and beverage or merchandise at your event you need to arrange for the collection of money:

- 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?

Train any staff handling large sums of money at your event in correct procedures. Contact [WorkSafe NSW](#) for more detailed information). It is also advisable to use security guards in this instance.

You should consider whether you would still make a profit at your event after paying all the necessary money-handling precaution. You may decide it is not worth your while to collect money at the event.

24. First Aid

You must have qualified First Aid personnel on standby at your event. You may wish to arrange for an organisation such as St John Ambulance to provide this service. For further information go to [St Johns](#).

Your First Aid station must be well signed and promoted so that all participants and attendees can find it if need be.



25. Toilets

You must ensure that an adequate number of toilets are provided for the expected number of patrons to the event. Your venue may have existing toilets that you can utilise, however if this is not the case you will need to hire portable systems (most party hire businesses provide portable toilets).

It is important that the toilets remain in a clean state throughout the duration of the event. Depending on the number of expected patrons, you may need to arrange for the toilets to be cleaned during the event. Do not forget to stock up on toilet paper! Little things like this can affect the success of your event, so it is important to make sure you have considered them.

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

Make sure you have sufficient signage around directing people to the toilets.

Guide to toilet facilities according to patronage – No alcohol

Males				Females	
Patrons	Toilets	Hand Basins	Urinals	Toilets	Hand Basins
< 500	1	2	2	6	2
> 1000	2	4	4	9	9
> 2000	4	6	6	12	6
> 3000	6	10	15	18	10
> 5000	8	17	25	30	17

Guide to toilet facilities according to patronage – With alcohol

Males				Females	
Patrons	Toilets	Hand Basins	Urinals	Toilets	Hand Basins
< 500	3	2	8	13	2
> 1000	5	4	10	16	4
> 2000	9	7	15	18	7
> 3000	10	14	20	22	14
> 5000	12	20	30	40	20

Reduction in toilet facilities for short events

Duration of event	Quantity required
More than eight hours	100 per cent
Six to eight hours	80 per cent
Four to six hours	75 per cent
Less than 4 hours	70 per cent

Source: Event Management: Planning Guide for Event Managers in Victoria

26. Lost Children

For a large event, it is advisable to arrange for lost children. Set up an area where lost children can be looked after and where carers can look for them. Clearly communicate to event patrons arrangements for children and carers become separated.

All staff and volunteers working at the event should be aware of the procedures to follow 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 have a valid [Working with Children Check \(WWCC\)](#) clearance. The WWCC helps prevent unsuitable persons from working for your event in positions where they have direct, unsupervised contact with children.

The Working with Children Check is only one part of keeping children safe. Learn more about how to develop and maintain a [child safe organisation](#).



27. Sustainability

Events offer a wide range of public, local community and economic benefits. However staging an event can also generate negative economic, social and environmental impacts, such as material waste, energy consumption and strains on local communities.

Event organisers can reduce their eco footprint by applying basic changes in their planning, such as:

- Develop a sustainability policy in conjunction with main stakeholders and implement it
- Reduce the quantity and size of printed materials in the planning stage
- Choose a sustainable venue
- Conserve energy usage such as turning power off when not or hiring a space with natural light
- Encourage use of public transport, car-pooling and walking to events
- Use sustainable bio fossil fuels in mobile generators
- Use waterless urinals, low volume flushing toilets or waterless toilets (composters)
- Incorporate sustainable procurement criteria into all key contracts
- Hire rather than buy. If you do have to buy, buy products that can be reused or recycled
- Source local products: Support the community that supports your event
- Use electronic or paperless ticketing
- Use non-toxic, solvent and phosphate free cleaning products
- Use tap water or bulk stored water where possible

Event Organisers wanting further help should refer to **ISO 20121:2012, *Event sustainability management systems – Requirements with guidance for use.***

28. Waste Management

Even small events can generate large amounts of waste. Council encourages you to consider implementing an effective waste management plan for your event.

A 'Waste Wise' event is one that adopts a variety of principles to ensure that the amount of waste leaving the event and to landfill is reduced.

Some aspects for consideration are:

- waste receptacles—type, quantity and placement
- emptying of receptacles—frequency, operational issues (e.g. will waste trucks be able to access necessary areas at your event)
- managing waste which has not been placed in receptacles
- managing waste during and after your event
- types of packaging used in order to minimise waste
- recycling

Reducing the amount of litter at your event and providing recycling options will not only save you money but it will enhance the reputation of your event.

If you think your event will generate a considerable amount of waste, make sure you have an adequate number of bins available so that attendees do not litter on the ground.

Signs around the venue might encourage people to make use of the bins provided. You may also need to have someone available to empty the bins during the event if they become full.

Always make sure that any litter is picked up after the event and before you leave the venue. Council can assist with street sweeping if required.

Please contact Council on 02 6033 8974 for an estimated cost of any waste management services.

The NSW Environmental Protection Authority has valuable information outlining seven steps you can take to ensure a "[Waste wise Event](#)".

29. Water

Due to the prevalence of rivers and natural waterways in the Federation Council, protection of waterways from event activities is a highly significant issue.

Whether an event is in an indoor venue, a park or a Greenfield site, it uses clean water and produce wastewater. Water is used and wastewater is produced at events through catering and food stalls, drinking taps, cleaning, toilets, showers, hand washing, misting stations, dust settling and grounds preparation.

From a health, perspective quantities of potable water must be available for drinking, hygiene and cooling purposes (e.g. spraying the crowd with water) especially during summer events. Water must also be available for fire fighting

Key considerations when planning your event are:

- Identifying issues concerning potential disruption to or interference with natural waterways and planning event activities to avoid negative impacts.
- Consider legacy opportunities for regeneration, enhancement or protection of waterways and immediate surrounding ecological environment.
- Planning the most effective onsite amenities procedures to ensure adequate and functioning facilities are available, to reduce unnecessary wastewater volumes, and to ensure no use of chemicals or contamination of land or waterways.
- Amenities suppliers (toilets, urinals, water supply, sewage removal, cleaning) are used which have their own sustainability policy. This ensures they have the capacity to support the event's goals of water conservation and protection of waterways.
- Provide the adequate toilets and urinals given the various capacities for the event.

