LAKE MACQUARIE CITY

LET'S SHAPE SUCCESS

EVENT PLANNING TOOLKIT 2019-2024 | ISSUED JUNE 2022

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INTRODUCTION

The Lake Macquarie City Council Events Guideline is a useful tool in outlining Council's requirements in undertaking events in our City.

Organising an event may involve notifying and/or obtaining permissions from a number of agencies.

As every event is unique, the rules, risk management and other requirements will differ. Therefore, this document should be used as a general guide. It is recommended that professional advice be sought where appropriate.
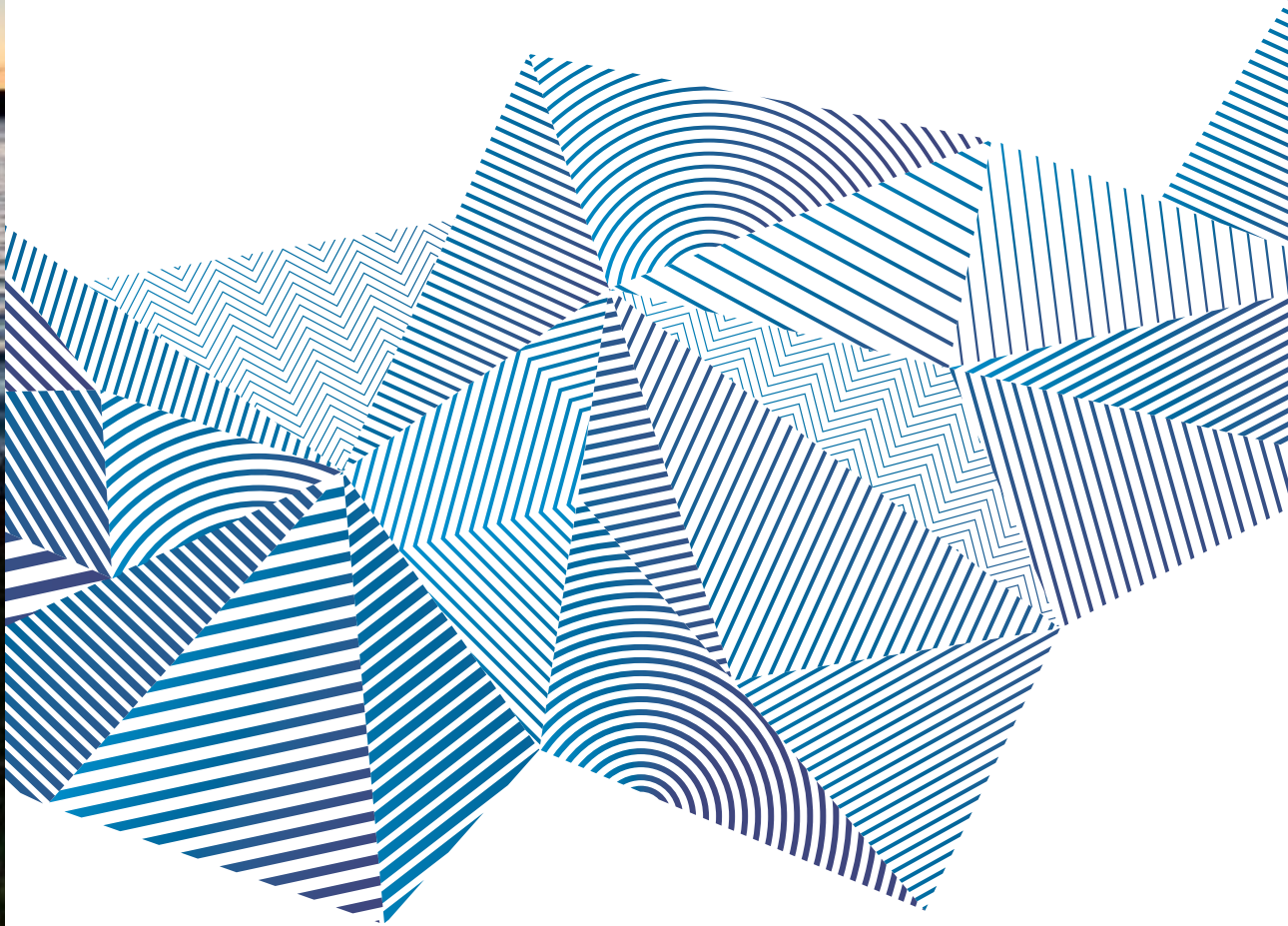
PLANNING FOR YOUR EVENT

In order for an event to run successfully, a clear timeline should be implemented and followed. The timeline should allow for plenty of time for items to ensure licences are in place, entertainment is booked and event promotion is conducted.

Event Checklist

9- 12 months out
Book the venue
Organise public liability insurance
Look at possible funding opportunities and lock in submission dates
Prepare sponsorship packages
Prepare budgets

6 – 9 months out
Notify police of intended event
Approach possible sponsors
Apply for other permits and licenses (e.g. temporary liquor licence)
Organise security
Book first aid, entertainment, dignitaries etc.
Book equipment, e.g. marquees, chairs, sound and lighting, cool rooms
Negotiate with first aid providers and other groups required at the event e.g. fire brigade, marine rescue, SES

3 – 6 months out
Organise event promotion such as publicity, media releases, posters, flyers, free editorial, radio, online promotion, event listings etc.
Prepare risk assessments
Complete event application form and relevant documentation
Organise a traffic management plan where required
Draft a resident notification letter to be used in the letterbox drop
Finalise food vendors, pyrotechnicians, stallholders, amusement ride operators
Appoint volunteers and staff
Determine and book waste management requirements

2 months out
Distribute media releases and posters
Hold a planning meeting with key stakeholders, volunteers, staff

0 – 2 months out
Develop and distribute a personnel roster to all involved
Develop and distribute a contact list with details of all stakeholders
Leave the day before the event free for last minute requests and issues

Day of the event
Conduct site-specific inductions for all staff, volunteers and others involved in the delivery of the event
Conduct patron surveys to gain feedback for future planning

Post event
Finalise accounts
Send thank you letters to volunteers/ entertainers etc.
Evaluate patron surveys
Send out reports to major stakeholders e.g. sponsors/key organisations
Complete final report/acquittal for LMCC
Advise on media coverage, audience numbers

This timeline is intended as a guide only. Additional activities relevant to your event may need to be considered.

Accessibility

When planning an event, you are <u>legally required</u> to provide access for people with disability.

The Disability Discrimination Act 1992 (DDA) is Commonwealth legislation that provides uniform protection against unfair and unfavourable treatment for all people with a disability in Australia.

The NSW Government has developed the <u>Toolkit for Accessible and Inclusive Events</u> which aims to assist event organisers in creating an event that is accessible to all members of the community. The Toolkit also provides a checklist of access solutions you could apply to your event.

Accessing your event

All participants should be able to access your event independently by a continuous accessible path of travel. This includes pathways from accessible car parking and or drop off area and bus stop through areas of the activities and facilities such as accessible toilet facilities and baby change facilities, access to first aid and garbages. Other things to consider are dependent on the type of event that you are hosting, access to stalls, counters and provision of viewing spaces for wheelchair users and seating with back and arm rests.

Staff

Do your staff and volunteers have a basic understanding of the needs of people with a range of disabilities?

Access – Are they aware of the location of all the accessible amenities at the event and evacuation procedures?

Vision – Clear, large print name tags for staff and volunteers

Hearing – Is there anyone trained in basic sign language skills? Use of captioning on films and a sign language interpreter during speeches

Intellectual – Are communication cards available? If not do they have a pen and paper so that they can have written communication

Behavioural – Have you provided a quiet breakout space, and are there noise-cancelling headphones available on site?

Communicating your event's accessibility features

Where not all facilities at an event are accessible, it is helpful to identify those that are. You might consider publishing a mobility map of the event venue on your website, social media or an app that show accessible parking, drop-off zones, toilets, paths, entrances and exits, lifts and other features. This can also be distributed to event staff.

When providing event information on your website, social media or apps, consider designing it so it can be accessed by people with disability. This can be as simple as ensuring text is displayed in an accessible electronic format such as HTML and all functionality is available from a keyboard. You may also consider producing information about your event in plain language formatting. This is useful for people with intellectual disability, as well as for older people and people from non-English speaking backgrounds.

