

COMMUNITY EVENT GUIDELINES

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1. INTRODUCTION

Planning an event can be an overwhelming experience that requires a lot of time and hard work. 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 Council land must have approval to do so. An application must be submitted to Council no less than four months prior to your event.

1.1 HOW COUNCIL CAN ASSIST

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 event organisers in the following areas:

- General advice and assistance in planning your event
- Traffic management advice for any use of public roads
- Booking of Council facilities
- Waste management
- Council and Crown Land Licensing
- Promoting your event via council websites
- Insurance coverage for Community Groups
- [Council's Community Strengthening One Off Grants](#)

Please note that some assistance may incur fees as listed in Councils' Fees and Charges.

2. APPLICATION & APPROVAL PROCESS

2.1 COUNCIL APPROVAL

Event organisers wanting to conduct an event on land owned and/or managed by Leeton Shire Council (including parks, crown lands and local roads), must complete an event application form for approval. You may even require a licence to run your event, so it is important to lodge your application at least four months prior to your event, to ensure the appropriate approvals are in place.

The Leeton Shire Council Event Approval Application Form is available online from Council's website or upon request. It is also included in Appendix A at the end of this document.

The application will assist council in determining if the event is a suitable, safe and viable event for the community. The event organiser must outline any requests it has of Council in their application. 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.

2.2 TRAFFIC COMMITTEE APPROVAL

If you are planning to stage an event on a street or road, you will be required to apply to the local Traffic Committee for any temporary road closures. Temporary road closures to allow for events will be assessed on a case by case basis and is not a preferred option. There are numerous traffic management companies in the area who can prepare the appropriate documentation.

Leeton Shire Councils Local Traffic Committee meet quarterly, so it is important to be aware of the upcoming dates and deadlines to ensure your item is put on the agenda.

The application for Local Traffic Committee must include:

- Special Event Transport Management Plan (See Appendix C).
- Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS/TCP) completed by a suitable qualified person
- A risk assessment on the event (See Appendix B)
- Letters to local residents and businesses
- directly affected by the changed traffic conditions
- Letters to local emergency services notifying them of your event
- 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 Leeton Shire Council as interested parties.

2.3 NSW POLICE NOTICE

Event organisers must also notify NSW Police of any public events. You must complete and submit a [Schedule 1 Form – Notice of Intention to Hold a Public Assembly](#) to your Local Area Command. You can also find this form at Appendix C at the end of this document.

3. BEFORE YOU BEGIN

Coordinating even the smallest event can be a complex task requiring a lot of time and attention. When developing an event concept, consider the following:

- Why is the event being held? What type of event will this be?
- What approvals will you need to run your event? What plans will you need to prepare in order to gain approvals?
- Who is your targeted audience? How will you reach those people and tell them about your event?
- When would be the best time to run this event? What other events are being staged around this time (locally and regionally)? Will these affect the success of your event?
- Where will your event be held?
- What are the risks involved? What will the challenges be?



4. FINANCE & BUDGET

Developing a budget and monitoring your finances is essential in determining the financial viability of your event. The budget should capture all incoming and outgoing costs.

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. You should plan to have enough income to pay for accounts as they come in.

5. EVENT PLANS & DOCUMENTATION

Once you have developed an event concept, you should consider the types of plans and documents that will be required to contribute to the overall success of your event. Maintaining thorough records and retaining documents will support you to:

- Plan and implement your event
- Meet legal requirements
- Evaluate your event

Depending on the nature of your event and legal requirement, the documents you retain may include:

- Event Plan
- Financial Plan / Budgets
- Communication Plan
- Marketing Plan
- Risk Management Plan
- Traffic, Transport and Pedestrian Management Plan
- Crowd Management Plan
- Alcohol Management Plan
- Waste Management Plan

You can find more detailed information on each of these plans throughout this document.

5.1 EVENT PLAN

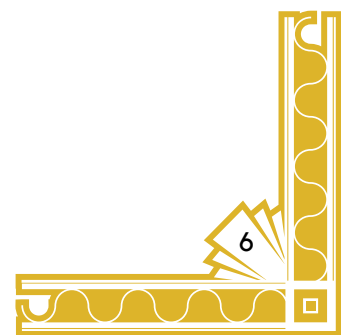
The key purpose of an event plan is to provide an overview of the entire event, from start to finish. The event plan should be a live document which is constantly getting updated during the event planning process. Your event plan should at minimum contain the following:

- Event name
- Date, event start and finish times
- Bump in and bump out times
- Location and venue/s
- Target audience
- Detailed site plan
- List of approvals and licences
- Description of the event - its objectives and desired outcomes
- Run sheet (outlined below)
- Outlines of event procedures
- Contact details for key staff and suppliers/contracts
- Other plans which have been listed above

5.2 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.



