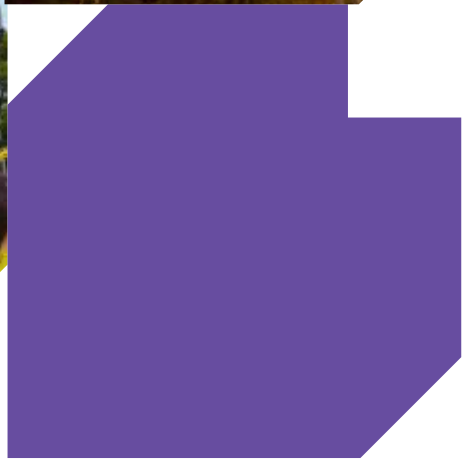


# EVENT ORGANISERS' INFORMATION KIT EVENT GUIDELINES



# CONTENTS

<b>MAYORAL MESSAGE</b>	<b>5</b>	<b>9. RISK MANAGEMENT</b>	<b>42</b>
<b>1. INTRODUCTION</b>	<b>6</b>	9.1 Risk Assessment And Management	42
1.1 Purpose Of This Kit	6	9.2 Emergency Management And Response Plan	44
1.2 What Is An Event	7	9.3 Incident Reports	45
1.3 Key Event Locations	8	<b>10. TEMPORARY BUILDINGS AND STRUCTURES</b>	<b>46</b>
1.4 Event Objectives	9	10.1 Amusement Operators	48
<b>2. EVENT MANAGEMENT AND APPROVAL</b>	<b>10</b>	10.2 Signage	48
2.1 The Application Process	10	10.3 Advertising Signs And Banners	49
2.2 Fees and Charges	11	<b>11. VOLUNTEERS</b>	<b>50</b>
2.3 Processing Your Application	12	<b>12. MUSIC AND PERFORMERS</b>	<b>52</b>
2.4 Event Documentation	14	12.1 Copyright	52
2.5 Event Management Plan	14	12.2 Other Considerations	53
2.6 Site Plan	15	<b>13. LEGAL</b>	<b>54</b>
<b>3. COMMUNITY AWARENESS AND COMMUNICATIONS</b>	<b>16</b>	13.1 Introduction	54
3.1 Aboriginal People	17	13.2 Public Liability Insurance	54
3.2 Marketing And Communications	18	13.3 Other Insurances	55
<b>4. MAKING YOUR EVENT ACCESSIBLE</b>	<b>21</b>	13.4 Work Health And Safety (WHS)	56
<b>5. SUSTAINABLE EVENTS</b>	<b>24</b>	13.5 Waivers/Disclaimers	56
<b>6. TRANSPORT MANAGEMENT</b>	<b>27</b>	13.6 Supplier/Contractors Contracts And Agreements	57
6.1 Traffic Control Plan	28	13.7 Fundraising	57
6.2 Road Closures	28	<b>14. SPONSORSHIP</b>	<b>58</b>
6.3 Parking	29	14.1 Gaining Sponsorship	58
6.4 Public Transport	29	14.2 Recognition Of Sponsors (Advertising)	58
<b>7. HEALTH</b>	<b>30</b>	14.3 Council Sponsorship Of Events	59
7.1 Food	30	<b>15. EVALUATING YOUR EVENT</b>	<b>60</b>
7.2 Liquor/Alcohol	31	15.1 Attendee Survey	60
7.3 Water	31	15.2 Operational Assessment	60
7.4 Toilet Facilities	32	<b>16. REFERENCES</b>	<b>62</b>
7.5 Waste Management	32		
7.6 Noise	33		
<b>8. COMMUNITY SAFETY AND SECURITY</b>	<b>34</b>		
8.1 Crowd Management	34		
8.2 Recognition Of Event Personnel	36		
8.3 Lost Children	36		
8.4 First Aid	37		
8.5 Signage	37		
8.6 Lighting	38		
8.7 Electrical, Gas And Materials Safety	38		
8.8 Fireworks	39		
8.9 Weather	40		
8.10 Dealing With Money	41		
8.11 Animal Management	41		



# A MESSAGE FROM THE MAYOR



Events are a great way to celebrate our region's cultural diversity and provide an important platform for members of the community to interact with each other.

