

DUBBO CITY COUNCIL
Festival & Event Applications



A Guide and
Checklist for Event
Organisers

Dubbo City Council
A Guide & Checklist for the Organisation and
Conduct of Events

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Introduction

It is the purpose of this guide and checklist to assist event organisers to gain a greater understanding of the many issues that can affect both the approval and smooth functioning of significant events.

It is noted that community festivals and special events can promote tourism, showcase local talent, invigorate community spirit and contribute positive economic and social impacts on the community.

In view of the foregoing, Dubbo City Council is keen to support festivals and events in the Local Government Area.

To make an event successful it is imperative that the Event Manager/Organiser ensures their event planning and management meets the necessary regulative provisions of Local and State Government and that co-ordination of the event is sufficient to minimise any possible negative impacts.

Whilst this guide principally targets the planning and conduct of larger events held in the Dubbo City Council area involving the use of streets, car parks and parks/reserves, Council approval may be required on other occasions, see “Definition of Event”.

The Council, through the development of this guide and checklist seeks to support the Event Manager/Organiser through the necessary steps and create awareness of any potential risks that may need to be considered in planning the event.

The Checklist component of this document seeks to provide information on the approvals, licenses and timetables that need to be followed. Consideration of this guide and checklist should be followed up with a preliminary discussion with Council outlining the proposed event.

Objectives

Key components of the successful conduct of any event will relate to the enjoyment and safety of residents and visitors; the impact on the physical and social environment; the financial implications associated with the conduct of special events and the resources available to Council to manage special events.

Councils objectives in assessing and assisting with events are:-

- To ensure that events are in keeping with the local community and its environs;
- To ensure and maximise public health and safety;
- To provide high quality entertainment and leisure opportunities for local residents and visitors;
- To maximise the benefits of special events to local businesses;
- To ensure that unacceptable and/or irreversible damage does not occur to the local environment;
- To ensure that events are conducted in accordance with the provisions of all relevant legislation and regulations;
- To ensure that inconvenience to the Dubbo community is minimised;
- To ensure that the reasonable costs incurred by the Council in approving or managing a special event are recouped;
- To encourage waste reduction and maximise recycling opportunities;
- To minimise Council's exposure to possible litigation; and,
- To ensure Council meets its obligations in terms of relevant legislation.

A major consideration in determining the status of an event and the level of complexity involved in event planning is the issue of carrying capacity as defined in the following four (4) components:-

- | | | |
|------------------------------|---|---|
| Physical Carrying Capacity | - | how many cars/people fit in the subject area, and the impact ingress and egress to/from the Special Event is likely to have on access routes? |
| Ecological Carrying Capacity | - | how much use can the local environment tolerate before suffering long term or permanent damage? |
| Social Carrying Capacity | - | how many people can access an area before overcrowding or a change to the area's 'character' occurs? |
| Permissibility | - | does the proposed event meet the objectives of permissibility and any Management Plan that may apply to the subject land? |

Special Event Category

This guide relates only to those Special Events that fall within the statutory authority of Dubbo City Council. This includes on council land or on land under the care and control of Council or private land.

The most important aspect of managing any Special Event is recognising the scale of the event and therefore determining the impact of the event on the immediate environs.

An event's appropriateness will be assessed against the principles of permissibility ie, how well the proposed location and immediate environs lend themselves to the proposed event.

The purpose of the event or the status of the organiser will have very little bearing on the degree of management required to guarantee an acceptable outcome, nor for that matter negate the potential risks and impact.

Community Events:

A Community Event in terms of this guide will generally have the following characteristics:-

- The event organisers are Dubbo residents or are a Dubbo based organisation;
- The revenue derived from the event is to be allocated within the Dubbo Community or donated to a charity servicing Dubbo;
- Wherever feasible, the goods and services used or sold at the event are to be locally sourced, with an opportunity to supply goods provided to the local business community.
- Where all profits or a reasonable proportion of profits are re-invested in the venue (at which the event was conducted) or in the immediate environs.
- Is predominantly attended by locals

Events of National/State significance:

An event of National or State significance may take the form of either a Major Special Event or a Minor Special Event. An example of an event of National or State significance may be the Bicentennial Celebrations of 1988 or the Olympic Torch relay experienced in 2000.

Council will determine its level of support or otherwise for individual events of National or State significance from time to time.

Private Events:

Private Events are such events where there may be a reasonable expectation that the broader community will be excluded from attendance and participation. Such events may be defined as:-

- Weddings, Receptions/Parties (eg. Christmas, Birthday)
- Other celebrations or events organised by individuals or special interest groups/clubs where attendance will be restricted through the charging of an

admission fee or limited to specific invitees or members/participants of the Club/group.

- Where the event is designated as a profit making venture and profits are held by the organisation or individual and not reinvested into the Dubbo Community.

3.4 Other Events:

There are some events that will fall outside the definitions provided above. For this reason it is advisable that groups or individuals, wishing to conduct an event, contact the Council as early as possible to ascertain the types of approvals that may be required.

Definition of 'Event'

For the purpose of this Guide an 'Event' is defined as:

“an organised gathering on public open space within the Dubbo Local Government Area, or in an area outside, but likely to affect the Dubbo Local Government Area, and involves any of the following:-

- The temporary closure of a road;
- A likely attendance of significant numbers of persons (participants and spectators) at any one time; and,
- Other events deemed to be Special Events by Council due to a characteristic that is reasonably expected to cause traffic congestion, social inconvenience or pose a safety hazard.”

Whilst the primary focus of these Guidelines are on events organized on public roads and open spaces which are owned or managed by the Council, it is important to remember that Council approval may be required for any event or public entertainment, taking place in community halls, parks and reserves, on private land or attractions located in residential areas.

Event Management

The Event Manager/Organiser may be a committee, group or individual who has overall responsibility for the management and control of the event. This name will appear on the Event Application and all other documentation.