6. COMMUNICATION PLAN

You should consider putting together a communication plan to ensure you have clearly communicated all information to key stakeholders, staff, the community and participants in the lead up to the event, on the day of the event and following the event.

It is also a good idea to conduct a risk assessment of your communication plan, to ensure that it can withstand 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 considered and implemented.

6.1 BEFORE THE EVENT

To begin with, you should consider who you need to communicate with and what it is that you need to communicate.

- Target audience for the event
- Non-event attendees 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)
- Sponsors

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.

6.2 AT THE EVENT

Communication during the event needs to be well planned. It is important that the event team can effectively communicate with each other, as well as with event attendees.

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.

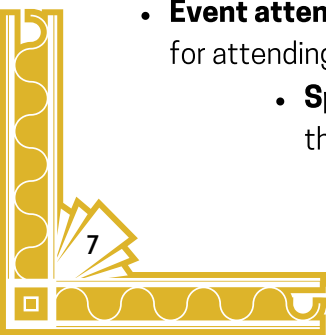
There are several tools that can be used to communicate during the event. Some of the devices you may like to consider are:

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

6.3 FOLLOWING THE EVENT

It is equally important to maintain communication following the event, especially if you plan to hold a similar event in the future. Consider maintaining communication with:

- **Event attendees** – this could be achieved through social media or e-newsletters. You can thank them for attending; save the date for next event; conduct surveys, pre-sale tickets ect.
- **Sponsors** - communicate the sponsorship benefits they received (including any statistics); thank them for their support; maintain relationship for future partnership ect.
- **Committee / volunteers involved** – it is crucial to hold a debrief meeting with key stakeholders and volunteers to evaluate the event (post event evaluation covered in section 28 of this document).



7. 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! There are numerous 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!

Developing a marketing plan and promotions timeline can help ensure that the target audience is aware of, and interested in, your event.

It is also important to be aware of your obligations to sponsors and funding bodies, as you may be required to recognise their contribution in any promotional material.

ONLINE / WEBSITES

Be sure to put all details of your event on your own website, as well as any other relevant websites to promote your event. Anybody who hears about the event is likely to go to your website (or Google it) and look for the details, hence why it is important to have a good online presence.

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 Leeton Shire Council websites.

POSTERS

For local events, posters are very effective in areas with lots of pedestrian traffic. Local shop windows, libraries, office noticeboards, cafes and Laundromats - basically, anywhere people gather can ensure your posters reach your audience. Don't forget to ask the shop owners permission.

LOCAL MEDIA OUTLETS

It is worthwhile contacting local newspapers, radio and TV networks, as they may like to run a story on your event.

Radio advertising could lead to on-air interview to discuss your event, or you can pay for advertising. They may even be interested in broadcasting live from your event!

It's also worthwhile looking into free community notice boards for TV and radio advertising for free listings.

SOCIAL MEDIA

Social media offers a dynamic and cost-effective way of engaging your target audience before, during and after the event. Create your own Facebook page specifically for the event and post event details and other relevant content on it regularly. Plan to use social media to:

- Raise awareness of your event – plan to share interesting content to encourage greater engagement and interest
- Communicate key messages to the public about traffic, transport, health and safety at the event
- Monitor what your audience says during and after the event. You can use this information to improve operations and future events.

Create a hash tag and use it when posting about your event or uploading photos to Instagram. Encourage event attendees to use the hashtag whilst posting about your event on social media.

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.



8. ORGANISING YOUR EVENT

8.1 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 that can be delegated to members of the committee.

8.2 DOCUMENTATION & RECORDS OF PROCEDURE

It is vital that a committee maintains good records of the planning, implementation and delivery phases of your event. Meetings should be held monthly in the initial planning stages, becoming more frequent as the event gets closer. Minutes should be written after each meeting to provide an accurate account of what is happening, what stage the event is up too, any decisions made and what actions need to be completed by each committee member. Minutes should be distributed to all committee members and interested parties.