Tips for making your event more accessible:

Location – visit the site and ensure there is adequate access

Promotion – consider how the event is promoted and if possible do so in a range of formats

Site Plan – make sure the majority of your activities take place in flat, easy to access locations to ensure maximum visitation by all event participants. Ensureall pathways are clear of clutter or event materials such as power leads and displays stands

Signage – ensure it is clear and concise. Use large print and symbols

Toilets – make sure there are accessible toilets within a reasonable distance of the main area of your event

Wayfinders/information tent – use volunteers/staff to provide information on your event to participants

Recharge station – have a power-point available where participants can recharge their scooters or wheelchairs while attending your event

Use of captioning on films or a sign language interpreter throughout speeches

EVENT MANAGEMENT

Initial planning

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

It is also necessary to ensureappropriate procedures and accurate records are kept of all actions so, in the event of an incident, event organisers are in a better position to prove that all that was reasonably possible was done to ensure the safety of all involved.

The following questions should be asked at the initial planning stage regardless of whether an event committee or individual is planning the event.

Does a similar event already exist?

Are we duplicating an event that is already occurring? If we are happy to run a similar event, perhaps we can contact the coordinator of the other event and ask them questions.

When is it on?

Are there any conflicting or similar events around this time? If so, try to reschedule your event to increase potential patronage.

Is there a market for this event?

Who are we trying to attract? How many people do we think will attend this event? Will other operators e.g. food vendors, market stalls, be interested in attending?

What is this event trying to achieve?

Why do we want to run the event? Is there a niche market? Who is going to benefit from the event (e.g. is the event about supporting youth in the area, bringing in tourists, celebrating the heritage of a particular location)?

Will the community get something out of it or is it just a feel-good exercise for the planning committee? Is the event designed to make a profit or raise money for charity? The event organiser needs to consider these questions and develop the overall aim and objectives of the event.

How will the event be funded?

Have you considered the cost involved in running the event? Is there a budget or do you need to request funding?

Can we get corporate sponsorship, government grants or will it be a user pays event (e.g. through ticket sales). Can we run a raffle/competition at the event? Will food vendors or market stallholders pay to attend? Can the event attract corporate sponsors? Does it have a high enough profile or target a particular demographic? Would the event organiser be eligible to apply for government funding (only not-for-profit organisations can apply for government grants)? Grant deadlines will need to be factored into your timeline.

Who is managing the event?

Who is the event coordinator, who are they representing (organisation) and in what capacity? This determines who has responsibility. Do you need a committee to assist with event planning or delivery?

Where will the event be held?

Indoor, outdoor, hall, on the road, reserve (consider the boundary and be specific with parameters). Is it suitable for proposed activities? Is it available? Is booking required? Consider suitability of venue, entry/exit points for people, disabled access, traffic, parking, speed limit? Do you have a plan B?

What approvals are required?

What is required in addition to completing the event application form with Lake Macquarie City Council? Private or Crown Land approvals, Police, Roads and Maritime Services.

Who will be invited and what marketing methods will be used?

Are you inviting official guests, a select group or the whole community? Are your preparing any radio or TV advertisements, flyers, etc.?

What resources will be required and what do you have access to already?

Determine what is required: budget, staff, volunteers, plant/equipment, pre-event work, road closure barriers, security, crowd control, warning signs, stage, marquee, table, chairs, PA system, lights, etc.

What additional services/facilities are required for the site?

Do you require portable toilets, kitchen facilities, waste collection, disabled access, key access, equipment storage, transport, electricity etc?

What to be concerned with when contracting suppliers

Equipment hire – You may be asked to sign an agreement/contract when hiring. Be sure you read the conditions as you may be taking on liability that you are not supposed to. Seek legal advice if necessary.

Catering - Is it a professional service or prepared in-house? Are food-handling procedures being followed?

Beverages - Is alcohol being served (Responsible Service of Alcohol certificates will be required)?

Amusement devices - Make sure you obtain the necessary information and grant approval for the operation of the device. Remember to ensure a disclaimer is used (on the back of the tickets, for example).

Temporary structures - Who is setting them up? Are they qualified and are they complying with industry standards?

Electrical equipment - Ensure these are appropriately checked and safe to use.

Emergency Plans

Have you prepared a 'line of communication' phone list and made it available to all personnel at the event? Do you have an emergency procedure listing the designated emergency coordinator? Do you have a first aid kit on-site or St John Ambulance present? Police notification? Have you devised an emergency evacuation plan?

Have you considered event evaluation?

Consider conducting surveys and obtaining feedback during your event. Remember to send thank you emails o r letters post-event. Check your obligations to sponsors and Council in providing an event evaluation report.

Budget

To ensure your event is sustainable, a budget that captures all incoming and outgoing costs needs to be put together at least nine months before your event.

Income can include sponsorship and grants.

Expenditure may include:

- staffing
- staging and production
- infrastructure
- transport and fuel costs
- artists and performers
- catering
- travel and accommodation
- security
- cleaning
- waste
- toilets
- ticketing provider
- marketing and communications
- research
- licence fees
- first aid
- health provision
- insurances
- government agency services such as police and traffic management planning

You should track expenditure against your budget to ensure there are no surprises, especially after the event. Obtain quotes prior to your event and then, as invoices come in, you can cross-check for anomalies and manage contingencies.

Tips for funding your event:

Have we considered the cost involved in running the event?

Is there a budget or do we need to request funding?

Can we get corporate sponsorship, government grants or will it be a user pays event (e.g. through ticket sales).

Can we run a raffle/competition at the event?

Will food vendors or market stallholders pay to attend?

Can the event attract corporate sponsors?

Does it have a high enough profile or target a particular demographic?

Would the event organiser be eligible to apply for government funding (only not-for-profit organisations can apply for government grants)?

Grant deadlines need to be factored into your timeline.

Event Management Plan

The key purpose of an event plan is to provide an overview of the event andprovide authorities and agencies with the necessary information for licence and permit approvals.

Your event plan should contain the following:

event details- the name of the event, date, event start and finish times

description of the event and nominated event manager

dates and times of building and dismantling event infrastructure (known as bump-in and bump-out)

location and venue/s

target audience

run sheet of key event timings, activities and programming

production schedule detailing tasks from bump-in through to bump-out

whether the event will be ticketed, and an outline of ticketing procedures

contact details for key staff and suppliers/ contractors- e.g. police, volunteers, contractors

site plan with key facilities, entrances and exits marked

outline of command and control structure

list of approvals and licences needed to deliver the event, names of approval bodies and the amount of notice required for each e.g. health, food and safety permits; liquor licence; aquatic licence

logistical plans - waste management, security plan, signage, transport, cleaning services, lighting and power. toilets, water, food and beverages;

risk management - first aid and emergency medical services emergency procedures, weather, information centre and communication, noise management

copies of public liability insurance coverage for all vendors, entertainers, sub contractors etc.

Site plan

A site plan provides an overview of your event, clearly shows where it will be staged, and displays the entrances and exits, facilities and more.

All applications for an event must include a site plan that clearly shows the area to be used. You can enquire with Council's Park Bookings Officer or Events Officers for a copy of park maps where available or use online mapping resources.

Developing a site plan will also be invaluable when you are:

- applying to government agencies and other regulatory authorities for special licences and approvals
- identifying potential risks
- providing information for emergency services, such as the location of potential hazards or how emergency vehicles can access the venue/site
- considering crowd management

The content of your site plan should reflect the various aspects of your event. Consider the location of:

- the stage and other structures, such as barricades and screens
- the event coordination centre and emergency response room
- first aid area (preferably undercover)
- entertainment areas
- restricted access areas
- liquor outlets, approved liquor consumption areas and no-alcohol (dry) areas
- food vendors and stalls
- toilets, including accessible toilets
- sound and lighting control points
- emergency access routes
- all entrances and exits, including separate access points for staff and entertainers
- routes around and through the event used by vehicles
- paths and lighting for pedestrians
- parking
- parade route
- Smoking area
- accessible points for people with disability, including ramps and wheelchair-accessible routes
- area for media working on the event
- fire-fighting equipment
- free drinking water points

- areas for lost children
- secure areas for storing lost property, prohibited and confiscated goods
- areas for staff and volunteers
- power and stand-by generators
- gas cylinders
- seating arrangements
- shelter and shade
- security guards
- waste receptacles and recycling facilities
- first aid facilities
- facilities for people with disability
- public address systems
- information stalls and wayfinders
- carpark attendants
- crowd controllers
- marshals

You will also need to consider:

- provisions for patrons to access and leave the event venue without excessive queuing (e.g. gate control, pathways)
- will patrons be able to access toilets and the food and beverage areas without difficulty?
- provisions for people with disability to access and move around the event venue
- will people with disability be able to leave the venue in an emergency without significantly impeding the movement of other patrons?