Where the event is organised by a committee or a group, then an individual person **MUST** be identified on the application as the key contact for Council.

Without a designated Event Manager/Organiser, there will be a fragmented chain of command and it will be difficult for any organising group to assume responsibility over others; there will be no overall accident prevention, rapid reaction to emergency situations or perhaps adequate insurance to finance a loss should it occur.

The Event Manager/Organiser is responsible for planning, organising, leading and controlling the activities associated with or part of the event/festival.

Application for Events

In order for events to be conducted within the Dubbo Local Government Area, notification in writing must be received in a timeframe that would be reasonable to allow for the necessary reviews and approvals to take place. It is recommended that four (4) months notice be provided.

The submission to Council should include:

1. Written Notification
2. A copy of the Event Program, which will include a time schedule for all events and activities to be undertaken.
3. 'Event Site Plan' – Plan of the area proposed to be occupied by the event. Refer Appendix 1 and 2.
4. Traffic Control Plan (if required) - see Appendix 2.
5. Timetable of the event, including periods of any partial/full closure of roads, car parks etc.
6. A signed undertaking for the provision of all licenses, permits and approvals required for the event.
7. Insurance – Copies of Certificate of Currency - see Appendix 4.

Following is a breakdown of the involvement of the various Council Divisions in considering Special Event Applications. Each Division/Branch has staff who specialise in areas that relate to hosting an event.

- (a) **Environmental Services** – Development consent, Local Government Approvals, service of food, set up, operate or use a loudspeaker or sound amplifying device, service of alcohol, signage, install or operate amusement devices, toilet facilities.
- (b) **Technical Services** – applications for road closures and Traffic Management Plans for the Traffic Advisory Committee for assessment, provision of additional garbage services, use of plant.
- (c) **Finance and Administrative Services** - submission of appropriate insurances, risk profiles and assessments.
- (d) **Community Services** – applications for use of the Dubbo Aquatic Leisure Centre, applications for use of reserves, sporting fields and assistance of Tourism Services
- (e) **Parks and Landcare** – Ground Maintenance for special needs, Sprinklers, Plans of Management, applications for use of boat ramps,.
- (f) **Corporate Development** – Use of Showground, Saleyards, Airport and Public Relations.

Organisers may not be aware of the various Acts and legislative processes involved, or that for particular types of Road Closures the decisions must be made by the Roads and Traffic Authority.

In addition to Council policies, there are several Acts which influence the use and management of public lands and the holding of events.

The key pieces of legislation are:

Local Government Act 1993:

Approvals are required for such matters as the erection of temporary structures (and possibly WorkCover Licenses), use of a building or temporary structure as a place of public entertainment & installing or operating an amusement device. More detailed information on approvals that may be required and how to obtain such approvals are detailed under the heading 'Requirements of the Environmental Planning & Assessment Act and Local Government Act'.

Food Act 2003:

The Food Act and associated regulations set out the requirements that food premises (both permanent and temporary) must comply with the Temporary Food Premises Guidelines in regard to construction, hygiene and the prevention of contamination and each event must notify on the State Government's Central Food Premises Data Base. Operators of Temporary Food Premises have an obligation to conduct their activities in a way to ensure the food is safe to eat. More information on the conduct of temporary food premises is detailed under the heading 'Approvals required under the Food Act 2003 & Associated Regulations'.

Roads Act 1993:

Approval is required for the temporary closure of Public Roads under the Roads Act 1993. More detailed information on approvals that may be required and how to obtain such approvals are detailed under the heading 'Road Closures and Traffic Control Plans' with further details in Appendix 2.

Environmental Planning & Assessment Act 1979:

There are several provisions of the Environmental Planning & Assessment Act that may affect the conduct of events, in particular the requirement to lodge a Development Application where a 'new use' is established. More detailed information on approvals that may be required and how to obtain such approvals are detailed under the heading 'Requirements of the Environmental Planning & Assessment Act and Local Government Act'.

Crown Lands Act 1989 (NSW):

Where land affected by a proposed event is a crown reserve a number of provisions affect a potential event including the contents of any existing Plan of Management.

Anti-Discrimination Act 1977 (NSW)

An Act to render unlawful racial, sex and other types of discrimination in certain circumstances and to promote equality of opportunity between all persons.

Building Code of Australia

Occupational Health and Safety Act 2000 (NSW)

An Act to secure the health, safety and welfare of persons at work; to repeal the *Occupational Health and Safety Act 198*; and for other purposes.

Liquor Act 1982 (NSW)

An Act to regulate the sale and supply of liquor, to regulate the use of premises on which liquor is sold and for certain other purposes.

Road Closures, Traffic Management and Traffic Control Plans

It is generally recognised that a number of separate approvals must come together from various government and non government bodies for event organisers to gain approvals in principle to conduct events prior to committing to detailed planning of the event.

With this in mind it is encouraged that all organisers submit in writing their proposals as early as possible noting the contents of the checklist contained herein in sufficient time to allow for the necessary considerations to take place. Organisers should also use the Special Event: Transport Management Plan template as detailed in Appendix 3. Note as an example of time requirements, Traffic Management Plans in particular can take 4 months for approval by the RTA Traffic Management Centre in Sydney.

Road Closure and other Traffic Impacts (Roads Act 1993):

If the proposed event involves any partial or full road closure and/or car park closure and will impact on emergency service vehicles, bus routes or taxi ranks the Application will need to be referred to the Local Traffic Committee.

More detailed information on Dubbo City Council's Local Traffic Committee and approvals that may be required via that Committee may be obtained by contacting Council's Traffic Engineer on telephone 6801 4000.

Temporary Road Closures:

All local road closures require the provision of a Traffic Management Plan, incorporating a Traffic Control Plan as required.

A Traffic Control Plan provides all the details of traffic control measures required for the event. A Traffic Control Plan needs to be prepared by an accredited person with current Roads and Traffic Authority certification in accordance with the RTA's Guide to Traffic Control at Worksites and Australian Standard AS 1742.3

Further information in relation to Traffic Management Plans is available through the Roads and Traffic Authority website at www.rta.nsw.gov.au.