30. Legal Issues

In the planning of any event, it is important to consider the legal issues that you might encounter. Below is a list of issues that may, or may not, apply to your event. If you are unclear on any of these points, or have other legal issues you feel may be relevant to your event, it may be worthwhile to seek professional legal advice.

- Copyright laws; be aware of copyright laws when preparing promotional material. Copyright laws can also apply when songs are performed that are not the original work of the performer. Investigate your obligations in this area i.e. you may need to pay a performers rights fee.
- Waivers are a way of informing participants of the risks associated with partaking in the event, and indemnify the organiser against claims. A waiver signed by the participant, which then means they are participating at their own risk.
- Disclaimers; this is a statement that advises other parties of things such as risks or a change in cost without notice i.e. 'Price subject to change without notice.'
- It is important to contracts with staff, volunteers, suppliers, performers, sponsors, contractors, venues and other relevant parties
- Wages of event staff and volunteers such as ensuring that the appropriate wages, entitlements and superannuation paid to all staff, including performers.
- Taxation – including the application of GST.
- Conduct of revenue raising activities.
- Need for obtaining relevant permits & licenses, such as Council planning approval, liquor licenses etc.
- Work Cover
- Necessary Insurance
- Compliance with other applicable law

31. Permits and approvals

Your event may involve certain activities that require a permit or approval from Council (for example, busking, raffles, the selling of goods, serving of alcohol and food, fireworks). If your event is on Council land these will be identified in your initial application made to Council.

You will also need to discuss with Council the need for a noise permit. Council may request that you write to neighbouring residents and notify them about the event.

For further information about what permits you require, please contact [Council](#) on (02) 6033 8999.

32. Traffic Management

If your event is likely to impede local traffic movement, Council will require a traffic management plan to be submitted. This will need to be reviewed and approved at the Local Traffic Committee meeting (this committee consists of a Council representative, Council's Director of Engineering and Infrastructure and representatives from the NSW RMS and NSW Police).

Before the Local Traffic Committee can review the application, the Transport Management Plan template (see Appendix A) and a Traffic Control Plan and risk assessment must be prepared. You will need to arrange with your insurance company to have Federation Council, NSW Police and NSW RMS as interested parties on the event's public liability insurance.

There are a number of traffic management companies in the area who can prepare the appropriate documentation and submit to Council on your behalf. Alternatively, Council can assist you with the preparation of the TCP on a cost recovery basis.

The RMS requires a minimum of 3 months notification to close a road. This is why Council requests that you lodge your application to stage an event 4 months prior to the event. This allows enough time for the TCP to be prepared and any issues to be discussed and overcome.

If approval is granted for the road closure, Council can facilitate the closure on your behalf (please note this service will incur a fee). Should you wish to arrange facilitation of this, please remember that road closures and traffic marshalling can only be carried out by certified personnel.

Please contact [Council](#) on (02) 6033 8974 should you wish to discuss traffic management at your event.



33. Contingency Plan

Whilst every measure is taken to ensure that your event runs smoothly, it is also important to have plans in place for if things go wrong. Planning ahead for circumstances that may affect your event (i.e. bad weather) can limit the impact they have, and can prevent the stress that can be associated with challenging situations.

You will need to make sure that everyone involved in the running of your event is aware of the contingency plans that are in place, and that the lines of communication are clear if they need to be implemented. All staff and volunteers should be briefed on these plans prior to the event.

34. Emergency Response Plan

This can either be a separate document, or can be included in your communications plan. It is an important aspect of event management because it will address all the issues involved in dealing with an emergency. Further, it will ensure that the event team, emergency services, Council and any other relevant stakeholders are all aware of the processes in place in the event of an emergency. This should be developed in consultation with these agencies, as they are the experts and can advise you of how to best manage an emergency. The final copy should be distributed to all relevant parties. This plan needs to include things such as;

- How to contact the emergency services, and who will contact them if required.
- Who else should be contacted if an emergency occurred, for example the family of anyone injured and the media.
- Who will handle the media and make any necessary statements. You need to be very clear on this – this responsibility should rest with one person only so that communication with the media remains clear and accurate. If you want to utilise the media as a means of communicating with the community, then you need to ensure that the details in your message are correct.
- How you will communicate with people at the event, as outlined in your communication plan.
- Evacuation points.
- Where emergency equipment is located i.e. fire extinguishers.

It is a good idea to have one person who manages the emergency response plan, and this persons contact details should also be provided to all emergency services and Council.

35. Evacuation Plan

Part of your emergency plan should include an evacuation plan. This plan is a map of the event area, clearly indicating all evacuation points, meeting points and emergency services' locations.

It should highlight how the crowd will be informed of any evacuation need and who will be the person that is charged with this responsibility (nominated wardens and safety officers with the appropriate skill sets).

This evacuation plan should be prepared in conjunction with your crowd and pedestrian management plans.

36. Head Quarters / Information Point

It may be a good idea, particularly for large events, to have a designated office or information centre at the site. Ideally, this should be located at the entrance to the event so that it is noticeable to people as they enter. It also needs to be clearly signed and always staffed. The purpose of this facility should be communicated to attendees as they enter the site.

There are a number of benefits to having this point, such as;

- It acts as a base for all event staff.
- Attendees can easily access any information they require, or can report concerns, hazards etc.
- It can be a base for First Aid personnel.
- It can be promoted as the place to report missing children or personal items.

37. Running Sheet

A running sheet sets the timing and sequence of your event so that you, contractors, staff and other key stakeholders know what is happening and when.

A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

38. Contact list

It is necessary to put together a list of all your key contacts for your event, including your staff, your volunteers and contractors, stakeholders and those from public authorities. It is also essential to add in any emergency contact details, including but not limited to 000.

39. Events Coordination

A range of government organisations share responsibility for events management and administer related legislation. Some agencies have specific responsibilities for assisting event planning and in particular with the development of an event emergency management plan.