We have a number of world-class events occurring throughout the year, including Starry Sari Night, the Spring Garden Expo, New Year's Eve and Australia Day.

Our events cater to a combined audience of over 35,000 people every year, and this is set to rise rapidly, along with our population growth.

Liverpool is the capital of the Great South West and is a key player in Western Sydney's rise as the economic engine room of New South Wales, and indeed, Australia.

Our local government area is one of Sydney's fastest growing markets and is currently growing at 2.1% per annum, which is almost twice the Sydney average.

Our strategic location at the heart of major road, rail and air transport routes; our young, diverse and growing population; our commercial affordability; and our city centre transformation offer outstanding opportunities for sponsorship and investment.

The development of Badgerys Creek Airport will generate thousands of new jobs and create an investment boom which is already underway. We are also working hard to improve our city centre through the Building Our New City projects, with major redevelopments, such as reconnecting the city to the Georges River and the upgrade of Macquarie Mall.

To help organisers put together a successful event, we have created this handy information kit and I hope you find it useful.

There are so many exciting things happening in our city – I invite everyone to come on board and join us for the ride.

A blue ink handwritten signature of Ned Mannoun, consisting of a stylized 'N' and 'M' followed by a horizontal line and a vertical stroke.

**Ned Mannoun**  
Mayor of Liverpool City Council

*Disclaimer: The information I provide in this Event Organiser's information Kit has been completed for your assistance. Liverpool City Council makes no guarantees about the accuracy or completeness of any information contained this document. The document is not a substitute for independent professional advice and it is strongly recommended that even organiser obtain any appropriate professional advice relevant to their particular circumstances. Council will not accept any liability for any loss, damage or other injury resulting from its use and reserves the right to make changes, modifications, addition, deleting's and corrections to the document at any time without notice.*

# 1. INTRODUCTION

## THIS KIT COMPRISES THE FOLLOWING:

GENERAL GUIDELINES FOR EVENT ORGANISERS; ATTACHMENTS, INCLUDING CHECKLIST AND GUIDES, TEMPLATES AND FORMS TO BE SUBMITTED FOR APPROVAL, AND EVENT APPLICATION FORM.

## 1.1 PURPOSE OF THIS KIT

**It is not just the attendees at the event that count the event will affect the surrounding areas such as shops, business, neighbours, traffic flow and many other elements. Therefore, and event organiser needs to be aware of any current and applicable statutes, regulations, by –laws, and codes of practice relating to an event and how to address those.**

Any gathering of people is a complex affair and needs to be planned, and there are responsibilities and standards that need to be met.

The purpose of this information kit is to assist you through the various responsibilities and show you the standards required by Liverpool City Council to ensure your attendees come to a safe and enjoyable event. It is intended to act as a signpost to direct event organisers towards the various sources of help and contacts. It also aims to:

- encourage continuing good practice
- increase knowledge and understanding of event organisation, and
- assist organisers to ensure their event is a positive experience.

It is not just the attendees at the event that count the event will affect the surrounding areas such as shops, businesses, neighbours, traffic flow, and many other elements. Therefore, An event organiser needs to be aware of any current and applicable statutes, regulations, by-laws, and codes of practice relating to an event and how to address those.

**APPLICANTS ARE ENCOURAGED TO READ THROUGH THIS GUIDE BEFORE COMPLETING THE EVENT APPLICATION FORM.**

## 1.2 WHAT IS AN EVENT

For the purposes of this information kit, an event is described as:

a planned activity that is conducted for the purpose of fundraising, community participation, commercial profit or public celebration and is held in a public space such as a street, park, garden or reserve. These include community gatherings, religious celebrations, street parties, festivals and some sporting activities such as fun runs or triathlons.