An excellent resource for the development of Traffic Management Plans for events is entitled 'Guide to Traffic and Transport Management Plans for Special Events' and can be downloaded from the RTA website at www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf.

Refer to Appendix 2 for details and requirements.

Car Park Closures:

The full or partial closure of Council car parks must be approved by the General Manager. Car parks that are owned or managed by other authorities require approval from the owners.

Requirements of the Environmental Planning & Assessment Act (EP&A Act) & Local Government Act

Environmental Planning and Assessment Act 1979 (EP&A Act)

There are several provisions of the Environmental Planning and Assessment Act 1979 (EP&A Act) which may have bearing on the conduct of special events, in particular the requirement to lodge a Development Application as set out in Part 4 of the EP&A Act. Council will require a Development Application to be lodged for an event as they are a form of 'development' pursuant to the EP&A Act.

A Development Application may be lodged with Council for a 'temporary use' of land pursuant to Clause 11 of the Dubbo Local Environmental Plan 1997 – Rural Areas and Clause 15 of the Dubbo Local Environmental Plan 1998 – Urban Areas. Temporary use of land is defined as the carrying out of development on land for any purpose (not being designated development) for a maximum period of 28 days, whether consecutive or non-consecutive, in any one year.

Alternatively, if an event is proposed to be held more than 28 days of the year a Development Application for the event will need to be lodged with Council for assessment / consideration. During the selection of a site the zoning of the land and the permissibility will need to be considered by the event organisers. Certain events may not be permissible in some zonings therefore it is important to contact Council's Environmental Services Division to discuss the proposed event during the initial stages of organisation. During preliminary event and site consideration the event organisers should consider the following issues crowd; duration; electricity; emergency; vehicle access; first aid; impacts; insurance; location; noise; parking; public transport; safety; security; timing; toilets; traffic; transport; and waste. These issues need to be adequately satisfied in any development Application lodged with Council.

Local Government Act 1993 (Act)

Separate approval other than development consent to hold an event may also need to be obtained pursuant to *Clause 68 "What activities, generally, require the approval of Council"* of the Act. The following activities may be applicable to an event and need approval of Council in accordance with S.68 of the Local Government Act 1993.

Part A Structures or places of public entertainment

- A2** Install a temporary structure on land
- A3** Use a building or temporary structure as a place of public entertainment or permit its use as a place of public entertainment

Part D Community land

- D2** Direct or procure a theatrical, musical or other entertainment for the public
- D3** Construct a temporary enclosure for the purpose of entertainment
- D4** For fee or reward, play a musical instrument or sing
- D5** Set up, operate or use a loudspeaker or sound amplifying device

Part F Other activities

F5 Install or operate amusement devices

The Act requires that Plans of Management should be in place for all public land that has been classified as community land. If the proposed event is to take place on public land then consideration will also have to be given to any Plan of Management that affects the land.

Installation of Temporary Structure:

Where a temporary structure accommodates members of the public, the relevant requirements of the Act are enforceable by Council. Council's Customer Services Branch can assist event organisers with their requirements. Customer Services can be contacted on telephone 6801 4000.

In the case of certain structures such as stages and amusement devices, WorkCover requirements must also be met with respect to assembling and disassembling such structures. Further information in relation to such approvals is available through the WorkCover website at www.workcover.nsw.gov.au or by contacting the WorkCover Assistance Service on 13 10 50 during normal office hours.

Amplified Music / Public Address On Community Land:

The amplification of music or use of a Public Address system on Community Land may be subject to a separate approval. Council's Customer Services Branch can assist event organisers with their requirements. Customer Services can be contacted on telephone 6801 4000.

Event organizers should be aware that under the Commonwealth Copyright Act 1968 using music in an event whether by radio, TV, CD/tape player, live artist or DJ is considered a public performance of music and you may need an Australasian Performing Right Association Limited (APRA) licence. Fees vary according to the nature of your event. Further information can be obtained through the APRA website at www.apra.com.au or by contacting the NSW Licensing Team of APRA on 02 9935 7900.

Use of a Council Building or a Temporary Structure for Public Entertainment:

So as to ensure the safety of paying members of the public, approval is required in respect to the use of buildings / structures on private or public land for the purpose of public entertainment. Council's Customer Services Branch can assist event organisers with their requirements. Customer Services can be contacted on telephone 6801 4000.

Amusement Devices:

Separate approval is required for the use of certain 'amusement devices' (Refer to Appendix 6 for definition) so as to ensure public safeguards are implemented.

Council requires the lodgement of documentary evidence to support that:

- the device is currently registered under the Construction Safety Act 1912: and
- a current public liability insurance cover is in place under Clause 77 of the Local Government (General) Regulation 2005.

- Subject to the ground being found suitable for the intended use, and the above documentation being adequate, Council will issue approval forthwith for the duration of the event.

In the case of certain amusement devices, WorkCover requirements must also be met with respect to assembling and disassembling such structures. Further information in relation to such approvals is available through the WorkCover website at www.workcover.nsw.gov.au or by contacting the WorkCover Assistance Service on 13 10 50 during normal office hours.

Toilet Facilities

Calculating the number of toilets required for an event is a matter for judgement as there is no uniform Australian Standard. Better management of events can be achieved by providing additional facilities. Appendix 5 is a table outlining a guide for additional sanitary facilities. The location of proposed toilet facilities needs to be shown on the Event Site Plan.

Noise Control

The Event Manager/Organiser should be aware that Dubbo City Council, through the Protection of the Environment Operations Act, can require any offensive or nuisance noise to be ceased. The Event Manager/Organiser should ensure that any noise from the premises or site of the event is not offensive and does not interfere with adjoining property owners or residences. Council may impose restrictions on the operating hours and the noise levels produced.

Event Managers may consider a courtesy letterbox drop to adjoining or landholders reasonably expected to be effected by the event.