These include:

Ambulance NSW: Responsible for assisting with an emergency management plan and providing care for the sick and injured

Fire and Rescue NSW: Responsible for assisting with an emergency management plan and providing a direct response to specific emergencies relating to fire and hazardous materials

NSW Police: Responsible for assisting with an emergency management plan and for the control of crowds, traffic and alcohol licence compliance

NSW Roads and Maritime Services: The Roads Services Division is responsible for any disruption to road users, application for a Road Occupancy Licence to secure event space and any other traffic issues relating to special events. The Maritime Services Division is responsible for all events directly involving NSW waterways

The event organiser must also notify and consult with the following agencies as required- NSW Police Service, NSW Ambulance Service, NSW Fire and Rescue.

For events run on Council roads and paths, council will submit documents to the local Traffic Management Committee (NSW RMS, NSW Police, Federation Council's Representative and the local State Member of Parliament (MP) or their nominee).

40. Risk Management

No matter the nature or size of your event, your event will have risks. It is your responsibility as the event organiser to identify and manage these risks.

It is important to remember that the safety of everyone at your event is your responsibility. People will be attending your event and bringing along their families, expecting that they will be safe and secure. As such, you must meet all obligations you have to ensure this is the case. If anyone is hurt or injured as a result of you being negligent, then you will most likely end up in court.

Under standard AS/NZ ISO 31000:2009, event sites and activities are considered to be places of work and there are industry acts, regulations standards and guidelines that event organisers should be developing their procedures in accordance with these documents. There are also high penalties for failure to comply with the regulations and the risk of an event site being shut down by Safe Work for non-compliance.

40.1 What is a risk?

Risk is anything that threatens or limits one's ability to achieve a desired outcome. Risk combines an analysis of the likelihood of a hazardous situation occurring with an assessment of the hazard's impact.

40.2 Examples of risks

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

- Holes in grounds or in footpaths.
- Electrical leads on the ground and untagged electrical equipment.
- Overcrowding in car parks 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, the risks associated with your event can be minimized.

If your event is being held on Council land then Council would have completed routine inspections to ensure the site is safe. However, depending on the scale of the event Council may be decided that an additional assessment of the site is undertaken.

40.3 Risk Management and Assessment

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called risk management and in order to know what risks need to be managed, a risk assessment needs to be conducted.

The strategies to manage risk typically include transferring the risk to another party, avoiding the risk, reducing the negative effect or probability of the risk, or even accepting some or all of the potential consequences of a particular risk.

A risk assessment is the process of identifying and quantifying the probability of a harmful effect to an item or an individual. To assess risks, an objective evaluation of the risks are considered and ranked by using a basic formula of rating the potential loss and the probability of occurrence.

This will then need to be submitted to Council for review. An event **will not** be approved by Federation Council unless the risk management component has been adequately addressed.

Conducting a risk assessment is an important process because it encourages the organiser to actively think about the risks involved in running their event, and what can be done to manage these risks.

Council will provide you with a template to help you undertake this task. Whilst this process may seem cumbersome, it could end up being what stops someone from being injured. The more times you prepare these documents, the more familiar you will become with the process and identifying risk hazards – so don't be put off by this part of running an event!

It is not only necessary for an overall event risk assessment to be completed by the organiser, but each stall holder/activity area should also complete their own. They are also then required to monitor this area and implement control measures. It is important to brief all relevant people on the risk assessment so that any identified risks can be constantly monitored and controlled.

Unless the nature of the event changes significantly, you should be able to simply review your risk assessment in subsequent years and make any necessary adjustments. So initially taking the time to complete a thorough assessment can save you time in the future.

40.4 How to do a Risk Assessment

1. List all the hazards that you can think of. Write these hazards in the 'identified hazard' column of the template.
2. Identify all the risks associated with that hazard that may expose people to injury, harm to others, damage to equipment, infrastructure or the event site or harm the future of the organising committee and the event itself
3. Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the risk occurring.
4. Use the Risk Rating Matrix template to determine the level of risk. This will help you to decide what needs immediate action and what can be managed by routine procedures.
5. Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.
6. Use the hierarchy of control to minimise or eliminate exposure to hazards. It is a guide as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.
7. Apply these strategies to your event planning process. Make sure they are communicated to appropriate people and followed through.

Please use Appendix B: Risk Assessment template

40.5 Risk Ranking Matrix

In a risk assessment template this formula is shown in a risk ranking matrix.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLIGIBLE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC
LIKELIHOOD DEFINITIONS					
A high likelihood	<ul style="list-style-type: none"> It is expected to occur in most circumstances There is a strong likelihood of the hazards reoccurring 				
A significant likelihood	<ul style="list-style-type: none"> Similar hazards have been recorded on a regular basis Considered that it is likely that the hazard could occur 				
A moderate likelihood	<ul style="list-style-type: none"> Incidents or hazards have occurred infrequently in the past 				
A low likelihood	<ul style="list-style-type: none"> Very few known incidents of occurrence Has not occurred yet, but it could occur sometime 				
A negligible likelihood	<ul style="list-style-type: none"> No known or recorded incidents of occurrence Remote chance, may only occur in exceptional circumstance 				
CONSEQUENCE DEFINITIONS					
Catastrophic	<ul style="list-style-type: none"> Multiple or single death Costs to event of up to \$5 million International and national media outrage 				
Major	<ul style="list-style-type: none"> Serious health impacts on multiple or single persons or permanent disability Costs to event between \$2.5 and \$5 million National media outrage 				
Moderate	<ul style="list-style-type: none"> More than 10 days rehabilitation required for injured persons Costs to event between \$200,000 and \$2.5 million Local media and community concern 				
Low	<ul style="list-style-type: none"> Injury to person resulting in lost time and claims Costs to event between \$50,000 and \$200,000 Minor isolated concerns raised by stakeholders, customers 				
Negligible	<ul style="list-style-type: none"> Persons requiring first aid Costs to event up to \$50,000 Minimum impact to reputation 				

40.6 How to Control Hazards

By determining the consequences and likelihood of risks occurring, you can now aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
ELIMINATION Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
SUBSTITUTION Substitute the process	Use a less hazardous process— use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures. <i>If this is not practical, then isolate.</i>
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer.</i>
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE.</i>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

41. Insurance

All event organisers must ensure they have current public liability insurance for their event, even if the event is being held on Council land. A certificate of currency in the event organisers name will need to be provided to Council with a minimum indemnity of \$20 million.