Vehicles are only permitted on grassed areas for set up and pack up, and cannot be left on-site during the event unless they are part of the stall or display e.g. a food van.

Please note that you will be required to pay a deposit if a key is required to gain access to apublic reserve. The deposit will be refunded upon return of the key and if no damage is evident. You must advise Council if a jetty is included in the event site. Any admission charges to events on public land must be approved by Council.

This list above is not exhaustive. Your site plan should reflect your event's particular characteristics.
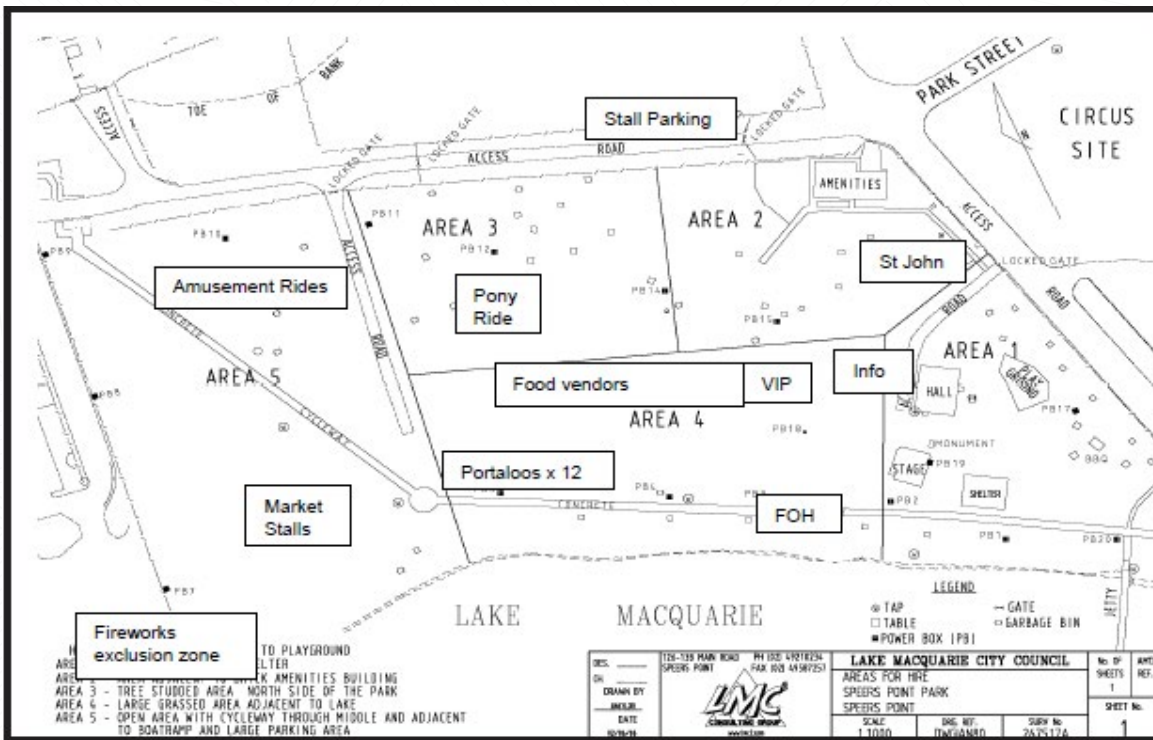
Example site plan

Operational staff

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

- qualified pyrotechnicians if having a fireworks display
- electricians, gas fitters and plumbers
- security guards
- medical and first aid staff
- qualified sound and lighting technicians
- qualified personnel if the event is to be held on water, such as lifeguards or on-water safety providers
- people with a current Working With Children Check – if looking after lost children

Implementing effective child-safe policies and practices is the best way to protect children involved in or present at an event.

It is important to make arrangements for lost children. This could include:

- setting up an area where lost children can be looked after and where carers can find them
- communicating arrangements to event attendees before and during your event
- briefing staff and volunteers on the procedures to be followed for lost children, such as incident report forms, use of public announcements, and circumstances under which the police should be contacted.

Qualifications for staff

The lost children area should be staffed by appropriately qualified employees or volunteers.

A Working with Children Check is mandatory for people working in certain child-related positions and employment.

Volunteers are exempt if they work for less than a total of five days in a calendar year, have minimal direct contact with children, or are under supervision when children are present, in that case;

You should assess your legal requirements and any other procedures you may wish to use. For example, a non-mandatory Statutory Declaration can be used by those who are exempt to declare that they are not prohibited from working with children.

For resources to help organisations become child-safe and child-friendly, visit the NSW Advocate for Children and Young People website.

For more details about the Working with Children Check, visit the NSW Office of the Children's Guardian website.
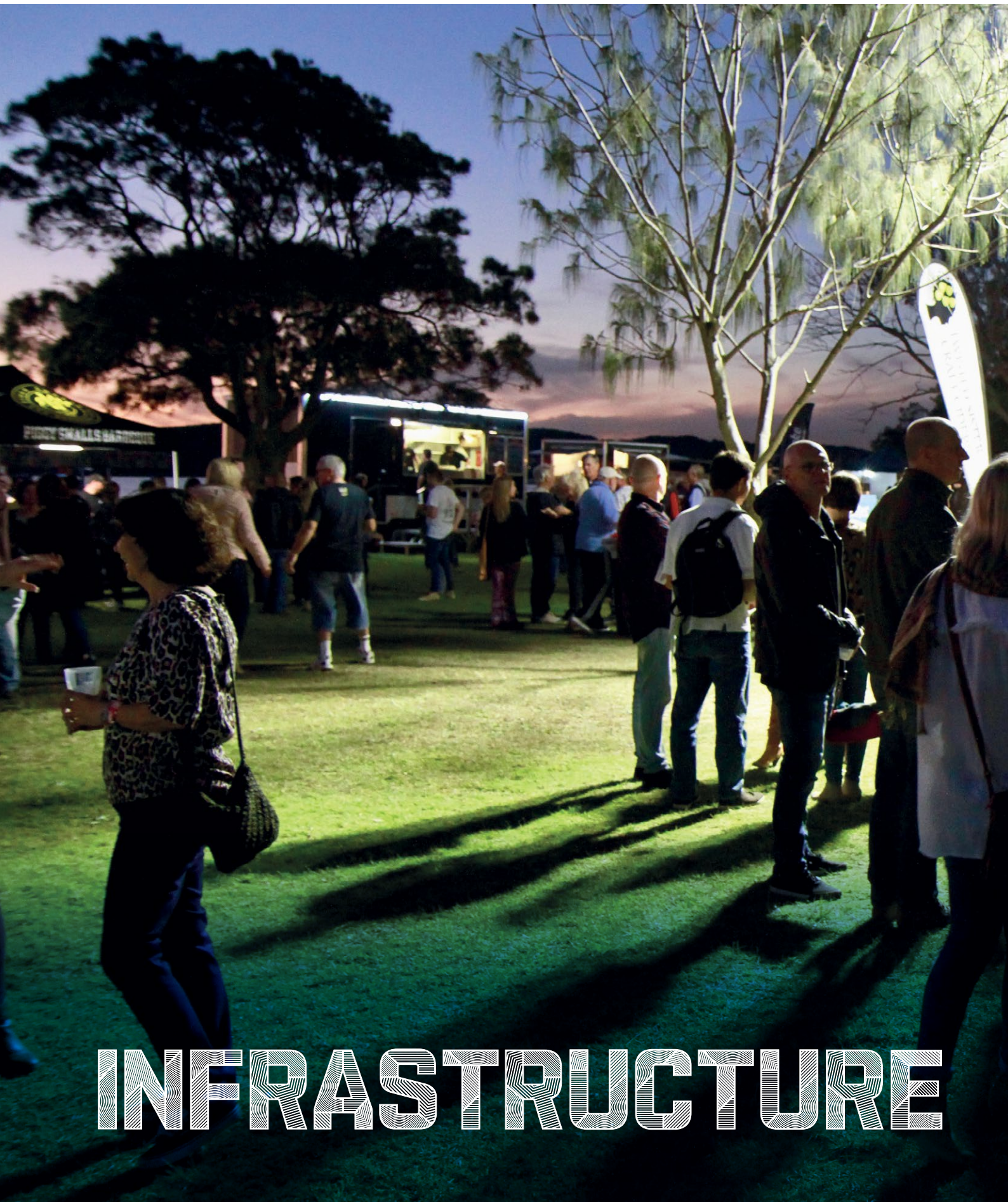
INFRASTRUCTURE

AND EQUIPMENT

Toilets

There is no doubt that toilets should be top of the list as a must-have when hosting an event. From community events andmusic concerts to markets, fetes and festivals, toilets are a practical necessity.