Approvals required under the Food Act 2003 & Associated Regulations

It is noted that a considerable number of events include the provision of temporary food stalls and on occasion the provision of 'footpath food' by existing establishments. The Council is particularly concerned with the form of demountable stalls and the general handling/preparation of food in order to prevent incidences of food poisoning.

The Event Manager/Organiser is required to provide the name, type of cuisine/food and contact telephone number of the person responsible for **EACH** food stall.

Temporary food stalls and 'footpath food' must comply with the provisions of the Food Act 2003 and associated regulations and with all Council requirements and may be subject to inspection during the course of the event. Additional information and fact sheets for Event Organisers and stall holders can be obtained from the NSW Food Authority website on www.foodauthority.nsw.gov.au/industry/fb-factsheets.htm#1.

The guidelines provide advice to stall holders in relation to, among other things, the following:-

- Food Stalls
- Washing Facilities
- Protection of Food
- Food Temperature Control

Other Operational Matters Requiring Council Approval

Applications for events will only be considered if submitted on the appropriate Council form, accompanied by the required application fee and submitted within the required timeframe.

Apart from statutory approvals there are a number of other matters that need to be addressed to the satisfaction of Council and need to be included in the initial Application.

Council may also elect to apply additional conditions to the approval of particular special events.

Insurance

As events are generally undertaken on public lands it is necessary for the Organiser to have all the necessary insurances in place. Appendix 4 of this document should be submitted with a copy of the Certificate of Currency for Public Liability, Products Liability, Food & Drink Liability and all proposed activities should be provided to Council with the Event Application. The requirement for, and type of coverage will depend on the size, scale and nature of the event.

Waste Management

An 'event' can generate significant amounts of waste which need to be managed from both a safety and health perspective. Event organisers are responsible for placing all rubbish on the venue site and on adjacent carriageways into receptacles. This includes the removal of all banners and signs at the venue and elsewhere in the Council area.

There are private contractors that can assist with the provision of waste services sufficient to meet the identified need of an event. Council may also be able to assist in this regard and enquiries can be made by contacting 6801 4000. The cost of additional waste services will generally be borne by the organiser

While details need to be shown on the Event Plan (see Appendix 1 & 2) there is a need to ensure:

- A. Suitable garbage receptacles shall be situated for the public to dispose of, or recycle, refuse.
- B. Adequate provision is made for the disposal of liquid wastes generated i.e. used oils and water to prevent pollution.

Oval/Parks/Reserves Booking

If your Event requires the use of a Council owned or managed oval/park/reserve you will be required to submit a separate Pro Forma Event Requirements Sheet with your Application. Council's Manager Recreation Services can assist in this regard and may be contacted on 6801 4000. Many ovals/parks/reserves are booked well in advance, another reason why your Event Application should be submitted well in advance of the conduct of the event.

Community Halls

If your Event requires the use of a Council owned or managed hall, you will be required to submit a separate Booking Form with your Application. Council's Manager Recreation Services can assist in this regard and may be contacted on 6801 4000.

Damage to Council Facilities or Infrastructure

Event organisers are responsible for the cost of repair for damage that occurs during the course of an event to any Council facilities or infrastructure. A bond may be required.

Event Times

As a general rule no special event shall commence prior to 8.00 am or continue after 11.00 pm (including preparation and clean up). These times may be dependant upon the location of the event and the proximity to residential areas.

Pre Event Planning and Debrief

In the case of large Events Council may determine that a Pre Event meeting would assist in the planning of the Event and it is a condition of approval that if required event organisers provide a representative to attend any pre-planning meeting and/or de-briefing that may follow the event.

Provision of Approvals from State Agencies

While Dubbo City Council has the major responsibility for approving events it is suggested that contact be made with the following relevant agencies prior to submitting your Application to Council.

Police Department

Police play a major role in the success of major events. Good communication and cooperation with the local police is very important. They can give you advice on a range of issues including crowd control, security, traffic, and may impose certain conditions to ensure the safety of everyone involved in the event. The Event Manager/Organiser must check any separate notifications/approvals with the Orana Command at Dubbo

Emergency Services

The Event Manager/Organiser should check any separate notification/issues with the NSW Fire Brigade, NSW Ambulance Service & Rural Fire Brigade. For events attracting large crowds it is also advisable to notify the local hospital of the pending event.

Contact Details for Emergency Services

NSW Police (Dubbo Station) (Licensing matters)	6881 3299 (telephone) 6881 3271 (fax)
NSW Fire Brigade (Dubbo Station)	6884 7447
NSW Ambulance (Western Division)	6804 6733
State Emergency Services (Dubbo)	6884 3532
Rural Fire Service (Dubbo)	6884 3533
Volunteer Rescue Association (Dubbo Captain)	0429 013 230
NSW Food Authority	1300 552 406

Management during the Event

During the running of your Event or Festival it is important that a nominated person be in charge and contactable at all times. The event supervisors' name and contact details need to be made available to Council at least three weeks prior to the event if different from the event manager details on the Application Form.

To assist in ensuring clear communication the Event Manager/Organiser should include:

- Provision of a single nominated person 'in charge' who is named in the application.
- A defined 'control' location on the 'Event Site Plan'. **(See Appendix 1 & 2)**
- Contact telephone number(s) detailed in the application and provided to all responsible authorities and participants. The 'hot line' is to be attended throughout the event.
- At the close of the event the Event Manager/Organiser is to meet with Council officers to inspect the area and ensure that it is left in a satisfactory state.

Post Event

The Council will advise the Event Manager/Organiser either before the Event or within one week after the event if a formal debriefing with relevant Council staff and representatives of public agencies is necessary.

Submitting an Event Application

Correspondence to Council in relation to event applications or notification of proposed events should be addressed to:

The General Manager
Dubbo City Council
PO Box 81
DUBBO NSW 2830.