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

8.3 STAFF & VOLUNTEERS

Whether you are using paid staff or volunteers in the lead up or on, 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 and contact details.
- Induct all staff and volunteers onto the site. Brief them on the activities of the day, the communications plan, site plan and risk assessment.
- Consider having people with a particular expertise at the event site to deal with situations that arise i.e. security guards, first aid staff, qualified sound and lighting technicians ect.
- Meet your Health and Safety requirements by providing all volunteers and staff with things such as safety vests, sunscreen, drinking water etc.
- Reference, police or other checks – depending on the role assigned to event staff or volunteers (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.
- Consider having staff and volunteers on standby for the day so there are always an adequate number of people assisting.
- Consider providing coloured branding / high vis clothing to easily identify event staff and volunteers



9. RISK ASSESSMENT & MANAGEMENT



No matter the nature or size of your event, your event will have risks. During the event planning phase, carefully consider potential risks involved with staging your event. Although it is your responsibility as the event organiser to identify and manage these risks, it may be worthwhile inviting as many people as possible involved with the event to help identify potential risks.

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.

A risk assessment is the process of identifying and quantifying the probability of a harmful effect to an item or an individual. An event **will not** be approved by Leeton Shire Council unless the risk management component has been adequately addressed. Council can provide you with a template to help you undertake this task (Appendix B).

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.

Risk management should not be a daunting process; it is merely a process to establish all the factors that may have a negative impact on your event.

9.1 EXAMPLES OF RISKS

A 'risk' is anything that threatens or limits one's ability to achieve a desired outcome. Some examples of risks can include (but are not limited to):

- Emergencies and evacuations
- Electrical leads on the ground, untagged electrical equipment and equipment failure
- Poor financial planning and/or budget forecasting
- Inadequate security
- Overcrowding / larger than expected crowds
- Property damage or loss
- Food poisoning
- Sun / heat exposure and extreme weather
- Uneven ground
- Consumption of alcohol

Risks should be carefully analysed and then rated according to likelihood and impact. Control measures should then be developed to reduce the likelihood of risks occurring. Once you have developed your plan, continue to monitor, assess and manage risks throughout the planning of the event, and during the event itself.

9.2 HOW TO DO A RISK ASSESSMENT

A Risk Assessment template has been included at the end of this document (Appendix C). Feel free to utilise this document when completing your risk assessment.

1. List all the hazards that you can think of. Write these hazards in the 'Task / Activity' column of the template.
2. Identify all the risks associated with each 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. Put this number in the 'initial risk rating' column.
5. Identify what control 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 and coming up with the 'residual risk rating'.
6. Apply these strategies to your event planning process. Make sure they are communicated to appropriate people and followed through.

9.3 RISK RATING MATRIX

When completing a risk assessment, refer to this risk rating matrix.

RISK LEVEL RATING		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 -Catastrophic	5-Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
	4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
	3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
	2 -Minor	2- Low	4 -Low	6 -Moderate	8 -Moderate	10 -High
	1 -Insignificant	1 -Low	2 -Low	3 -Low	4 -Low	5 -Moderate

To come up with a risk level rating, 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. For example, if the likelihood of the risk is 'almost certain', and the consequence of the risk is 'major', the risk level rating is 20.

9.4 REPORTING INCIDENTS

You should have a system in place at your event to record any incidents, accidents or near misses that occur. It is important that everyone working at the event has a clear understanding of how to record incidents and what to do with this record at the end of the event.

The information you will want to capture in your incident report depends upon the nature of your event. It might be useful to implement a form to have available to report all details at the time of the incident. When reporting, it is important to capture the who, what, when, where, and how.

If the incident results in serious injury or death, you are required under work health and safety legislation to notify SafeWork NSW.

10. EMERGENCY MANAGEMENT PLAN

An [Emergency Management Plan \(EMP\)](#) outlines how you will respond to an emergency at your event. 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.

At a basic level, the EMP should:

- Identify the person or role that is responsible for managing the emergency response at the event and notifying emergency services - include the chain of command should an emergency occur
- Have clear instructions on how the person in charge will be contacted should an emergency occur
- Include an emergency communication plan which outlines communication protocols during an emergency, including how to communicate, who to communicate with and how to log and report incidents. The emergency communication plan should also detail who will handle the media and make any necessary statements. This responsibility should rest with one person only so that communication with the media remains clear and accurate.
- A site plan identifying access and evacuation points.
- Where emergency equipment is located i.e. fire extinguishers.
- The evacuation procedure
- The arrangement for minor on-site emergencies not requiring external help i.e. first aid

It is a good idea to have one person who manages the emergency response plan, whose contact details should be provided to all emergency services and Council. When completed, copies of your EMP should be provided to emergency services, council, staff, volunteers, contractors, performers and suppliers.

10.1 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.

11. WORK, HEALTH & SAFETY

You have a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work.