**The kinds of events this document is intended to cover include:**

- Art exhibition
- Arts festival
- Street parade / march
- Street festival
- Sports & recreation
- Community markets
- Community celebration
- Religious celebration
- Charity or fundraising
- Hobby/exhibition/show
- Music event/concert
- Youth event
- Commercial trade fair / show / exhibition
- Circus

**A list of key terminology (including what is intended to be covered under these guidelines) is included in Attachment 1.**



**Please contact interpreter information services if you cannot read document.**









### 1.3 KEY EVENT LOCATIONS

Council has identified eight public venues suitable for hosting events of varying types and scale. Event organisers are encouraged to inspect these locations prior to commencing their application process to ensure that their event will suit the particular venue. It is recommended that venue selection be based upon the nature of the event, the appropriate size and space that is required, the number of expected attendees and if it is within close proximity to public transport. The eight venues currently designated as events sites are; Northumberland Car Park, Bulldogs Land, Hillier Oval, Woodward Park, Bigge Park, Macquarie St Mall (see map showing the location of these venues) as well as Haigh Park and Grand Flaneur Beach Park (Chipping Norton Lake).

### KEY EVENT VENUES IN LIVERPOOL



- |  |   |  |
|--|---|--|
|  Bulldogs Land |  Woodward Park           |  Bigge Park        |
|  Hillier Oval  |  Northumberland Car Park |  Macquarie St Mall |

NOTES:

- Hillier Oval and Woodward Park venues can be used separately or as a combined site.
- Haigh Park and Grand Flaneur Beach Park are also available for use, but are not shown on this map.
- Attachments 17-24 contain site location images for each event venue.

### 1.4 EVENT OBJECTIVES

Council will work with stakeholders to develop:

- destinations that attract people to Liverpool City, and
- a major events program that celebrates Liverpool’s history, culture and diversity and considers sustainability.

Council encourages event organisers to align their proposed event with those objectives.

Each individual event will also have its own set of objectives. These need to be detailed in a way that allows organisers to assess the success of their event after completion (see Section 15 on Evaluating Your Event).

Once you have reviewed this information kit and forms, further information on your application requirements can be obtained from Council’s Senior Events Co-ordinator via e-mail: [events@liverpool.nsw.gov.au](mailto:events@liverpool.nsw.gov.au) or by calling 1300 362 170.



**PLEASE NOTE SOME EVENT PLANNING CONSIDERATIONS THAT MAY BE REQUIRED BY STATE GOVERNMENT LEGISLATION MAY NOT BE ADDRESSED IN THIS EVENT INFORMATION KIT AND IT IS RECOMMENDED THAT YOU REVIEW THE NSW GOVERNMENT’S EVENT RESOURCE – [www.events.nsw.gov.au](http://www.events.nsw.gov.au)**





## 2. EVENT MANAGEMENT AND APPROVAL

### 2.1 THE APPLICATION PROCESS

To ensure Council has adequate time to review your submission, request further information if required and process any permits or licences, applications must be submitted as follows:

- For events expecting more than 300 people - at least 12 weeks prior to the event, and
- For events requiring traffic management approval - at least 16 weeks prior to the event.

From time to time Council may call for Expressions of Interest (EOI) from event organisers interested in holding events in the city area over a specified period of time. Details of the EOI will be advertised and applications will be assessed as a group. Approval for more than one year may also be considered as part of the approval process.



### 2.2 FEES AND CHARGES

An initial application fee of \$200 (including GST) will be payable when lodging the event application. This fee is non-refundable.

During the approval process other fees and bonds may be set along with the appropriate conditions determined by the nature, scale and time of the event. The fees, bond and conditions can only be set after the application is assessed.

Examples of a few of the requirements that fees and charges can cover are:

- Park hire
- Key bonds
- Damage deposit bond
- Road occupancy
- Food outlet inspection/s
- Use of Council's power and lighting.