Or faxed to:

(02) 6801 4259

Or emailed to:

dcc@dubbo.nsw.gov.au

Conclusion

Council has produced this document to assist you and your organisation in planning and implementing a safe, efficient and successful event.

The demand for greater documentation is an unfortunate reality of both business and government. This is due to a heightened demand for quality, accountability and risk management.

It is not the intention of this document to place obstacles in the path of event organisers however event organisers should shoulder some of the burden in order for Council to properly fulfil its obligations to the community within the constraints of the resources available to it.

While many of the issues involved in planning events are covered within this guide, it is recommended that all prospective event organisers keep Council informed of their progress on a regular basis.

Appendix to the Guide and Checklist for Event Organisers

1. Inclusions for Event Site Plan
2. Traffic Management Plan Details
3. Special Event Transport Management Plan Template
4. Insurance – Certificate of Currency
5. Guidelines for Sanitary Facilities
6. Relevant Local Government Act sections
7. Schedule of Fees and Charges

Inclusions for the event site plan

In order for Council to fully assess your proposed event, a site plan must accompany your application. The purpose of the Event Plan is to indicate the proposed area to be occupied by the event and the location of various activities within the event area. Applicants are required to submit an “Event Site Plan” with their Event Application.

PLEASE INDICATE:

Locality Plan detailing the extent of the event – ALL roads, reserves, car parks

Highlight all roads proposed to be closed between relevant cross streets

Using the appropriate letter of the alphabet as listed below (you may use the same letter for multiple locations) please indicate the following on your Event Plan:

- A Car parks to be closed for all or part of the event.
- B Location of road closure barriers.
- C Location of crowd control barriers.
- D Loading and parking facilities for stall operators.
- E Location of ALL amusement devices.
- F Location of Event Managers Office.
- G Location of existing AND temporary toilets.
- H Location of garbage receptacles and means to empty during the event.
- I Location of fireworks displays site/s.
- J Location of first aid facilities.
- K Location of Information or Lost Children services.
- L Location of amended bus stops
- M Other – please specify and list with additional letters

STALL LOCATIONS:

Please indicate the location of **all stalls** on the Event Plan using numbers 1 - ????. On a separate sheet list the number of the stall and the stall holders contact details ie name, address, phone and fax number, type of goods. Please indicate food stalls by placing an * next to the number.

Appendix 2

Guidelines for Submitting a Traffic Management Plan

The Role of the City of Dubbo Traffic Committee

The Local Traffic Committee is made up of 4 representatives including the RTA, the local Police, and State Member for Dubbo and Dubbo City Council.

The Local Traffic Committee reviews the Traffic Management Plan and associated Traffic Control Plan and decides the 'Class' of event. Once the class has been decided, the Local Traffic Committee makes a recommendation to Council on the adequacy of the plan and whether it should be adopted for approval.

Note: For a Class 1 event, the RTA is the road authority and Traffic Management Plans must be endorsed by them. If the RTA is not satisfied with the Traffic Management Plan then they have the right to refuse the plan until an adequate plan is provided. For this reason it is strongly recommended that a professional service is used to create and then implement the plan.

Event Managers should discuss their respective event with Council's Traffic Engineer with a view to identifying specific requirements for Traffic Control Plans etc. Council's Traffic Engineer may be contacted on telephone 6801 4000.

Temporary closure of 'local roads'

These closures are classified into event classes. The bigger the event, the higher the Class and also the responsibility required by the event organisers to ensure the public safety.

This is particularly important when local business centres are closed to traffic and alternate routes are required. Further information on Class types and requirements follows.

Class of Event

Traffic Management Plans must be submitted for Class 1 and Class 2 events. These guidelines include definitions of all types of road events and a TCP template. These notes have been compiled from excerpts taken from the 'Guide to Traffic and Transport Management for Special Events' produced by the RTA. It is intended to assist Event Organisers in the process to be followed to prepare a Traffic Management Plan. It is not the responsibility of Council to provide Traffic Management or Traffic Control Plans for event organisers.

Note: Traffic Control Plans do not only comprise of barricades and witches hats. A plan will include the location of detours and the associated signs to guide traffic around the closures.

Special Event Classes

According to the RTA's Guide to Traffic and Transport Management for Special Events, there are four (4) distinct classes of 'Special Events'.

Features common to all **Class 1 special events** are that the event:

- impacts major traffic and transport systems
- disrupts the non-event community over a wide area
- requires the involvement of Police, one or more Councils and the RTA
- requires a detailed Transport Management Plan
- requires advertising the event's traffic aspects to a wide audience.

Other features of a **Class 1 special event** are that it may:

- be conducted on-road or in its own venue
- involve trusts and authorities when using facilities managed by them
- involve the Transport Services Coordination Authority's (formerly Transport NSW) Major Events Coordination Unit
- involve the State Rail and State Transit Authorities
- involve private bus and coach organisations
- impact the road transport industry
- require the RTA to implement special event clearways
- require the RTA to provide heavy vehicle detour routes
- require the RTA to adjust traffic signals
- require the RTA to manage messages on Variable Message Signs.

Features common to all **Class 2 special events** are that the event:

- impacts local traffic and transport systems but does not impact major traffic and transport systems
- disrupts the non-event community in the area around the event but not over a wide area
- requires the involvement of Police and Local Council
- requires a detailed Transport Management Plan
- requires advertising the event's traffic aspects to the local community.
-

Other features of a **Class 2 special event** are that it may:

- be conducted on-road or in its own venue
- involve trusts and authorities when using facilities managed by them
- involve State Rail and the State Transit Authority
- involve private bus and coach organisations.

Features common to all **Class 3 special events** are that the event:

- does not impact local or major traffic and transport systems or classified roads
- disrupts the non-event community in the immediate area only
- requires Local Council and Police consent
- is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac
- is never used for racing events.

Other features of a **Class 3 special event** are that it:

- may, depending on Local Council policy, require a simplified Transport Management Plan
- depend on each Council's Special Events Policy and is not available in all Council areas
- may not require advertising the event's traffic aspects to the community.