Depending on the nature of the event and the level of risk, you may need to have Federation Council noted on your certificate of currency as an “Interested Party.”

Organisers will also need to provide copies of insurance policies taken out by any other organisation or company that is participating in the event. This will include, for example, operators of amusement devices, foods stalls or entertainment.

You will need to consider coverage for all your volunteers as well, so discuss this with your insurance company and make sure they are aware that volunteers are involved.

It is important that you inform your insurance company of all the aspects of your event, to ensure you have the appropriate coverage. Ask questions about things you are not clear about, and read the fine print of your policy.

Remember that as an Event Organiser, you have a duty of care to all those attending your event. Having public liability insurance does not eliminate the responsibility you have to ensure your attendees are safe.

Council also has a duty of care if the event is being held on Council land or in a Council facility. Council must submit documentation to its insurer for each event, which is why you are required to complete the application form and its relevant attachments. Council is unable to approve any event that does not meet the requirements of Council’s insurer.

42.



Communication Plan

In event management, communication is the key. As such, developing a communication plan is a very important aspect of planning any event. It will ensure that you have clearly communicated all information to key stakeholders, staff, the community and participants both in the lead up to the event and on the day.

42.1 Before the event

To begin with, you should consider who you need to communicate with and what it is that you need to communicate. Key people may be;

- People affected by the event, such as residents, motorists, local business owners etc.
- The Council and other relevant approval bodies i.e. RTA, NSW Police etc.
- The media.
- Emergency Services.
- People supplying goods/services for your event (food vendors, performers etc)
- Potential participants.

In addition to identifying key people and **what** information they require, your communications plan should also outline **when** this information should be communicated and **how** it will be communicated.

It is vital that you get the timing right. Be aware of what information you need to provide and when this information is required at the commencement of the planning phase. By doing this, you will eliminate the chance of missing deadlines (i.e. submitting documents to Council) which could then impact on the delivery of your event.

The most important communication line will be that between the event organiser and potential participants. Make sure you communicate all the key details of the event to the public (for example, date, time, location, cost, parking information etc). There are a number of ways you can disseminate this information to effectively communicate with people (i.e. letters, websites, flyers, local newspaper, radio etc). Be sure to utilise avenues which are going to best reach your target audience.

42.2 At the event

Communication during the event needs to be well planned. It is important that the event team are able to communicate with each other effectively, as well as with attendees. For example, in the event of an emergency it is vital that organisers can inform attendees of what they need to do.

There are a number of tools that can be used to communicate during the event. Which method is used will depend on things such as the size of the event and the number of staff involved. Some of the devices you may like to consider are:

- PA systems
- Mobile phones – remember that signals can be affected in big crowds and certain locations
- Two-way radios
- Signage
- Information offices

- Runners
- Bulletin boards

There will be a number of key communication channels that will exist at the event. Communication will need to occur between:

- Staff/volunteers/service providers etc.
- Organisers and emergency services.
- Organisers and people attending the event.

Your communication plan should include a list of contact names and numbers. It is also a good idea to conduct a risk assessment of your communication plan, to ensure that it is capable of withstanding a variety of situations. For example, if a power failure was to occur then it would not be possible to communicate with attendees via a PA system. As such, alternative communication methods will need to be implemented.

Again, whilst preparing things such as a communications plan can seem like a lot of work, the benefits of undertaking this exercise can be significant. So persevere with this process and you will feel much more comfortable knowing that you have everything covered.

42.3 Evaluating your Communication

It is important to set measurable objectives for all communications activity in order to identify the success or failure of your efforts.

In order to measure the success of your event you could use the following:

- attendance figures
- number of telephone calls received regarding the event
- positive/neutral media coverage
- number of articles across all target media
- number of competition entries
- website visits

If you do set up a website, ask your web agent to supply traffic reports so you can ascertain when people viewed your site, what pages they visited and for how long they viewed them.

Further evaluation techniques could include comparing your peak visit times on the website against the communications or marketing activities that were conducted at the same time.

This will indicate whether a particular element of your campaign was successful or not and will also assist you with future planning strategies. Capturing and recording event data is also important when reporting successes back to current and potential stakeholders, such as sponsors.

43. Federation Council Event Grants Program

Federation Council has established a grants program which aims to provide support to events that deliver economic, social or cultural benefits to the community.

Grants open in August and close in September for the next year. Success applicants are announced in October. Event organisers must demonstrate how their event addresses the key selection criteria.

For further information on the grant program, please go to www.corowa.nsw.gov.au

44. Community Grants and Funding

Various avenues exist for the seeking funding to support events. However this process can be time consuming. Therefore, if you are relying on funding to run your event it is important that you allow a significant amount of time to complete this process. The following websites can be useful in finding grant opportunities for local events;

- [Events NSW](#)
- [Destination NSW](#)
- [Regional Arts NSW](#)
- [GrantsLINK](#)

A number of large companies (i.e. Optus, Australia Post etc) and financial institutions (i.e. Hume Building Society, Bendigo Bank, Westpac, Commonwealth Bank) have also established grant programs as a means of giving back to the community. You may be eligible to apply for assistance through one of these programs, so it is worthwhile taking some time to investigate this avenue as well.

It is worthwhile discussing your project with the funding body before you prepare an application. Remember to be project ready – they will want to see that you have thought your project through, have prepared a budget and have secured additional support.

Whilst securing funding for your event is a great achievement, it is important to remember that obligations to the funding body often exist. This is generally in the form of a report which is to be submitted following the event, but can also include recognition of the funding body in promotional material, financial audits and so forth. This will mean you have to collect data during the event such as attendance rates and audience satisfaction feedback. You need to ensure that you are familiar with your obligations, and should seek clarification if you are unsure. Council can also help you to identify funding opportunities that may exist.