The size and type of event will dictate how many toilets you need. Events running all day or multiple days are going to need more toilets. You must ensurethere are accessible toilet facilities available as well as access to baby-changing facilities. You must also ensure all toilets are well-lit, clean and located away from food storage areas, and, if necessary, placed in an area that will assist with servicing throughout the event.

If you are hiring portaloos you must ensure they are equipped with hand-washing facilities and are able to be delivered to site without causing any damage.

It is also recommended that, where possible, separate toilet facilities be available for performers, medical attendants and security personnel.

An indication on the supply of toilets where alcohol is not available:

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

An indication on the supply of toilets where alcohol is available:

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

Council staff can be contracted for the cleaning of Council-owned toilet facilities during an event. The number of additional toilet cleaning services required for existing facilities is based on the anticipated number of attendees and number of days your event will be running. It should be noted that Council's toilet facilities are cleaned on a regular basis

Council fees to provide these services can be found at www.fees.lakemac.com.au/Fees/Public/LMCC. Search: 'Event Site Fees'.

Waste

Being waste wise should be an integral part of your event plan. It is your responsibility to manage the event's waste and leave the site and its facilities clean and tidy.

Dependent on the size of your event, you may be required to complete a Waste Management Plan. Council recommends the number of garbage and recycling bins below, based on the number of people estimated to attend a one-day event.

Number of people attending	Total additional bins required
0 – 200	No additional bins required
201 – 1,000	3 garbage bins and 3 recycling bins
1,001 – 2,000	5 garbage bins and 5 recycling bins
2,001 – 5,000	10 garbage bins and 10 recycling bins
5,001 – 7,000	15 garbage bins and 15 recycling bins
7,000 – 10,000	20 garbage bins and 20 recycling bins
10,000 plus	By negotiation

Council does not have to be contracted for general waste and recycling services. External contractors can undertake this role.

If a Waste Management Plan is requested, you must provide the following information as a minimum:

type of bins (waste, recycling, skip, compost bins)
number of bins (excluding permanent onsite bins)
location
frequency of service
delivery and collection details
details of your waste provider including a copy of their public liability insurance certificate
plan for collection of ground litter

It is also important to have waste avoidance and recycling objectives incorporated into each stage of the event planning process and to specify the intended strategies to achieve them. The Waste Wise Events Guide available from the NSW EPA contains practical information, case studies and resources to assist.

How do I manage waste?

Discuss waste with stallholders/ contractors to encourage reducing wasteful purchasing or packaging prior to the event
Estimate your total anticipated waste volume after consultation with participants
Familiarise yourself with what materials can be recycled
Ensure provision of a sufficient number of bins, including recycling bins
Monitor and empty bins during the event
Public litter bins shouldn't be used for events.
Monitor ground litter and tidy during the event
Hire professional cleaning staff
Include Waste Wise messages in promotional activities
Communicate your Waste Management Plan to
Large events should provide general waste and recycle bins for vendors and plans to replenish site bins

Power

Power is not available at all of Council's parks. If your park is going to require power, it is essential that you book a park with these provisions.

If you are unsure which parks have access to power email events@lakemac.nsw.gov.au

We will provide detailed photos of of the power boxes at your chosen site if we have them available to assist with your planning.

Absence of mains power does not prevent staging your event at your preferred location. You can hire generators to provide a power source, but you will need to ensure that you make provision in your budget to cover the additional cost.

Questions that should be considered when assessing your events power requirements:

How many vendors does my event realistically need?

How many vendors am I planning to include in my event?

Which vendors require power?

How many vendors will have their own power?

How many vendors will be able to operate without the use of on-site mains power?

Is the mains power on-site able to cater for the event's power requirements?

Will I require a generator on-site to meet my power needs?

The site plan should show where all the power sources are (power box and/or generator) and where all vendors that require power will be situated.

The event's Risk Assessment should also address how power is managed safely at the event.

Water

Water should be carefully considered in your pre-event planning to ensure you select a location that will meet your needs.

Unlike power, it is very difficult to bring additional water supply to site unless it is bottled drinking water.

It is vital that you make drinking water available to everyone at your event, especially if:

- you are expecting large crowds
- the weather is likely to be hot
- participants are required to walk long distances
- there is the chance participants will overheat, such as in a mosh pit or if space is limited

All about water

- Water needs to be available for assistance " and companion animals
- Food vendors need water for hand washing and general operations
- Is there somewhere people can refill their water bottles
- Am I bringing portaloos to site? These need access to water for filling and cleaning
- Will I be required to offer drinking water? If alcohol is available it is a legal requirement for you to supply free drinking water

You should visit your event site during the planning stage, which will assist you with your site plan. Taps should be located on your map and your vendors planned accordingly. Water supply and its distribution need to be included in your Risk Assessment.

Lighting

It may be necessary for your event electrician to provide temporary lights, lead and power sources. The position of lights should also be indicated in the site plan.

Points to remember

The public will need lights for safe access to and from as well as around the site

Temporary portable toilets will need lights

Temporary structures need lights.

Auxiliary battery power or generators should be installed to provide lighting if a blackout occurs

Many concerts are performed with on-stage lighting. Access to the main lights or house lights is essential in case of an emergency. The location for the controls of these lights must be known to emergency personnel and safety officers, as well as those responsible for their operation

If permanent lighting is not sufficient, portable lighting towers may be required and are available from a range of hire companies.

Structures and stages

For safety reasons, you must engage the services of an expert with relevant experience to build any structures required at your event. Structures might include:

staging

amusement rides

lighting rigs

audio towers

marquees

stalls

Enclosed structures, tents and marquees must be clearly shown on the site map.

Depending on the structure, you may be required to provide an engineer's certification and be subject to an inspection by Council on the day it is erected. See specifications below.

As per the State Environmental Planning Policy (SEPP) Temporary Structures and Places of Public Entertainment), the erection of tents or marquees for the purpose of community events is considered an exempt development and does not require development consent or a Complying Development Certificate to be issued, if it meets the following criteria:

(a) for all tents, marquees and booths being used at the same time—the development must not have a total floor area exceeding 300m^2,

(b) each tent, marquee or booth must be located at least 3m from any boundary of the land,

(c) each tent, marquee or booth must be erected so as to provide an unobstructed pedestrian circulation area at least 1.5m wide around the perimeter of the tent, marquee or booth, unless it is attached to or abuts a building with no separation,

(d) each tent, marquee or booth must be erected at ground level,

(e) each tent or marquee must have the following number of exits arranged so as to afford a ready means of egress from all parts of the tent or marquee to open space or a road:

 (i) One exit if the tent or marquee has a floor area of not more than 25m^2,

 (ii) Two exits if the tent or marquee has a floor area of not more than 100m^2,

 (iii) Four exits in any other case,

(f) if any tent or marquee will include internal seating, stalls, tables or other obstructions, a clear path of travel to any exit no greater than 40m in length must be provided,

(g) each tent or marquee must have a width for each exit of at least:

 (i) if the floor area of the tent or marquee is less than 150m^2—850mm, or

 (ii) in any other case—1m,

(h) no tent or marquee can have a wall height exceeding 4m,

(i) each tent or marquee must have a height as measured from the surface on which the tent or marquee is erected to the highest point of the tent or marquee not exceeding 6m,

(j) no tent or marquee can contain tiered seating,

(k) the event must take place only during the following periods (unless it is a community event to which Subdivision 9 applies):

 (i) 7.30am-11pm on Monday, Tuesday, Wednesday or Thursday,

 (ii) 7.30am-12am on Friday or Saturday,

 (iii) 8am-8pm on Sunday,

(l) each tent, marquee or booth must not remain on the land for more than seven days after the event,

(m) arrangements must be made for the removal of any waste or recyclable materials likely to be generated as a result of the event.

Amusement Devices

Amusement devices not required to be registered under the *Work Health and Safety Regulation 2011* may be installed or operated without the prior inspection of Council. The devices must be designed to not and are considered an exempt development (as per Clause 71 of the Local Government (General) Regulations 2005).