Features common to all **Class 4 special events** are that the event:

- requires Police consent only
- is within the capacity of the Police to manage on their own
- is not a protest or demonstration
- is always an on-street moving event
- does not require RTA or Council consent
- does not require advertising the event's traffic aspects to the community
- does not require a Transport Management Plan
- does not require the involvement of other Government agencies.

Other features of a **Class 4 special event** are that it may:

- be conducted on classified or non-classified roads
- cause zero to considerable disruption to the non-event community
- cross Police Local Area Commands (LACs)
- cross Local Government Areas (LGAs)
- require Council and RTA to assist if requested by Police
- depending on the nature of the event, invoke the Police "User Pays" policy.

Examples

- a small ANZAC Day march in a country town
- a small parade conducted under Police escort.

Appendix 3

Special Event Transport Management Plan Template

Special Event Resources

Special Event Transport Management Plan Template

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

I EVENT DETAILS

I.1 Event summary

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Start Time: Event Packdown Finish Time:

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

I.2 Contact names

Event Organiser *

Phone: Fax: Mobile: E-mail:

Event Management Company (if applicable)

Phone: Fax: Mobile: E-mail:

Police

Phone: Fax: Mobile: E-mail:

Council

Phone: Fax: Mobile: E-mail:

Roads & Traffic Authority (if Class 1)

Phone: Fax: Mobile: E-mail:

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

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

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1 The route or location
	<input type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached
	<input type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	3.5 Impact on/of Public transport
	<input type="checkbox"/> Public transport plans created - details attached
	<input type="checkbox"/> Public transport not impacted or will not impact event
	3.6 Reopening roads after moving events
	<input type="checkbox"/> This is a moving event - details attached.
	<input type="checkbox"/> This is a non-moving event.
	3.7 Traffic management requirements unique to this event
	<input type="checkbox"/> Description of unique traffic management requirements attached
	<input type="checkbox"/> There are no unique traffic requirements for this event
	3.8 Contingency plans
	<input type="checkbox"/> Contingency plans attached

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

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

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

5 PRIVACY NOTICE

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

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

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

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: Council Date

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

Regulation of traffic authorised by: RTA Date

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

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

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

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

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

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OHAS ACT 2009	Advisive Transport Management Arrangements	Liability Insurance	Special Event Cleanway/ Heavy Vehicle Delays	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<p>A Class 1 event:</p> <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. 	<p>A Class 1 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. 	<p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p>	<p>Charges apply when:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Councils' Special Events Policy.</p> <p>Assist rentals: refer to Council.</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Assist rentals: refer to RTA.</p>	<p>TMP (modal) recommended.</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA assist.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
2	<p>A Class 2 event:</p> <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. 	<p>A Class 2 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway a motor rally on local country roads. 	<p>Minimum 3 months.</p> <p>3 months for vehicle races.</p>	<p>Charges apply when:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Councils' Special Events Policy</p> <p>Assist rentals: refer to Council</p>		<p>TMP (modal) recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>		<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
3	<p>A Class 3 event:</p> <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a way low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. 	<p>A Class 3 event, depending on Local Council policy, may:</p> <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, involve the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. 	<p>Minimum 6 weeks</p>	<p>Charges apply when:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>	<p>As described in Councils' Special Events Policy</p> <p>Assist rentals: refer to Council</p>		<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>			<p>Required. Refer to TMP.</p>		
4	<p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	<p>A Class 4 event may:</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. 	<p>Minimum 1 month</p>	<p>Charges apply when:</p> <p>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p>						<p>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p>					

Appendix 5

Guidelines for Sanitary Facilities

Outlined below are the recommendations for the number of Toilet facilities for large groups of people.

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
< 500	2	5	4	6	2
< 1000	4	10	7	9	4
< 2000	8	20	14	12	6
< 3000	12	30	20	18	10
< 5000	20	50	34	30	17

Disabled Sanitary Facilities

One wheel chair accessible unisex facility should be provided per 100 (or part thereof) WCs and Urinals combined.

Special Requirements for Female Facilities

Adequate means of disposal of sanitary towels must be provided.

Local Government Act 1993

Installation of Temporary Structure - this most commonly includes a stage and needs to comply with the following:

The hiring, set up, pull down and general use of a stage must comply with the WorkCover Guidelines.

If event management hires a stage from a hire company they must also comply with Council and WorkCover Guidelines. The Hire Company will provide professionally trained people to do a site inspection of the designated area and **MUST** set up and pull down the hired stage. Stages less than one metre in height generally will not require Council Approval (however not withstanding this, organisers are required to ensure the structural adequacy of the stage).

Amplified Music/Public Address On Community Land:

Where approval has been granted, the Event Manager is responsible for ensuring noise levels are at a minimum and do not extend past the approved times granted. This is very important in residential areas.

Use of a Council Building or a Temporary Structure For Public Entertainment:

The term ‘public entertainment’ means entertainment to which admission may ordinarily be gained by members of the public on payment of money, or other consideration, as the price or condition of admission.

‘Entertainment’ includes amusement provided by means of any ride or device or by any other means (such as pin-ball machines and video games), and an exhibition, sporting event or contest (not including poker and card machines).

Approval is required where it is proposed to use a building or temporary structure for ‘public entertainment’ purposes. This includes the erection of structures on private property.

Amusement Devices

Approval must be obtained for the use of certain amusement devices. Such an activity must comply with the provisions of clauses 74 - 78 of the Local Government Act (Approvals) Regulations 1999 which namely relate to:

- suitability of the ground for the intended purposes;
- safe & proper assembly / use of the device in accordance with the relevant conditions of a current certificate of registration; and
- suitable insurance or indemnity being in force.