45. Sponsorship

In addition to obtaining funding, it may also be possible to secure sponsors for your event. You need to be able to demonstrate to potential sponsors the return on their investment i.e. increased exposure/sales of their products and services, and recognition of their support.

It may be worthwhile to prepare a sponsorship proposal which outlines the different levels of sponsorship available. For example, you may have a major sponsor of the event but might also have a number of supporting sponsors or community partners.

The contribution required for each level of sponsorship as well as the benefits received will vary. It is important that you clearly define the differences between each level and deliver on what you set out in the proposal. For example,

if you said in your proposal that the logos of major sponsors will be included in all marketing material, then you must ensure that you do this.

Sponsorship can also be sought in the form of products or services, not just monetary contributions. For example, local businesses may donate goods that can be used in a lucky door prize at the event.

It is important to give people you approach for sponsorship time to consider your proposal. Most businesses/ companies will have internal processes they need follow when considering sponsorship proposals, and this can sometimes be a lengthy process. As such, you should start approaching people 9-12 months prior to your event.

Building relationships with your sponsors is just as important as securing the sponsorship. Your sponsors will appreciate the effort you make to 'keep them in the loop' throughout the process. Things such as providing regular updates and seeking input on some decisions can really help to make them feel valued.

If you complete a post event evaluation, it is a good idea to provide them with a copy of this. You may also wish to prepare an overview of the media coverage the event received (including copies of articles) which will help to demonstrate the value of their sponsorship dollars.

Always remember to thank your sponsors and acknowledge their contribution to the event. Taking a bit of extra time to really show your sponsors how much you appreciate them will increase the likelihood they will want to support you again in the future.



46. Post-Event Evaluation

Undertaking an evaluation of your event is an important step in being able to determine its success. It is also a valuable tool that can be used in the planning of future events.

This process will measure the event outcomes and will highlight ways that the event can be improved. It will enable you to assess the economic, social, environmental or cultural impacts of the event. It is important that you focus on both positive and negative, and short-term and long-term impacts.

You can measure the success of an event by collecting and analysing data from the event. This data can relate to a number of key areas and can provide you with valuable information with which to work. For example, you may wish to create a demographic profile of the event audience that includes how many people attended, where they came from and how they heard about the event.

Evaluating an event can be as simple, or as complex as you like depending on what you are aiming to achieve. It is important to establish this prior to the actual event so that you know what information needs to be collected. Sources of data that may be relevant to you include;

- Financial information
- Attendance figures
- Demographic information
- Satisfaction of audience
- Satisfaction of participants
- Motivations

There are a number of ways to collect the data you need. The methods you use will depend on things such as your resources and your objectives. Examples of data collection methods include;

- Surveys
- Focus groups / de-brief meetings
- Observations

You can be creative in how you get people to provide you with information. Offering an incentive might encourage people to complete surveys or participate in your research.

Analysing and reporting on the data you collect will identify key outcomes. You may need to interpret some of the data you collect so that it provides you with useful information.

It is also important to touch base with your event participants, such as performers, food vendors, volunteers and event staff. These people will be able to provide you with really valuable information about what happened on the ground. Talk to them about things that worked and things that perhaps need improving. You may like to do this by circulating a survey, having a de-brief meeting or just following up with a phone call. Seeking input from your participants will also help to make them feel valued and will encourage them to return next year.

Keep in mind that some funding bodies require this information to be provided following an event that they have financially supported. Again, be aware of what information they have requested prior to the event so that you can make sure it is collected.

Other interested parties or key stakeholders may also like to obtain a copy of the event evaluation report. This is a valuable document that you can use in future years to secure additional funding or sponsorship, or to gain support from Council or the community.

Federation Council wishes you every success with your event.

Please forward Event and Festival Applications to:

Community Development – Events

Federation Council

100 Edward Street, Corowa NSW 2626

E: communityevents@federationcouncil.nsw.gov.au

For more information contact the event's team on 02 6033 8999.




47. Appendix A_ Terms and Conditions of Holding an Event on Federation Council land

1. **Conditions:** The permit is not effective unless and until stated, conditions are satisfied or in writing waived by Council.
2. **Limitations:** Once effective, the permit is limited to the particulars stated within the application. You must advise Council in writing of any changes. A variation to any such limitation is at Council's discretion.
3. **Nature of the permit:** The permit is not a lease or tenancy. Unless stated otherwise in special conditions, the Area remains a public space and the Operator does not have exclusive use of the Area.
4. **Inputs:** Council is not obliged to supply any information, materials, plant, equipment or other goods or services for the Event. If Council needs or is requested to supply any goods or services for the Event (e.g. additional rubbish bins, labour in set up, cleaning etc.), Council may recover from the Event Organiser a reasonable fee by reference to Council's Fees and Charges Schedule then applying.
5. **Promotion:** Unless stated otherwise in special conditions, the Event Organiser may not promote the event by hanging a banner over a public road / installing signage or posters on street furniture / distribute leaflets by hand on footpaths within the area of Council / using the name or logo of Council.
6. **Relocation or rescheduling:** If the Area is or includes a park or reserve, Council may require the Event to relocate to an alternate venue or be rescheduled if Council believes that necessary due to inclement weather, fire risk, vandalism or for other good reasons.
7. **Access issues:** If the Event is likely to impede occupiers of adjacent property having foot or vehicular access to their land, the Event Organiser must provide safe and adequate means of access. If the Event is likely to restrict or coincide with regular kerb side collection of household waste, the Event Organiser must provide access or assistance so that collections may proceed on schedule.
8. **Notification to residents:** In the instance where the Event creates a reasonable level of inconvenience or noise pollution to residents, businesses or landowners, Council may require the Event Organiser to notify these parties of the Event and the expected disruptions prior to the Event.
9. **Site safety:** The Event Organiser must supply, erect, maintain and when no longer required remove from the Area all barricades, guards, fencing, signs, lights, temporary roadways and footpaths needed to protect property or for the safety and convenience of the public. Limitations on the Event Organisers trading or operating hours do not relieve the Event Organiser from responsibility to maintain any lights, signs or barricades outside of trading or operating hours, not the Event Organisers responsibility to correct any hazardous condition that may develop outside of trading or operating hours. If Council believes the area is in unsafe condition, Council may take steps to rectify the problem and recover the costs from the Event Organiser.
10. **Site control:** While upon the Area for the purposes of the event, the Event Organiser must:
 - not interfere with / damage any structure (including a kerb, gutter, paving, manhole lid, irrigation system) or vegetation (including a tree, shrub, garden bed) or wildlife on or about the Area not essential to the Event;
 - if the Area is a park or reserve, ensure all heavy vehicles remain upon designated roads or car parks;
 - take all proper measures to protect utility services upon or adjacent to the Area – if a service is damaged in the Event, the Event Organiser must arrange for its repair with the appropriate authority or owner as soon as practicable, consistent with the status of the service;
 - while any patrons are upon the Area, not fail to provide that attendance on the Area of a responsible adult having executive control of all activities;
 - where a site plan approved by Council identifies a location to have a particular use (e.g. for stalls), not use that location for any other purpose;
 - keep the Area sanitary, safe and reasonably free of rubbish;
 - not allow disorderly conduct or a public nuisance;
 - take all reasonable steps to keep down noise and dust;
 - minimise restriction to foot or vehicular traffic likely to be affected;