These are primarily small amusement devices designed primarily for the use of children 12 years of age or under, and may include jumping castles, mini-ferris wheels, battery operated cars and miniature railways.

Amusement devices required to be registered by Workcover NSW under the *Work Health and Saftety Regulation 2011* include powered amusement devices for children over 12 years of age. These devices will require an inspection by authorised Council Officer prior to operation and will incur an inspection fee. These include dodgem cars, ferris wheels, pirate ships.

You will be required to:

Lodge a completed application form – Install and Operate an Amusement Device

Provide a site plan showing the proposing location of the amusement device/s

Produce a copy of the Workcover NSW registration certificate

Council will not provide an approval to install or operate an amusement device unless it is satisfied:

the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason

the device is registered under the *Work Health and Safety Regulation 2011*

the device is to be or has been erected in accordance with all conditions (if any) relating to its erection set out in the current certificate of registration issued for the device under that Regulation

a log book exists with a proven record of annual inspections being undertaken

there is at least $20 million public liability insurance coverage.

Fireworks and lasers

To have fireworks, explosives, firearms and other dangerous activities at your event, Council is required to provide you with a letter of support stating that Council has no objection to their use. Safe Work NSW and Council are also obligated to provide notification to residents for up to 14 days prior to your event.

It is illegal to operate fireworks in NSW without a licence from SafeWork NSW.

You are required to provide the following information as a minimum:

Name of operator

Copy of operator's driver's licence

Copy of their Safe Work NSW licence

Copy of the licence they have been provided specific to the activity e.g. fireworks, explosives

These activities are also required to be detailed in your Risk Assessment, including the method to secure an exclusion zone.

Your site plan should also clearly show the locations of these activities and the space required for the exclusion zone.

Fireworks displays are permitted in Council parks and on Council-managed land.

Your pyrotechnician must apply for and be granted a "Single Use Event" licence from Safe Work NSW before Council will approve your event.

Safe Work NSW will not issue a licence unless you can provide proof you have notified the police, fire brigades, Council and any other relevant agencies.

For more information, see the Safe Work NSW guide to applying for a fireworks (single use) licence, or call 131 050.

The Civil Aviation Safety Authority must be contacted regarding your intention to have a fireworks display.

Explosives

A security clearance is required to have explosives and/or security-sensitive dangerous substances.

You can't successfully apply for an explosives or pyrotechnician's licence without holding a security clearance (or unsupervised handling licence).

For more information: www.safework.nsw.gov.au/ licences-and-registrations/licences/explosives-and-fireworks-licences/security-clearance-for-handling-explosives

Strobe Lighting, Ultra Violet Light or Lasers

Details of the above must be detailed in your risk assessment.

You must also provide the name and Public Liability Insurance of the Laser Safety Officer who will be conducting/overseeing the display.

You must provide a plan accompanying your site plan, providing the additional following information as a minimum: elevation and position of any laser sources, any mirrors and target areas with relevant distances and dimensions.

Additionally, if strobe lighting, ultra violet light or lasers will be used in the event, a separate risk assessment must be completed. This risk assessment must detail:

- intended scope of use, display in both plan and elevation, position of laser sources, mirrors and target areas with relevant distances and dimensions
- the need or otherwise to engage a laser safety officer
- control measures in the event of power failure or knocking of the laser device that might result in freezing or displacement of the laser beam
- for outdoor performances, control measures to ensure no interference occurs with the installation and control of the reflection for surrounding structures

Firearms/Replica Firearms

The use and or display of firearms and replica firearms requires a licence from NSW Police.

Council will not issue your event approval until the licence has been obtained. Use of firearms and/or replica firearms must be comprehensively detailed in your risk assessment, and the site clearly identified on your site plan.

A separate risk assessment must be completed for any event that uses explosives, fireworks, firearms, weapons, compressed air tools or hazardous substances.

The risk assessment must detail:

    the name and a copy of the licence of operating person
    copy of the pyrotechnic operator's WorkCover certification to operate fireworks
    copy of the licensed operator's Public Liability Insurance
    how an exclusion zone around the particular area will be enforced

Exotic animals

Lake Macquarie City Council does not permit the inclusion of exotic animals in events held in the City. In February 2002, Lake Macquarie City Council joined many other Councils in Australia and across the world in rejecting events and circuses using wild/exotic animals on Council-owned or managed land, in favour of circuses which depend on human skills only.

For further information, view the Department of Environment and Energy website

FOOD AND ALCOHOL

Food Management

Event organisers are responsible for the overall management of food vendors, including site placement, provision of services (such as waste and access to power and water), risk management and required approvals.

All businesses, including not-for-profit and charity fundraisers, are required to sell safe and suitable food in compliance with the Food Standards Code. This includes businesses that sell food to the public at temporary events such as fairs, festival, markets and shows.

Be sure to research suitable vendors and consider developing an expression of interest form to invite them to participate in the event.

What you will need

You will need to obtain a copy of the vendor's appropriate certifications/approvals that enable them to act as either a temporary food stall or mobile food vendor. These include:

Food Safety Supervisor Certificate - Food businesses operating mobile food vending vehicles may need to appoint a Food Safety Supervisor if the food they prepare and serve is: ready-to-eat, potentially hazardous (i.e. needs temperature control); not sold and served in the supplier's original package.

Mobile food vending vehicle inspection letter- Inspections are conducted annually by Council's Environmental Health Officers (authorised officers under the Food Act 2003). The Officer checks that appropriate food safety practices are in place, such as temperature control, cleanliness, hand washing and labelling – meeting the requirements of the Food Standards Code.

Public Liability Insurance Certificate (minimum $20M)

Alcohol Management

It is the responsibility of the event organiser to manage alcohol at the event whether it be a BYO event, licenced event with alcohol sales or an event where only tastings are offered.

To sell or supply alcohol at your event, you must obtain the appropriate liquor licence from Liquor and Gaming NSW. Of the five licence categories available, the one most likely to be relevant for the purpose of an event is the Limited Licence - Trade Fair.

The NSW Responsible Service of Alcohol (RSA) certification is mandatory for any person serving liquor at an event, including volunteers and security staff working at the venue.

Where an event includes the provision of alcohol, a copy of the appropriate liquor licence must be submitted with the Council application form. Applications and more information for a temporary liquor licence can be found at the NSW Department of Industry, Liquor and Gaming website.

You will also need to contact a local NSW Police Liquor Licensing Inspector to obtain support in-principle for the sale, serving or consumption alcohol at your event.

In all cases, OLGA and Police will want to see an Alcohol Management Plan. An Alcohol Management Plan can assist in:

- identifying curfew times
- identifying appropriate Council and Police approvals required
- identifying the need for hiring professional security and/or user paid police
- ensuring a 'wet' and 'dry' area determined as a means to manage alcohol consumption.
- identifying the need to promote public transport for event attendees
- other relevant issues

Responsible Service of Alcohol

All event staff involved in the sale of alcohol must hold the Responsible Service of Alcohol (RSA) certification and be aware of their responsibilities under the RSA legislation. A copy of each certificate needs to be attached to the Council application form.

Your alcohol management plan should include actions for briefing staff in relation to their duties in the responsible service of alcohol including identifying underage minors.

A condition of the liquor licence and certificate of registration is that drinking water must be available free to patrons at all times that liquor is sold or supplied on premises. Penalties apply for not adhering to this condition.

TRAFFIC, PARKING AND ACCESSIBILITY

Any road closure within the local road network system must be submitted to Council for consideration and approval.

A road closure can be a partial road closure (one lane closed), a full road closure or a moving road closure such as marathons, fun runs, cycling events, parades and marches.

NSW Police can assist with moving road closures on a user-pays system.

Some cycleways and footpaths are considered 'road reserve' rather than community land and events on these areas must also be approved by Council.

A Traffic Management Plan is necessary for all road closure applications. Traffic management plans must be completed by appropriately qualified and accredited traffic control plan designers and must be completed in accordance with RMS Traffic Control at Worksites Manual and AS 1742.3. For more information on traffic management plans refer to: www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html

Upon acceptance of the Traffic Management Plan (TMP), a meeting may be required so that a safety audit/inspection can be conducted. If this is the case, a Council staff member will contact the relevant parties and arrange a suitable meeting time.

Temporary road closure applications will incur an administration fee to cover the cost of advertising the proposed road closure in local newspapers and may attract inspection fees for the day(s) of the event. Please refer to Council's Fees and Charges document for more details.