The provisions made for people working at your event will depend on its various components. Some of the issues you may need to consider include:

- Supplying ear protection for people working in noisy areas
- Operating equipment and machinery and whether licensed operators are required
- Supplying sunscreen and other personal protective equipment for people working and participating at an outdoor event
- Providing drinking water for staff and volunteers working at the event
- Providing adequate training to safely carry out assigned tasks at the event i.e. cash handling, manual handling, managing and directing traffic and crowd management.



12. FIRST AID

You have a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work.

If the event is being held on water, you will need to have a qualified aquatic first aid provider present.

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

13. 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.

When putting together your event site plan, consider identifying the following:

- Access – entry / exit points
- Emergency services entry and exit points
- Parking
- VIP and Media areas
- Parade route
- Stage and other structures, such as barriers / fencing
- First aid
- Facilities for people with a disability
- Entertainment areas / activity areas
- Alcohol sale and consumption areas
- Food vendors / stalls
- Toilets
- Sound and lighting control points
- Seating
- Security guards
- Rubbish bins
- Power outlets / water points / gas cylinders

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.

14. MANAGING CROWD SAFETY

You should seek advice from the venue manager or landowner about the capacity of the venue/site, as well as establish whose responsibility it is to count patrons, if applicable.

If you are expecting large numbers of people it is strongly recommended you employ the services of a professional consultant to advise you on how to address crowd management issues, and on how to develop a crowd management plan. You should consider developing a crowd management plan to cover:

- Entrances and exits at venue – more details below
- Management of crowds around focal points such as stage or performance areas
- Provision of sufficient facilities to ensure the health and safety of a crowd, including accessible facilities and water provision
- Sale of alcohol and BYO
- Use of security guards who are licensed for crowd control
- Potential risks and how they will be minimised and managed
- Whether you should ticket your event to control crowd numbers, especially if attendance is free

14.1 ENTRY & EXIT

Ensure your entry and exit points are clearly marked, adequately lit and large enough to allow an evacuation or a mass exit at the end of your event. Consider having staff located at the entry and exit points – it could be a good idea to conduct market research, 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. Further, if your site is large, consider having 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.

14.2 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.

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*.

15. ACCESSIBLE & INCLUSIVE 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 consider:

- Special parking areas for people with disabilities / elderly
- 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.
- Special viewing areas for people with disabilities.
- Information in large print and/or braille for people with a sight impairment.
- 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.

The NSW Government has developed a [Toolkit for Accessible and Inclusive Events](#) 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.

16. 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 you need to set up additional parking areas, certified traffic control plans and marshals may be required.

If parking at your event site is insufficient, it may be necessary to provide hired shuttle bus services and/or additional parking spaces.

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

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.



17. FIREWORKS

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

Fireworks are a high-risk activity to have at your event. It is important that you manage this activity carefully and engage a professional Pyro Technician who can provide you with all the necessary documentation you request. 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, you are required to advise or obtain written approval from the following organisations:

- [Safework NSW](#) at least seven working days prior to the display
- Local council at least seven working days before the event
- 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.
- Roads and Maritime Services for an aquatic license if firework displays are to occur on navigable waters
- The land or property owner where the display will be carried out, as some venues/sites may have their own requirements regarding the use of fireworks
- Civil Aviation Safety Authority, depending on the height fireworks may reach and the proximity of an aerodrome or flight path neighbours who may be affected by the fireworks display, including hospitals, aged care facilities and stables, kennels or veterinary clinics
- Any other applicable agencies or interested parties (SafeWork NSW can advise which agencies need to be contacted)

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](#).



18. ALCOHOL

If you plan to have alcohol at your event, you must obtain the appropriate liquor license from [Liquor and Gaming NSW](#). Of the different licenses available, the one most likely to be relevant for the purpose of an event is the limited license. Applications for a limited license should be made at least 28 days before your event, but it is advisable to submit your application as early as possible.

Within two working days of applying for a liquor license, you must submit a notice to local police, local council or other consent authority for the land where you propose to stage 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.

18.1 ALCOHOL MANAGEMENT & RSA

You should consider developing an alcohol management plan. Consider:

- Legal requirements of the licensee
- Employing security personnel for ID & security checks (e.g. bag checks)
- Displaying responsible service of alcohol signs and clear signage showing where alcohol can and can't be served
- Any limits on the number of alcoholic beverages that can be purchased at one time
- Provision, location and easy availability of free drinking water
- Availability of food and non-alcoholic beverages
- 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. 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 a chance that 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.

20. FOOD

All businesses, including not-for-profit and charity fundraisers, are required to sell safe and suitable food in compliance with the [Food Standards Code](#).

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](#).