- Not allow to be done anything that, in the reasonable opinion of Council, is likely to bring Council into disrepute.
- 11. Standards of care:** While upon the Area for the purposes of the Event, the Event Organiser (or contractor, as applicable) and workers must comply with (in descending priority):
- applicable laws, codes of practice and guidelines – including those for health & safety, road safety, protection of the environment;
 - any reasonable directions as may be given by an Authorised Officer of Council or by the Police or other proper authority;
 - plans/specifications/methods submitted by the Event Organiser and approved by Council;
 - applicable Australian Standards; and
 - the exercise of reasonable care, skill and diligence.
- 12. Suspension of work:** If Council has reason to believe practices upon the Area do not comply with these conditions, an Authorised Officer of Council may require work or the Event to be interrupted or suspended. In case of a serious breach of these conditions, an Authorised Officer of Council may require the Event to vacate the Area immediately.
- 13. Reports:** At any time, Council may require the Event Organiser to provide promptly any reasonable information as relates to the Event. On the same day as occurs (or, if that is not practicable, on the next working day), the Event Organiser must notify Council (via its contact person):
- any injury to an individual upon the Area requiring off-site medical treatment;
 - any material loss/damage to property upon the Area;
 - any Police attendance during the Event in response to a complaint;
 - any environmental harm required to be reported to the EPA;
 - a material variation, suspension, revocation or expiry of insurance or a 3rd party consent, license, permit or approval the Event requires.
- 14. Making good:** On the completion of the Event or upon the end of the permit (whichever comes first) the Event Organiser must:
- within 1 working day remove all property of the Event Organiser (or its invitee) from the Area and restore the Area to at least the same condition as before the Event;
 - within 2 working days, make good any damage caused to any third party property.
- 15. Risk:** The Event Organiser occupies the Area and stages the Event at its own risk. Council does not offer any assurance the Area is suitable for the Event.
- 16. Indemnity:** As a continuing obligation, the Event Organiser indemnifies Council against any loss, damage, cost or expense incurred by Council in relation to property or persons to the extent caused by the Event Organiser (or contractor or their workers, as applicable) either:
- having use of the Area;
 - bringing on or using on the Area any materials/plant/equipment;
 - holding the Event;
 - breaching a condition of this permit; or
 - being negligent.
- Liability to indemnify reduces proportionally to the extent Council's willful default or negligence contributed to the loss, damage, cost or expense.
- 17. Council's insurance:** If due to the Event Organisers (or contractors or their workers), default or negligence Council claims under insurance held by Council, the Event Organiser bears any excess or deductible for that claim.
- 18. Recourse to security:** Council may have recourse to the security for any loss or damage caused by the Event Organisers breach of a condition, any unpaid fee and/or an amount for which Council is entitled to be indemnified. The Event Organisers liability is not limited to the security.
- 19. No duty of care:** If Council gives a consent, approval or direction, accepts any work or inspects anything for the Event:
- council does not have a duty of care to the Event Organiser for that thing; and

- the Event Organiser is not to any extent relieved from its obligations to comply with these conditions.
- 20. About the permit:** The permit;
- extends to the Event Organisers contractor and /or stall holders for the Event;
 - is not transferable;
 - may be surrendered at any time, by so notifying Council; and
 - is revocable by Council.
- 21. About Council:** Council grants the permit under *Section 68 of the Local Government Act 1993*. The permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power. Council is not liable to compensate the Event Organiser for properly exercising a right under these conditions.
- 22. About the Event Organiser:** If the Event Organiser is more than one person, each of them is bound jointly and severally. The Event Organiser is liable to Council for anything done or not done by its contractor or worker that if done or not done by the Event Organiser would breach a condition. A person signing this authorisation for an Event Organiser warrants they have authority for that purpose. The Event Organisers contact person is taken to have authority to give and receive notices and make decisions for the Event Organiser.
- 23. About these conditions:** A variation of these conditions is only effective if in writing signed by both parties. Council waives a right under these conditions only if in writing signed by Council.

48. Appendix B_ Risk Assessment Template

 FEDERATION COUNCIL	<h1 style="color: #0070C0;">Risk Identification and Risk Control</h1> <h2 style="color: #0070C0;">Worksheet</h2> <p>Event/Activity:</p> <p>Event Date:</p> <p>Date of Assessment:</p> <p>Undertaken by:</p>							
<p><i>Please refer to the OHS Risk Calculator located on the back page to ascertain the Risk Rating. The Risk Ratings are to be agreed to in consultation with relevant staff from the area concerned.</i></p>								
Identified Hazards <small>(List all known hazards)</small>	Identified Risks	48.1.1.1 Risk Rating			48.1.1.2 Risk Control Measures <small>(list all control measures)</small>	48.1.1.3 Risk Rating		
		How Severe?	How Likely?	Risk		How Severe?	How Likely?	Risk

CONSULTATION

All those who took part in the risk assessment process should sign this form.