Road closure applications must be received by Council at least 2-3 months in advance, depending on the type of event.

Events that draw a large number of patrons must employ trained and accredited traffic controllers to implement the Traffic Management Plan at the event. Where appropriate, details of the firm or individuals employed for traffic control should be provided, including their name, contact phone number and their accredited certificate number and PLI.

Consider the following

when having a traffic management plan prepared:

- management of vehicle traffic, including alternative routes for all types of vehicles. This includes large commercial vehicles and B-doubles, where road closures are in place
- signage, barriers and other equipment required (in accordance with Australian Standards)
- number of personnel required and any relevant qualifications
- management of pedestrian and spectator movement
- provision of access by emergency services and event personnel to or through the area affected by the event
- impact on public transport
- provision of parking facilities including supervised parking and overflow parking, along with the provision of parking for event staff/volunteers, emergency service vehicles, people with disability and buses
- details of designated pick-up and drop-off points
- details on how disruption will be minimised to neighbouring businesses, clubs and residents, and how they will be notified of alternative arrangements (including access provisions)
- process for advance notices to taxi companies, public transport providers and other organisations impacted by event
- contingency plans (i.e. weather variation, cancellation of event)
- details of the communication system used among key parties

Closure of a public road or car park

If your event requires the use, closure (or partial closure) of a public road or car park, or requires traffic control, you may also need to develop a Traffic Guidance Scheme and possibly a Traffic Management Plan (TMP). Council will advise you of the requirements once your initial Application for Use of a Public Road has been assessed.

Please be aware that this process can take some time, and there are several agencies that may need to be consulted. These agencies include Lake Macquarie City Council, Council's Local Traffic Committee, NSW Police, Ambulance & Fire Services and Roads and Maritime Services (RMS).

Roads consisting of highways and roads crossing over highways (i.e. Pacific Highway and Oxley Highway) are the responsibility of the Roads and Maritime Services. Event organisers seeking use of these roads must apply and liaise directly with the RMS. For further details please contact **ROL.Hunter@RMS.nsw.gov.au**

When preparing to submit an application to the Local Traffic Committee requesting the closure of a local road and/or detailing the effect your event will have on pedestrian access, you'll need to employ the services of a traffic management company to:

- Develop a Traffic Management Plan
- Develop Traffic Guidance Schemes and supply relevant signage/barriers
- Implement and manage road closures

The Local Traffic Committee meets monthly to assess any applications for full or partial closures of the road reserves. You will need to provide an overview of the event and the proposed road closures, along with the event's Traffic Management Plan and Traffic Guidance Schemes. The committee includes representatives from NSW Police, bus and taxi operators and the RMS.

Please note: All costs associated with the development of a Traffic Management Plan, Traffic Guidance Schemes and road closures are to be met by the event organiser.

> For major events, it is recommended that road closure applications are submitted for approval at least six months out from your event. Smaller events are encouraged to submit their application at least three months out from the event.

Parking

You are required to submit a parking plan as part of your TMP.

Encourage event attendees to use public transport wherever possible. Planning your parking provision for event staff should also be on an as-need basis.

If your event is not accessible by public transport:

- consider hiring shuttle bus services
- provide sufficient parking for people attending and working at the event
- provide accessible parking spaces close to the event entry for people with a disability
- consider using nearby parking stations and facilitiesIf you need to set up additional parking areas, certified traffic marshals may be required.

If you need to set up additional parking areas, traffic marshals may be required and ensure you allow access for emergency vehicles.

Parking areas and vehicle entrances and exits should be indicated on your site plan.

You should communicate the availability of car parking to attendees before the event.

INSURANCE AND RISK MANAGEMENT

Any organisation holding an event must have public liability insurance (PLI) and provide a copy of this insurance to Council before the event can be approved. The insurance may cover the organisation annually or it may be specifically for the event.

Lake Macquarie City Council must be listed as an interested party on the event organiser's certificate of currency. This can be organised through the event organiser's insurance company.

Organisers should consider obtaining legal advice prior to the event. Items that warrant consideration include:

- liability for injuries
- liability for acts or omissions
- liability for financial obligations incurred in responding to major emergencies occasioned by the event

Most organisations have insurance cover for events held on land, however, most public liability policies exclude water based events.

Any events that include activities on the water such as canoe races, cross-lake swims, boat races or sail-pasts in their events should first contact their insurance company, as additional insurance cover may be required. In this instance, the event should be specifically listed on your coverage

All other parties engaged for the event, including but not limited to contractors, operators and performers, must supply a PLI certificate to you prior to the event. Check the details to ensure they meet the criteria listed below. It is your responsibility to hold a copy of all insurances and other relevant certificates on-site during the event.

Note that all Certificates of Currency for Public Liability Insurance must state:

- Liability insurers' name/s
- Name of insured
- Business or profession of insured detailed on policy
- Situation at risk
- Period of insurance
- Indemnity limit (minimum $20 million) This should be specifically Public Liability, not a combination of product and public

Planning for risk and ways to minimise any issues

Event Managers have a duty of care to provide a safe workplace for event staff, volunteers and the event participants.

Event organisers may be personally liable for injuries sustained by people involved in the event if inadequate safety measures and potential hazards are not appropriately managed.

Regardless of the event type or size, it is a requirement to submit a risk assessment with your event application. The risk assessment will help ensure all participants experience your event in a safe manner by identifying potential hazards, assessing risks, monitoring performance, and implementing controls to manage those risks.

Risks and issues to consider to achieve a successful, well attended event.

Administration – contracts, permits, licences

Marketing & public relations – managing communications

Asset damage/loss (e.g: theft, vandalism, severe weather event).

Environmental damage (e.g: inadequate waste management, run-off of pollutants).

Financial loss (e.g: event poorly marketed, resulting in poor interest/attendance and minimal sales, withdrawal of future funding or sponsorship).

Health & safety (e.g: safety control plans, risk associated with food, hygiene and sanitation, PPE, manual handling)

Crowd management – crowd flow, alcohol sales, noise control

Security – security plan and management

Transport – deliveries, bump-in/out, parking public transport

Natural elements – water, heat, wind etc

Objective/output delivery (e.g: service disruption due to severe weather)

Reputation/community (e.g:risk eventuates and is poorly managed, procedures found to be inadequate)

Identifying Risks

Consultation with stakeholders will assist in identifying risks. Breaking them down and using accurate identification and descriptions will also help. For example:

WEATHER

FIRST AID

STALLHOLDER

Sale of food and drinks

Patrons are burnt or injured as a result of food or drinks supplied by exhibitors/vendors

Food poisoning

Theft

INJURY

Burns, lacerations to workers and exhibitors

Slips trips and falls

WASTE MANAGEMENT

Not enough recycling and garbage bins provided

Reduced quantities of material being recycled

Littering of park and surrounding areas.

Contaminated recycling

Food waste not diverted from waste stream

PARKING

Identification of parking areas unclear

Designated parking areas unsuitable or inaccessible

Identification of traffic management personnel unclear

Parking controllers inadequately qualified

Not enough parking provided

The event management team needs to create ways to control the risks that may arise. They might consider the following using the hierarchy of controls:

Elimination - Changing the likelihood that it will occur and avoiding that aspect of the event or removing the risk

Substitution - Changing the consequence if the risk does occur, contingency planning and disaster planning

Isolation/Engineering – Removing the source of the risk

Administration – Training and developing policies and procedures for safe work practices

Personal protective equipment – Hats, sunscreen, ear plugs etc.

Risk Communication

Understand the terminology of risk and use open communication channels so all is communicated and understood by event staff and volunteers. The risk register plan becomes your go-to document when things go wrong. It also helps identify lessons learnt and continuous improvement.

Responsibility of Event Manager/ Organisation

The event risk assessment may protect you as the event organiser from potential litigation. It documents that potential hazards have been considered and that procedures and control measures have been implemented to reduce or eliminate them. It is important to hold a debrief meeting after each event to identify which risks eventuated, whether they were planned for, were the controls listed effective, are there new risks that should be included for consideration within future risk assessments, and included in existing procedures.

If something happens – questions may be asked such as:

- Were plans in place to manage a major incident?
- Was a risk assessment completed?
- Did the risk assessment sufficiently cover off all foreseeable risks associated with the event?
- Was there sufficient contingency in place for the event (e.g. in the event of severe weather, what was the plan in place, was this followed)?
- Were adequate emergency services resources on site?
- Were emergency procedures properly prepared, explained to all personnel and executed properly?