21. AMUSEMENT DEVICES

If you plan to have amusement devices at your event, all amusement device owners must hold a Section 68 Approval issued by Leeton Shire 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 each amusement's registration certificate
- A copy of the operators risk assessment.

Council may request to undertake an inspection of the site prior to the event to ensure that it is suitable for the devices.

22. POWER, SOUND & LIGHTING

22.1 POWER

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. 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.

All power cords and equipment being used at the event must be tested and tagged. It is the responsibility of the event organiser to oversee this.

22.2 SOUND

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.

22.3 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](#)

22.4 LIGHTING

If your event is at night, you must ensure there is enough lighting. 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.

24. 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.

It is important that the toilets remain in a clean state throughout the duration of the event. Depending on the number of expected patrons and duration of the event, you may need to arrange for the toilets to be cleaned during the event. Do not forget to stock up on toilet paper!

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.

There is no uniform Australian standard for the number of toilets required at an event. However, as a guide, [Safe and Healthy Mass Gatherings by the Australian Institute for Disaster Resilience](#) suggests the following:

Patrons	Males			Females	
	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

Figure 1 - Suggested number of facilities for outdoor events where alcohol is not available

Patrons	Males			Females	
	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

Figure 2 - Suggested number of facilities where alcohol is available

25. 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. The NSW Environmental Protection Authority has valuable information outlining seven steps you can take to ensure a [“Waste wise 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. Additional bins can be requested from council. It might also be worthwhile arranging a skip bin to empty the full bins into, even 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.

26. 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.

Remember, safety is always the top priority and should never be compromised simply to get through an event.



27. 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 Leeton Shire Council noted on your certificate of currency as an “Interested Party.”

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.

You should also ensure all volunteers, contractors, stallholders and performers you use have appropriate insurance to cover their activities at the event. You should keep a copy of their Certificate of Currency in your records.

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.

27.1 UNINSURED COMMUNITY GROUP LIABILITY

Council has an insurance policy that can provide one-off coverage to uninsured individuals and community groups. This type of insurance does not cover your event, however, may be of interest to any uninsured performers, stallholders, buskers, artists, tutors and instructors engaged for your event. Anyone interested the Uninsured Community Group Liability can contact Council to discuss further.

28. LEGAL ISSUES

The complexity of event organisation means there may be legal issues to address before, during and after the event. You may like to consider seeking professional legal advice before you begin planning your event. Below is a list of issues that may, or may not, apply to your event.

- Copyright laws; be aware of copyright laws when preparing promotional material
- 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.’
- 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 fundraising raising activities.
- Obtaining relevant permits & licenses
- Necessary Insurance
- Compliance with other applicable laws

28.1 EVENT TERMS & CONDITIONS

It is important to have some 'Terms and Conditions' in place for your event. Terms and Conditions should be considered for all stallholders/performers that apply to attend your event. You should also implement a Terms and Conditions of Entry, so the public coming into your event are aware of any conditions prior to entry. For example, if you plan to have photographers at your event, specify this in the conditions of entry so attendees are aware their photo may be photographed whilst at the event.

29. EVENT FUNDING

29.1 GRANT FUNDING

Various avenues exist for the seeking funding to support events. However, 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 as it can be quite time consuming.

The following websites can be useful in finding grant opportunities for local events;

- [Destination NSW](#)
- [Regional Arts NSW](#)
- [GrantConnect](#)

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. This is where your pre-prepared events documentation (event plan, financial plan etc.) will come in useful.

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 (acquittal) which is to be submitted following the event. It 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.



29.2 SPONSORSHIP

In addition to obtaining funding, it may also be relevant 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.

Sponsorship can also be sought in the form of products or services (often known as 'in-kind'), not just monetary contributions.

It is important to give people you approach for sponsorship time to consider your proposal. 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.

29.2 FUNDRAISING

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

30. POST EVENT EVALUATION

Undertaking an evaluation of your event is an important step to determine whether your event achieved its objectives and met its budget. It will also be useful for succession planning, and to inform your report to your management committee or sponsors. You should evaluate your event to determine:

- What worked
- What didn't work
- What improvements could be made

You can measure the success of an event by collecting and analysing data from the event. Examples of data collection and evaluation methods include:

- Survey attendees during or after the event
- Survey key stakeholders
- Focus groups / de-brief meetings
- Observations
- Measuring success against the objectives you set at the beginning of your event planning process

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 valuable information about what happened on the ground. Talk to them about things that worked and things that perhaps need improving. 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. You should be aware of what information they have requested prior to the event so that you can make sure it is collected.