An ‘**amusement device**’ is defined in the Construction Safety Act 1912 as anything mobile or fixed made available to members of the public on which, or any part of which, or by means of which, they may ascend or descend, or be carried, transported,

raised, lowered or supported for the purposes of amusement, games, recreation, sight seeing or entertainment but does not include:

- (a) Anything that:
 - (I) is not power-operated, or
 - (II) may only be operated by manual power, unless a fee is payable for its use, or for entry therein or thereon, or for entry to the place where it is situated.
- (b) a conveyer, crane, escalator, hoist, lift or moving walk;
- (c) a railway system in so far as it uses a locomotive for its motive power and has a track gauge of 600 mm or more;
- (d) a vehicle required to be registered under the Motor Traffic Act 1909;
- (e) a vessel used on waters navigable for the purpose of trade;
- (f) an aircraft subject to the regulations made under the Air Navigation Act 1920 of the Parliament of the Commonwealth and any Act amending or replacing that Act, or
- (g) anything prescribed as being excluded from this definition.

A **‘small amusement device’** (designed primarily for the use of children 12 years of age or under) may be installed or operated without the approval of Council subject to compliance with the of Clauses 74-78 of the Regulations being met, and if:

- there exists for the device a current log book within the meaning of the Construction Safety Regulations 1950; and
- where installed within a building, fire egress is not obstructed.

Key Issues to Address

When planning an Event the Event Manager/Organiser should consider all of the following factors to ensure the smooth operation of the event and meet Council requirements in completing the Event Application.

Special Event Inception/Initial Planning

- What are the overall aims e.g. safety, fundraising, entertainment, management?
- Will a specific message be delivered through the event?
- What will the event include and not include?
- Should there be a number of events?
- Will an event coordinator be required?
- Does the plan fit well with activities that normally take place in that part of the town or community?
- Does the proposed date/s for the event clash with another event?
- Is there enough accommodation in the City to meet expected demand?
- Is/should the event be conducted during school holidays?
- Is there a way of spreading the risk and work?
- What is the lead time for organising the event?
- Which state and local government agencies need to be advised about the proposed event?
- Why are we doing this?
- Who else holds a similar event, where and when?
- Who are we doing it for?
- Who will participate?
- How will they participate?
- What will it include?
- What don't we want to have?
- What will give our event a distinctive edge?
- How big do we want the event to be?
- What type of venue is required?
- What sort of management structure are we going to have?
- Rather than starting another event can we partner with an event that is already happening?
- How will we resource volunteers?
- How many volunteers are needed and what jobs are to be done during the event?
- What sort of skills do we need to help us with preplanning and organising the event?
- How much will it cost?
- Will our festival or event attract government support?
- Do we need corporate support?
- Do we need local business partnerships?
- What can we offer in return for financial support?

Planning Considerations (we want to bring the idea to reality)

- Where is the event to be held

- Conduct site and event Risk Assessments
- Is the proposed location compatible for the activities to be undertaken
- Date and times of event and proposed location/venues
- Duration of event including set-up and pull-down times
- Wet weather options
- Inform the Visitors Information Centre and Events Bureau on 6801 4450 for promotion through the “What’s on Guide”
- Vehicle access to locations/venues (including generators mounted on vehicles) and parking on reserves will be necessary
- Proposed road closures and impacts on public transport services and details of public transport access, including any provision of a shuttle bus service (if appropriate) and designated stops
- Details of proposed measures to reduce traffic/parking impacts
- Requirements for reserved roadside parking for event ‘staff’, stall holders
- Nature and extent of pre-event publicity and promotion
- Details of the events program (including times)
- Identity and commercial status of the Event Manager/Organiser, including business or personal referees and details of any sponsors
- Nature and extent of involvement by local service clubs/community groups and local businesses
- Expected number of participants and spectators/visitors
- Details of any charges to event participants eg: stall holders
- Details of any charges to event spectators/visitors
- Additional rubbish and recycling facilities required
- Additional cleaning of Council toilets required
- Temporary toilets (Porta loos) required and proposed sites
- Litter collection on the site and in surrounding areas
- Fire Safety
- Nature and extent of food and beverage sales (or giveaways) and provision of hot water facilities to food and beverage stalls
- Details of plans for crowd control eg: placement of crowd control barriers
- Details of provision for information services, lost children’s station, first aid post (depending on the size of the event)
- Exact details concerning temporary signage, including location (eg: within reserve, surrounding streets), size and stability
- Provision of electricity, including any proposed use of generators, cabling. NB: All electrical facilities must meet the relevant Australian Standards
- Applicable Fees and Security/Damage bonds required
- Insurance policies required
- Proposed amusement devices
- Details of any animal exhibits or rides
- Measures to be undertaken to advise local residents/businesses of possible event interruptions to daily routine eg: letterbox drops, advertisement in local paper
- Measures to be undertaken to advise stall holders/suppliers of requirements
- Likely noise levels eg: public address system, amplified music (eg: bands), amusement rides
- Details and location of all structures to be erected (plan to be provided). Proposals for stages, seating, scaffolding, grandstands, camera towers, etc, must be accompanied by a structural engineers certificate obtained by the organiser at their expense

- Proposed use of fireworks NB: Displays by licensed pyrotechnic companies only
- Dangerous and hazardous events/activities MUST be nominated and will require specific approvals. Any event with a high level of risk should be notified to your public liability insurer to ensure that cover is afforded under your current insurance policy.
- Will the event pay for itself, for example through ticketing or sponsorship, or will it be free?
- Is there funding available from local, state or commonwealth governments?
- Are there any other organisations that could provide funding?
- What sort of financial records will need to be kept?
- What are the accountability issues?
- What are the potential legal liabilities arising out of staging an event?
- What information is required about insurance for public events?
- How will appropriate insurance cover be ensured?
- What are the risks with volunteers?
- What insurance is needed for hired equipment?
- Will the event benefit from publicity?
- Will publicity be free or paid for?
- What sort of messages need to be promoted?