Pets at Events

During the planning stages of your event, you should consider whether your identified site is considered an animal control area, as this could impact on your event. For example, if your site is dog prohibited, you may like to remind potential participants that it is an animal-free event.

Some parks, reserves and beaches in Lake Macquarie are designated as:

off-leash dog exercise areas where dogs may be exercised off-leash but under effective control

dog prohibited areas where dogs are not permitted

Maps detailing the off-leash dog exercise areas and prohibited areas are available.

If you are going to allow dogs to attend your event:

Ensure your site is not designated as a dog prohibited area

Only bring your pet along if it is well-behaved, non-aggressive and doesn't get stressed in crowded, stimulating and noisy situations

Ensure your pet is on-leash and under effective control at all times

Scoop the poop and bin it

Dogs are not permitted within 10m of food preparation areas

Money

Whether you are fundraising or running a for-profit event, consider:

gaining fundraising authority from Fair Trading NSW

arrangements for the collection of money at your event, including whether fencing is needed at gate collection points

how to ensure staff are safe at money collection locations

where money can be stored securely

when and how often money should be transferred to secure locations during the event

procedures for transferring money to safe storage locationsAny staff handling large sums of money at your event must be trained in correct procedures. Refer to SafeWork NSW for more information on correct procedures for handling money. It is also advisable to use security guards.

You should consider whether you will still make a profit at your event after the necessary money-handling precautions have been put in place. You may decide it is not worth your while to collect money.

Weather

Adverse weather

The weather is an important consideration for the safety, comfort, and enjoyment of attendees at outdoor events.

The impact of weather on your event will depend on the activities you are coordinating.

It is important to consider:

- potential weather impacts and to include them in your risk management plan
- the impact of adverse weather on the bump-in and bump-out of your event
- the climate of your location when choosing a date for your event (some months are typically hot, cold, wet, dry, clear or cloudy).
- average sea surface temperatures and high and low tides for marine events
- solar ultraviolet (UV) radiation levels for daytime events
- arrangements to deal with adverse weather conditions, such as shelter, water, first aid, sun cream, insect repellent and heating
- how to secure structures and dangerous items
- how to protect leads and wiring
- provision of pathways over muddy areas
- insurance to protect you against financial loss in the case of cancellation

In the case of extreme weather, it may be necessary to cancel or postpone your event to ensure public safety and security. Before the event, you should establish:

- conditions for cancellation/postponement and how you will share these with attendees (such as on the event's website, social media pages or the reverse of tickets)
- who is responsible for deciding to cancel/postpone
- at what time you need to make a decision about cancelling or postponing an event
- how you will advise staff, volunteers, performers and attendees of the cancellation or postponement
- contingency plans if your event is still able to go ahead (document these plans and provide to staff and volunteers during the pre-event briefing).

It is advisable to monitor weather forecasts in the lead-up to your event so you can plan for the predicted weather conditions.

On the day, consider sharing up-to-date weather information and any aspects of the event that may be affected (example.g: paths and facilities) through social media and other communication channels. This can help attendees make informed decisions about attending, particularly guests with accessibility needs.

SUSTAINABLE EVENTS

Lake Macquarie City Council has a role and obligation in leading by example in demonstrating commitment to sustainability, minimising adverse environmental impacts, protecting the environment and helping to reduce the ecological footprint of both Council and community events.

Sustainable event management can provide a number of benefits for organisers, participants and service providers, including:

Cost savings Reducing energy and water use, reducing waste and purchasing local products can result in cost savings. Although initial capital costs may be higher, applying sustainability principles can reduce costs over the long-term.

Positive reputation Organisers may be viewed by attendees and the public as leading by example and demonstrating commitment to achieving sustainability principles.

Education Your event provides an opportunity to raise awareness amongst service providers, participants and the local community, which may in turn foster more sustainable behaviour and create motivation for others to change their own business functions/processes.

Social/Economic Potential to increase opportunities for community involvement, volunteering and charities, provide work for local/regional service providers/suppliers and create market demand for sustainability best practice.

The following must be implemented at your event:
No plastic bags
No polystyrene
No plastic straws
No plastic water bottles for sale

Being a sustainable event manager

It is important that sustainable event management principles are considered at all stages of the event, including the planning, implementation and post-event. This approach will help improve your event sustainability over time. You should take all reasonable and practical measures to ensure you have a sustainable event and minimise environmental impacts.

The following themes should be considered during the event planning stage:

Venue selection - Consider the location, power supply, water, accessibility to public transport etc.

Transport - Promote public transport, park and ride, walking/bike riding to you event

Purchasing - Choose local suppliers, Australian made, fair-trade, environmentally friendly products

Sound and stage production / entertainment - Use energy efficient lighting and stage production, choose solar powered options, green power, or offset power usage

Catering - Choose local, seasonal produce. Dispose of organic waste to worm farm or compost. Consider OzHarvest for any food waste, consider compostable packaging or reusable vessels, and recycle.

Stallholders – encourage responsible environmental practices, no plastic bag use, recycling and re-using, and choose stallholders with a sustainable conscience

Reducing waste - Assess types of waste you may have and use the three bin system throughout events, including waste, recycling and green waste/organic

Event promotion - Consider reducing printed material and opt for e-marketing and social media as an alternative

Measuring the ecological footprint (including carbon emissions) - Consider all aspects of your event and its impact on the environment

Education and training - Share what you do and encourage others to do the same

To effectively implement sustainable event management practices identified in the planning stage, ensure that adequate staffing, systems and procedures are in place to deliver your goals. The event manager is responsible for monitoring and recording any information that may be useful to feed into the review stage to assist with continual improvement, such as the efficiency of identified objectives.

Did you know?

Helium filled balloons

Under the NSW Government's Protection of the Environment Operations Amendment (Balloons) Act 2000, it is illegal to release 20 or more gas-inflated balloons at or about the same time. Lake Macquarie City Council discourages the use of any helium balloons at events in our City.

What goes up must come down. While many balloons end up as just pieces of litter in our environment, others are mistaken for food by marine and terrestrial animals. Once eaten, they can cause stomach or intestinal blockages, and lead to starvation. The strings or ribbons attached can also entangle sea life and birds and lead to restriction of movement, infections, starvation, amputation and death.

There are many colourful alternatives to using balloons at events. Choose decorations that can be reused or recycled such as tissue paper pom-poms, fabric bunting, tissue tassels, flowers and flags.

COMMUNICATIONS PLAN

The Communications Plan will give you direction in communicating key messages related to your event to the targeted audiences that you want the messages to reach.

Communication Plan

Your communications plan should also reflect ways of communicating with people at your event, and could include:

Portable message boards
– bike/motorbike-mounted sandwich boards Public address (PA) system

Public Address (PA) system

Volunteers

Information booths

Emergency Communications Centre

Printed/online guides/or programs

Use of social media posts

Electronic Variable Message Signs (VMS)

SMS event updates & phone apps

Communication: pre event

In planning your pre-event communications, you'll need to communicate your plans to key stakeholders, which may include event attendees, relevant community groups, emergency services, local media, sponsors, and local approval authorities.

All residents and local businesses directly impacted by your event (e.g. road closures, event site, noise impacts) should be informed in writing at least two weeks prior to your event.

Ideally, you should tailor the messages you send to each stakeholder group. Elements could include:

Traffic arrangements
- public transport arrangements; and
- special arrangements
  (e.g. for people with a disability).

Parking facilities
- services and facilities available at the event; and
- event times and the entertainment program.

Where to purchase tickets
- specific conditions of entry; and
- specific health messages.

All your communication material should include websites and telephone numbers where people can get additional information.

Signage

All event signage must be provided in your Event Application and have approval from Council prior to being erected.

Only one event sign or banner is permitted at the site of the event for up to 14 days prior to the event date to ensure compliance with the State Environmental Planning Policy 2008 – Temporary Event Signs legislation.

The signage must:

- be no larger than 6m2;
- be contained with the event site;
- not project more than 100m from its location;
- not be more than 5m from ground level;
- must not be permanently fixed to any building, wall or infrastructure;
- not be installed in a residential area; and
- must not be illuminated.

Other signage permitted for events is VMS signage advising of any changes in traffic conditions as part of you TMP or to warn of possible congestion or overflow and alternate parking areas.

Any signage that does not comply with the legislation may be removed at Council or RMS discretion.

Any signage on private property must have the property owner's consent.