Name		Name		Name		Name		Name			
Sign		Sign		Sign		Sign		Sign			
Date		Date		Date		Date		Date			
<p><u>Risk Identification Authorisation:</u> <i>To be completed by Councils OHS/Risk officer.</i></p> <p>I, _____ have reviewed this risk identification and risk control worksheet and:</p> <p>Concur with the assessment and controls and approve this risk assessment: YES NO</p> <p>Request further information regarding the assessment / controls: YES NO</p> <p>Confirm that a Work Method Statement (WMS) has been developed: YES NO (Reference No)</p> <p>Additional Comments:</p>											
Signature:								Date:			

APPENDIX 1

Qualitative measures of **likelihood**

Qualitative risk analysis matrix – level of risk

Level	Descriptor	Description	Likelihood	Consequences			
				1 Insignificant	2 Minor	3 Major	4 Catastrophic
A	Very Likely	Is expected to occur in most circumstances	A (very likely)	H	H	E	E
B	Likely	Will probably occur in most circumstances	B (likely)	M	H	E	E
C	Unlikely	Could occur at some time	C (unlikely)	L	L	H	E
D	Highly Unlikely	May occur only in exceptional circumstances	D (highly unlikely)	L	L	H	H

Qualitative measures of **consequence or impact**

Level	Descriptor	Example and detail description
1	Negligible Injuries (Insignificant)	No injuries, low financial loss
2	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

Legend:

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures

49. Appendix C_ Special Event Resources (Section 40)

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Start Time: Event Packdown Finish Time:

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser *

Phone: Fax: Mobile: E-mail:

Event Management Company (if applicable)

Phone: Fax: Mobile: E-mail:

Police

Phone: Fax: Mobile: E-mail:

Council

Phone: Fax: Mobile: E-mail:

Roads & Traffic Authority (if Class 1)

Phone: Fax: Mobile: E-mail:

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

I.3 Brief description of the event (one paragraph)

2 RISK MANAGEMENT - TRAFFIC

- 2.1 **Occupational Health & Safety - Traffic Control**
 - Risk assessment plan (or plans) attached
- 2.2 **Public Liability Insurance**
 - Public liability insurance arranged. Certificate of currency attached.
- 2.3 **Police**
 - Police written approval obtained
- 2.4 **Fire Brigades and Ambulance**
 - Fire brigades notified
 - Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

- 3.1 **The route or location**
 - Map attached
- 3.2 **Parking**
 - Parking organised - details attached
 - Parking not required
- 3.3 **Construction, traffic calming and traffic generating developments**
 - Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
 - There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
- 3.4 **Trusts, authorities or Government enterprises**
 - This event uses a facility managed by a trust, authority or enterprise; written approval attached
 - This event does not use a facility managed by a trust, authority or enterprise
- 3.5 **Impact on/of Public transport**
 - Public transport plans created - details attached
 - Public transport not impacted or will not impact event
- 3.6 **Reopening roads after moving events**
 - This is a moving event - details attached.
 - This is a non-moving event.
- 3.7 **Traffic management requirements unique to this event**
 - Description of unique traffic management requirements attached
 - There are no unique traffic requirements for this event
- 3.8 **Contingency plans**
 - Contingency plans attached

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input type="checkbox"/> Does not impact heavy vehicles
		3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input type="checkbox"/> Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1	Class 2	Class 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
			<input type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
			4.2 Advertise traffic management arrangements
			<input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
			4.3 Special event warning signs
			<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
			4.4 Permanent Variable Message Signs
			<input type="checkbox"/> Messages, locations and times attached <input type="checkbox"/> This event does not use permanent Variable Message Signs
			4.5 Portable Variable Message Signs
			<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organization required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* *"Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed <i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is.....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>.....</p> <p>.....</p> <p>..... Postcode.</p> <p>Telephone No.</p>
6	<p>Signed</p> <p>Capacity/Title</p> <p>Date</p>

50. Appendix D: Emergency and Line of Communications Template

EMERGENCY LINE OF COMMUNICATION TEMPLATE

Service	Phone Number
Hospital	
Ambulance	
Police	
Electricity Provider	
Fire Service	
State Emergency Service	

Please complete the table below and provide contact details for those who are responsible for the different areas listed. You may wish to include additional areas if these are required, or make changes to those provided.

Reason	Who to Contact:	Method of Contact	Phone Number
Lost children / property			
For First Aid Kit			
If evacuation is required			
In case weather turns			
For (urgent) announcements			

Should an incident occur, you will need to contact Council on 1800 110 088 or 02 6033 8999.

Please note: A copy of this MUST be provided to all participants (i.e. stall holders, paid entertainers etc.) prior to the commencement of the event

51. Appendix E: Application Form to Operate an Amusement Device

APPLICATION FORM TO OPERATE AN AMUSEMENT DEVICE

This form must be completed if an amusement device will be operating on Council land. It is recommended that the Event Organiser request a completed risk assessment from the Operator. If not, the Event Organiser **MUST** include the operation of amusement devices in the risk assessment developed for the event and attach to this application.

Council is required to inspect the logbooks of the Operator prior to issuing approval. **Please arrange for the Operator to fax a copy of the last 4 entries 1 week prior to the event.** These logbooks must also be available to view at the event.

Location Details

Location(s) for Operation of Amusement Device:

Proposed Period of Operation:.....

From:..... To:

Operator Details

Name of Operator:

Address of Operator:

Signature of Operator:

Name all operators trained to operate the amusement device:

1.

2.

3.

Amusement Device Insurance Details


Liability Insurers Name(s):

Name of Insured:

Business or Profession of Insured detailed on Policy:

Period of Insurance:

Indemnity Limit (Note: Minimum \$20,000,000)

 Please attach a copy of the insurance to this application. The policy must be endorsed to note the Corowa Shire Council as an interested party in respect of this activity/event. If the amusement device will be operating on a road, the RTA must also be listed as an interested party on the policy.

AMUSEMENT # 1

Registration Details

 Please attach a copy of the registration certificate to this application.