For a list of current fees and charges, visit [www.liverpool.nsw.gov.au](http://www.liverpool.nsw.gov.au)

Any bond charged will be refundable in whole or in part, following an inspection of the site after the event by appropriate Council staff to determine compliance with Council's conditions.





## 2.3 PROCESSING YOUR APPLICATION

**The application will take between two and sixteen weeks to process, depending upon the size and nature of the event.**

Council has a responsibility to ensure that events in streets, halls, parks or gardens are properly organised and safely managed. An early application will give Council more time to assist you and will give you more time to organise a successful event and fulfil any legal requirements.

In order to facilitate the holding of events at the designated venues, Council has approved what is known as a Global DA, which contains the standard conditions to conduct an event at those locations. This means that individual development applications are not necessary. Details of the conditions of this new Global DA can be found at; [www.liverpool.nsw.gov.au](http://www.liverpool.nsw.gov.au).



**AS PART OF THIS NEW APPROACH, APPLICATIONS WILL BE ASSESSED IN TWO STAGES AND YOU WILL NEED TO SUBMIT THE DOCUMENTATION AS SET OUT BELOW.**

### STAGE 1:

- Complete all the information requested in the Event Application Form
- Submit the following documentation/information:
  - Event site plan (see Section 2.6 and Attachments 3 and 17-24)
  - Risk management plan, which details the components of the event (see Section 9.1 and Attachment 9)
  - A sample program of the events
  - Pay the prescribed application fee.

### STAGE 2:

If your application is successful, an Event Permit will be posted to you, along with an Tax Invoice itemising bond, fees and charges. The Event Application Form sets out what additional information will be required and Council's Event Team will advise you on how to progress your application.

In some circumstances, you may be asked to revise or update information contained in your initial application and/or attached documentation.

If your application is successful, an Event Permit will be posted to you, along with an invoice itemising the bonds, fees and charges.

Council or the delegated Council officer may refuse an application if:

- Your completed application is not received within the specified notification period
- The Liverpool Police, NSW Roads and Maritime Services (RMS), Liverpool Fire & Rescue, Liverpool Ambulance Service or the NSW WorkCover Authority have an objection to your event
- Another event has already been granted an Event Permit on the same day in the same location
- The requested location does not have the capacity to support your event
- Council is not satisfied that all the required application and planning processes have been adequately completed
- Council believes your event poses an unreasonable risk to public safety.

## 2.4 EVENT DOCUMENTATION

Coordinating an event often requires the participation of many stakeholders. Given the complexity of event organisation, it is vital that you maintain good records of the planning, implementation and evaluation process. Suggested documents to be kept include:

- Decision-making processes – minutes of meetings, confirmation emails, notes made at meetings
- Permits/approvals – any licences, approvals, consents, etc. you receive to conduct your event
- Any plans/formal documentation such as:
  - Transport management plan
  - Emergency response plan
  - Event site plan
  - Risk management plan
  - Waste management plan
  - Marketing and communications plan
- Event program
- Event running sheets
- Production schedules
- Building/owner consent from landowner/venue manager
- Key communications and notes about outcomes
- Contracts – any agreements made with suppliers, authorities, performers, staff, volunteers etc.
- Marketing and communications
- Public Liability Cover

It is advisable to keep your documentation for a period of time after your event in case of any legal actions taken against the organiser(s) or other requests for information.

Attachment 2 provides a checklist of the key documentation, forms and fees that may be required by Council as part of the overall approval process.

## 2.5 EVENT MANAGEMENT PLAN

An Event Management Plan is a document that comprehensively describes all the issues that have been addressed in planning the event. The key purposes of an event plan are to:

- allow everyone involved to be very clear on what is being proposed and to get them all moving in the one direction
- have complete documentation of the event that can provide authorities with the necessary information so that the event can be approved with the required licences and permits
- ensure future committee members and event managers know how things were done previously.