All signage must be removed within two days of your event.

For more information, visit www.legislation.nsw.gov.au/#/view/EPI/2008/572/part2/div2

EVENT TIME!

Bump-in and Bump-out

You will often hear the set-up of your event described as the 'bump-in' period, and pack-up as 'bump-out'. Depending on the size of your event and the amount of temporary infrastructure, this process will be a few hours to a few days (or more) of effort.

When completing the Event Application form, indicate clearly your bump-in/out days and activities. These details will be important when Council Officers generate your event booking invoice.

Booking a public reserve, park or sportsground

You will need to pay a bond when booking a public reserve, park or sportsground, to be repaid if there is no damage to turf, vegetation, and permanent infrastructure. It's worth taking care when you're bumping in and out.

Consider these suggestions when forming a plan of attack to minimise site damage:

Have a site supervisor to oversee the delivery phase of the event

Ensure careful placement of heavy equipment

Place boards or track matting on high traffic areas during the event build and for drop-off points for heavy equipment. This will be particularly important in the event of wet weatherEnsure generators and other machines are lifted carefully onto the site to reduce the risk of fuel leaks

Plan ahead so marquees and stages on grassed sites can be set up at the latest possible stage to avoid grass burn

Evaluation

Your event coordination role doesn't end when everything is packed away! Evaluating your event is important, particularly if you wish to run the event again (and get sponsors on board). If you've received Council sponsorship, there are additional requirements which you should be aware of in order to successfully 'acquit' your event. Please check the Funding Program Guidelines for further details.

Ideas for evaluating your event

Determine how many attended the event (ticket sales, registrations, head count, surveys, gate takings, gate count). Use online registrations and/or surveys to determine attendees' residential postcodes, and if visiting our region, how long they'll be staying for and whether they brought anyone with them. Did they travel to our region specifically for the event?

Conduct a survey/provide feedback forms during the event. Ask attendees what they like about your event and what they think could be improved.

Ask people attending the event if they know who the sponsors are. If large numbers of people associate the sponsor with the event, this will prove valuable when renegotiating sponsorships for the following year

Hold a debrief meeting that includes as many people as possible who were involved in the event. Circulate an agenda that covers the key areas for discussion, such as achievements, challenges and recommendations.

Evaluate your success against the objectives you set at the beginning of your event planning process. Did you attract the numbers of people you had anticipated? Did you achieve the amount of media publicity you wanted?

CHECKLISTS AND TEMPLATES

Event Schedule

A detailed event schedule is invaluable to control the bump-in/out of the site and communicate with everyone involved, both on and off site. You can use the schedule when ordering equipment, advising contractors as to when they should arrive and on-site during the event so key staff know what is happening and when. It is also useful when communicating with stallholders, volunteers and event staff.

Site Plan

Ensure your site plan clearly shows the location of:

- the surrounding area
- all entrances and exits
- emergency access routes
- parking
- stage location
- seating arrangements
- entertainment sites
- security and police locations
- first aid posts
- lost children/property
- drinking water sites
- food/vendors/stalls
- liquor outlets
- approved liquor consumption areas
- non-alcohol (dry) areas
- toilet facilities
- information area
- fire extinguishers

Entry and Exit Details

Entrance and exit arrangements:

- provide for supervision, marshalling and directing crowds
- provide exit and escape routes
- provide access for emergency services
- be accessible
- separate walking and vehicle traffic
- stagger entry times by providing supporting activities and entertainment
- keep entries clear of all other activities
- ensure barriers, fences, gates and turnstiles are suitable and sufficient
- locate ticket sales and ticket pick-up points in line with, but away from, entrances
- check placement and function of exit signs

Risk Assessment

Event Name & Date

Work Area / Location

Event coordinators:

Security staff:

Festival Staff & Volunteers:

Possible Hazard Category	Possible Hazards	Likelihood	Consequence	Initial Risk Rating
E.g. first aid, staffing, communication; waste management; insurance, event quality	*List all risks that could potentially occur which could relate to the Hazard Category*	*See list below in relation to the impact identified*	*See list below in relation to the impact identified*	*Look at the likelihood in relation to the consequence in the table below*
E.g. Event Staff	*Injuries relating to poor WHS - manual handling*	*3*	*Moderate*	*High*

List in this table all Hazardous Substance/Dangerous Goods to be used i.e. cleaning products	

	Assessed by:		**Assessed Date:**	
	Promotions Officers:			
	First Aid Provider:		Traffic Controller:	
	Stallholders:		Contractors:	

	Control Measures	**Responsible Position/s**	**Likelihood**	**Consequence**	**Residual Risk Rating**
	What could you put in place to eliminate or reduce the risk rating i.e. the likelihood and consequence.	*Who will ensure the control measures are followed through with?*	*With the control measure in place, now what is the likelihood?*	*Once control measures are in place, what is the consequence?*	*If control measures are in place, what is the risk rating? - note it has to be lower than the initial risk to be an effective control measure*
	Site-specific induction by Event Co-ordinator. All event staff sign on attendance to demonstrate they have completed the induction	*Event Coordinator*	*5*	*Insignificant*	*Low*

Document References (Acts, Regulation, Codes of Practices etc.)	

Communication Plan

Project	Event Name

Project team

Budget

Activity	Stakeholders	Timeframe	
Media			
Online			
Print			
Other			

	Details	Responsibility	Cost	Status/ comments

Useful Links

Lake Macquarie City Council www.lakemac.com.au

Council's Fees and Charges document is located on the Lake Macquarie City Council website.
https://fees.lakemac.com.au/Fees/Public/LMCC - search - Event Site Fees

Exhibition and Event Association of Australasia (EEAA) www.eeaa.com.au
The EEAA is the peak association for the events industry in Australia and New Zealand, providing a list of suppliers, venues, tips, safety management and more.

Community Relations Commission (CRC)
www.crc.nsw.gov.au
The CRC is the lead agency for implementing policy and legislative framework to support multiculturalism in NSW, through promoting community harmony and social cohesion.

Planning a safe public event
www.crimeprevention.gov.au
The 'Planning Safe Public Events Guidelines' have been developed to assist with the planning and management of public events to minimise or prevent crime and violence, and to maximise safety.
Institute of Access Training Australia (IATA)
www.accessinstitute.com.au
Disability Discrimination Act www.ag.gov.au
Australian Standards www.saiglobal.com
AS/NZS2890.6:2009 – Parking Facilities for people with disabilities

Australasian Special Events
http://specialevents.com.au
An online publication dedicated to the events industry in Australia. The website includes resources, features, industry news and more.

Events NSW www.events.nsw.gov.au
The NSW Government's Events Portal provides a comprehensive resource for organisers of events in NSW.

Food Standards Code

RTA_Contact_Centre@rta.nsw.gov.au

Guide to Traffic and Transport Management for Special Events

Waste Wise Events Guide

Fireworks
The Civil Aviation Safety Authority must be contacted regarding your intention to have a fireworks display.
https://www.casa.gov.au/files/form-1117-notification-firework-display

Aviation House
GPO Box 2005, Canberra ACT 2601
Ph. 131 757 or 02 6217 1111

Exotic Animals
For further information, view the Department of the Environment and Energy:
http://www.environment.gov.au/biodiversity/wildlife-trade/exotics
Wildlife Trade Regulation Section Department of the Environment and Energy Telephone: (02) 6274 1900
Email: exotic.species@environment.gov.au

Accessibility
Accessible Arts
Australian Human Rights Commission
Disability Council of NSW.

Further Reading

State Environmental Planning Policy (SEPP) Temporary Structures and Places of Public Entertainment,
Food Standards Code

Contact for Further information

APRA 1800 852 388

Australian Red Cross (02) 4941 3200

Civil Aviation Safety Authority 131 757

Fire and Rescue NSW
Newcastle head office Cooks Hill 49272520

Lake Macquarie City Council (02) 4921 0333

Lake Macquarie City Council: Road closures, parking and traffic issues, Road's Safety Coordinator on (02) 6581 8111

Lake Macquarie Police Station (02) 4922 8799

Liquor and Gaming NSW 1300 024 720

Marine Rescue - Lake Macquarie (02) 4971 3498

NSW Ambulance
Newcastle head office Hamilton 49217555

NSW Rural Fire Service 1800 679 737

Roads and Maritime Services 13 12 36

St John Ambulance 1300 360 455

If you have any queries regarding this document or its contents or wish to know more about hosting an event in Lake Macquarie, please contact:

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