Registration Number: Expiry Date:.....

Name of Registered Owner:

Address of Registered Owner:

Amusement Device Details

Type of Amusement Device:

Manufacturer or Sole Importer of Amusement Device:

Date Amusement Device first registered under Construction Safety Regulations 1950:
.....

AMUSEMENT #2

Registration Details

 Please attach a copy of the registration certificate to this application.

Registration Number: Expiry Date:.....

Name of Registered Owner:

Address of Registered Owner:

Amusement Device Details

Type of Amusement Device:

Manufacturer or Sole Importer of Amusement Device:

Date Amusement Device first registered under Construction Safety Regulations 1950:
.....

 *If more than two devices will be operated, please copy this page and attach additional details.*

Site Plan (To be completed by the Event Organiser)

A site inspection will be undertaken by Council in the week before the event, to ensure the proposed site is suitable for the planned activity.

Comments:

.....

.....

.....

TO BE COMPLETED BY EVENT ORGANISER

By signing this application, you are agreeing that you and all individuals and groups involved in operating the amusement devices above will comply with the terms and conditions of Council.

I have provided the operator with a copy of Council’s terms and conditions Yes

Name: _____

Signature: _____

Date: _____

Please attach the following to this application;

- Copy of insurance (minimum of \$20 million)
- Copy of registration certificate for **EACH** device being operated.
- Risk Assessment

52. Appendix F: Event Approval Application Form

EVENT APPROVAL APPLICATION FORM

Thank you for having an event in the Federation Council.

Before completing this application, please confirm the availability of the Federation Council facility you wish to use and that your proposed event does not conflict with any other event been held.

Please contact Council on (02) 6033 8999.

EVENT APPLICANT DETAILS

Contact Name (person to liaise with Council):	
Event Organization / Group:	
ABN:	
Phone:	
Email:	
Website:	
Mailing Address:	

EVENT DETAILS

Event Name:

Description of the event:

Event activities (what will happen at your event) e.g. live music, food or market stalls, fireworks:

- 1.
- 2.
- 3.
- 4.
- 5.

EVENT LOCATION

Event site and Address:	
-------------------------	--

DATE AND TIMES

Event Date (s):		Start Time (s):	
		End Time (s):	
Set up date (s):		Pack down date (s)	
Entry Costs:	Free Entry:	Voluntary donation:	Administration fees: \$.....
Total no. of people expected to attend at any one time:			



INSURANCE

Name of Company:	
Address:	
Phone:	
Policy Number:	

Value:	
Does this policy cover volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please attach a copy of the current Certificate of Currency Public Liability with a minimum indemnity of \$20 million. If the event is held on land owned or managed by Council, the policy must be endorsed to note the Federation Council as interested party in respect to this event.

RISK AND EMERGENCY MANAGEMENT

Has a risk assessment been completed on the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	 Please attach risk assessment in accordance with Australian Standards 31000:2009. A template can be found in the Events and Festivals Guidelines
Please list any consultation that has occurred with emergency services: Local Police, Ambulance and Fire and Rescue.	<input type="checkbox"/> Yes <input type="checkbox"/> No	 Record the date and the method of contact, e.g. letter. Please provide copies of event notification to emergency services.
Has first aid been organized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details.


TRAFFIC MANAGEMENT

Will the event require any road or street closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked 'yes' council approval required. Please provide details.
Increase road congestion in the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Restrict access to, or require the use of footpaths or public car parks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the event have a Traffic Control Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your event a Road Race Event, e.g. Triathlon?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		A Roads Occupancy License (ROL) will be required and police approval under Section 40 of the Road Transport (Safety & Traffic Management) Act 1999.

Road or street closures will require you to submit an application to the local Traffic Management Committee.

You should speak with Council prior to preparing any traffic documentation to ensure you have a thorough understanding of what is required. Please contact Council on 02 6033 8999.

Council can assist you with preparing your documentation and submit the forms to the local Traffic Committee (NSW RMS, NSW Police, Council and Member of the Legislative Assembly) on your behalf.

 Please submit the event's Traffic Control Plan/s, Transport Management Plan, Risk assessment and a copy of the event's current Certificate of Currency of Public Liability with a minimum indemnity of \$20,000,000. NSW RMS, NSW Police and Federation Council will need to be listed as interested parties on the policy. A copy of the Transport Management Plan can be found in the Events and Festivals Guidelines.


SITE PLAN

Please provide a detailed site plan indicating where the event and all activities will be situated. This plan must also show where emergency services will be situated,

- ✓ Entry and Egress
- ✓ Emergency services
- ✓ Collection point for lost children.

You should also indicate the following;


- Office / information centre
- Parking
- Toilets
- Food/drink
- Any structures such as marquees, stages etc
- Seating
- Entertainment areas / activity areas
- Rubbish bins
- Power outlets
- Fencing

 Please attach a copy of the site plan to this application and ensure that all participants have been provided with a copy prior to the event.

Ready access must be provided for emergency vehicle access at all times.

WAIVERS / DISCLAIMERS

How will people register for your event?

 Please attach a copy of the events tickets and/or entry forms.

All entry forms and event tickets must include a waiver that indemnifies Council (Examples of waivers and disclaimers can be provided.)

CALENDAR OF EVENTS

Finally do not forget to list your event on [Australian Tourism Destination Website](#). It's free and gets your event listed on [Visit NSW](#) as well as feeding through to various other directories including the appropriate Federation Council region website, [Visit Corowa Region](#).

In you require assistance, please don't hesitate to contact the Visitor Information Centre on 02 6033 3221 or tourism@federationcouncil.nsw.gov.au

ACKNOWLEDGEMENT

I, acknowledge that the information contained in this form is true and correct and that all individuals and groups will comply with the terms and conditions of the event approval and other conditions as required by Federation Council.

Contact Name:		Date:	
Signature:			

Please forward this application form to the:

Community and Events

Federation Council

PO Box 77

COROWA NSW 2646

Or personally to

100 Edward Street, Corowa NSW 2646

Or email communityevents@federationcouncil.nsw.gov.au

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