Operational Considerations

- Availability of mobile telephone numbers for the Event Manager/Organiser and support staff for use on the day of the event
- Emergency vehicle access must be maintained eg: Ambulance, Police, Fire Brigade
- Equipment and personnel to be on-site to guarantee orderly conduct and the safety of participants and visitors eg: possible attendance by St Johns Ambulance, first aid kit and trained staff provided by organiser, security personnel (preferably identified as ‘Event Staff’ rather than “Security”) etc.
- When can the venue be accessed?
- Who is the caretaker for the venue?
- Will there be a contract for specific venue hire?
- What sort of equipment is needed for a successful event?
- Is there enough lighting?
- How will everyone get there?
- What transport should be arranged?
- What if it rains?
- What are the crowd control issues?
- Will security be required? Who can provide security?
- Are there likely to be any noise issues associated with the event?
- What can be done to ensure there is minimal impact on the community and area immediately adjacent to the event?
- Are there likely to be concerns with drug and alcohol abuse?
- Are there any emergency procedures to consider?
- When will police, fire or ambulance services need to be involved?
- What are the health and safety issues and who is likely to be affected by any procedures addressing occupational and health matters?
- Who will look after the management of traffic?
 - Are they trained/qualified and experienced?

- Will the rate of traffic flow require an application for road closures?
- Who takes away the waste that will be generated at this event?
- Who can supply food at the event?
- How will drinking water be supplied at the event?
- Are there any licenses associated with selling or giving away food and/or drinks at events?
- Will there be alcohol at the event?
- On/in what will food and drinks be served ie. Glass, disposable etc?
- What will staff do? What won't staff do?
- How will everyone know what their role is?
- Will support workers/professionals be required in the team?
- Who needs to apply for a blue card?
- Are there other steps that need to take to ensure appropriate levels of child protection ie. Working with Children Checks?
- How will volunteers provide assistance for the event?

Checklist for Event Organisers

An event checklist ensures that the event has met all of its statutory requirements.

Event Checklists can be used at several stages throughout an event, including the planning and approval stages. It will determine the applications that the event must lodge, the operational stage to ensure all approvals have been received and obligations met. It will also assist at the post event stage to assist with pack up, debrief and reporting.

The following checklist is a guide only and does not pretend to be exhaustive for every conceivable circumstance.

While managing risk is important, so too is making the event an experience of positive enjoyment and success for all stakeholders. This will make the greatest contribution towards managing risk.

When risk issues are addressed in the community consultation and planning process, ensure you are also well positioned to include the positive benefits and opportunities.

Issues that contribute to enjoyment and success are:

- entertainment and activities
- good information and communications
- positive media reporting
- good coordination
- safe and secure locations
- good health and welfare facilities
- transport arrangements
- sponsorship
- Volunteers.

General event planning checklist

Timing	Task	Who	Date	Done
??? months prior to the event	Carry out community consultation - establish support for community facilitating the event and provide on-going feedback			
	Develop a committee to run the event including government agency staff, local government staff, local service groups, interested community members and some young people from the community			
	Seek support from local media			
??? months prior to the event	Complete planning framework: <ul style="list-style-type: none"> ▪ type of events ▪ aims and objectives ▪ key messages ▪ strategies/activities ▪ event staffing ▪ timeline ▪ budget outline ▪ promotion ▪ risk management ▪ community support ▪ resources and merchandise ▪ evaluation documents 			
	Tentatively book venues, acts, equipment when making enquiries about costs			
	Complete funding applications if applying for funding - many grant applications must be submitted at least four to six months before the event			
3-4 months prior to the event	Confirm all performers and equipment			
	Book venue and check safety, insurance, power requirements and council restrictions			
	Organise production and ordering of merchandise			
	Liaise with booking and support people as needed: <ul style="list-style-type: none"> ▪ police ▪ security ▪ catering ▪ chill-out areas ▪ first aid ▪ photographer 			
2 months prior to	Check status of funding			
	Develop a contingency plan and incident			

Timing	Task	Who	Date	Done
the event	register			
	Develop maps of the local community and region indicating places of interest			
1 month prior to the event	Committee meeting to consider: <ul style="list-style-type: none"> ▪ organised events ▪ safety ▪ security ▪ emergency procedures ▪ layout ▪ power supply ▪ shade ▪ toilets ▪ other risk management strategies required. 			
	Develop a procedures sheet for the event and distribute			
	Ensure merchandise and signage is confirmed			
	Organise advertising places			
3 weeks prior to the event	Ensure everyone has a copy of the emergency procedures plan and is familiar with it			
2 weeks prior to the event	Distribute promotional material			
	Prepare name tags – everyone involved should have one			
	Prepare an event toolbox: <ul style="list-style-type: none"> ▪ tape/rope/string ▪ hammer/screwdriver/knife ▪ pen/paper/marker pens ▪ batteries ▪ cameras ▪ mobile phones and two way radios ▪ phone list of all the team members ▪ stamp for entry ▪ ID bands 			
1 week prior to the event	Increase advertising			
	Liaise with outside agencies to confirm details			
	Confirm all bookings			
3 days prior to	Distribute all radio and television releases			
	Check equipment is ready and in good			

Timing	Task	Who	Date	Done
the event	condition			
	Organise media releases			
The event	<p>Committee meet day before event to commence checking all preparations:</p> <ul style="list-style-type: none"> ▪ emergency exits ▪ security staff ▪ float for door/canteen ▪ equipment ▪ safety requirements ▪ ticketing <p>Meet with the team daily to discuss how the previous day went and plan for the next day</p>			
	Hold a five-minute debriefing session right at the end of each evening and again in the morning			
2 weeks after the event	Promote achievements to the community			
	Write up evaluation and report for the committee and any funding agencies			
	Send thank you letters and certificates			
	Debrief with committee – highlight concerns and recommendations and distribute a summary of this debrief to relevant people			
	It is important to evaluate the success of the event against the goals and objectives of the event. This will guide the planning and coordination of future events.			
	START PLANNING FOR NEXT YEAR!			