An event plan needs to address a range of considerations such as transport management, community safety and security, electrical and gas safety, environmental management and sustainability, amenities, temporary structures, service of food or liquor, amusement operator requirements and signage/advertising.

For a more comprehensive list of the components of an event management plan visit;  
[www.events.nsw.gov.au](http://www.events.nsw.gov.au)

Depending upon the scale of your event, Council's Event Application Form (and associated documentation) may fulfil the role of an event management plan for your circumstances.

## 2.6 SITE PLAN

A map or plan of the event site or venue is a necessary communication tool for the event organiser. A site plan provides an overview of your event, clearly shows where it will be staged, and displays the entrances and exits, facilities, etc. For smaller events a simple grid map is sufficient although for a larger festival an aerial photograph with the features identified on it could be used. Site plans are required when:

- Applying to government agencies and other regulatory authorities for special licences and approvals needed to stage your event
- Identifying potential risks
- Providing information for emergency services e.g. location of potential hazards, emergency vehicle access, etc.
- Communicating location points to staff, volunteers, sub-contractors and key stakeholders
- Applying for a development application to stage your event.

Council will make available aerial images for the eight designated venues. For larger scale events, you may like to consider developing a number of smaller site plans for specific planning procedures.

Attachment 3 provides a guide and checklist of what should be included on a site plan, and Attachments 17-24 contain the images of the designated event venues.

**Notes:**  
**It is the condition of Council that NO advertising for events be conducted until an Event Permit has been Granted to hold event.**



# 3. COMMUNITY AWARENESS AND COMMUNICATIONS

**It is important to consider how you will communicate with people both in the lead-up to and during your event.**

**This can be achieved by identifying:**

- Who you should speak to
- What you should speak to them about
- When you should speak to them, and
- How you will speak to them.
- Who you need to speak to will depend on the nature of your event but could include:
- People who will be affected by the event, that is, non-event goers (eg local residents, businesses, motorists, churches, hotels, motels etc) as well as those attending the event
- Approval bodies
- people you would like to attend your event, i.e. your target market for the event
- Suppliers
- Potential sponsors
- Media.

There are many sustainable marketing and promotion options and methods available today to help reduce the use of resources and to minimise waste generation and they should be considered at each stage of event planning.

Council recommends event organisers and staff:

- Avoid paper waste by minimising the use of printed material. Alternate technological methods should be considered such as social networking sites, email, websites or inserting an advertisement or media release in the local newspaper etc;
- If printing is necessary, recycled paper and double sided options should be used;
- Encourage the use of electronic communication such as email, projectors or electronic signage;
- Reuse signage and banners where possible, for example, place dates and times in a way that can be removed or changed on signs and banners;
- Promote sustainability requirements to the public.
- Highlight the important outcomes of sustainable event management at all stages of event planning and implementation.



## 3.1 ABORIGINAL PEOPLE

Liverpool City Council acknowledges the original inhabitants of the Liverpool area, being the Darug, Gandangara and Tharawal Aboriginal peoples.

At all events it is appropriate to have an Aboriginal Elder provide a welcome to country. However, if an Aboriginal representative is not available, an Acknowledgement to Country should be conducted. This can be performed by a senior person from the organisation hosting the event. It is protocol that if a "Welcome to Country" has already been given, the senior person from the host organisation should also conduct an "Acknowledgement to Country". This demonstrates respect to the traditional custodians of the land in which the activity is being held.

For further information (including the wording for Welcome to and Acknowledgment of Country. Please visit the following link or contact the Gadangara Local Land Council on (02) 9602 5280. Or [www.liverpool.nsw.gov.au](http://www.liverpool.nsw.gov.au) under our community.



## 3.2 MARKETING AND COMMUNICATIONS

An overall Marketing and Communications Plan should cover the 2 main timeframes of prior to and during the event. Attachment 4 provides a guide to the key elements and components of a Marketing and Communications Plan. One of those key elements is a Marketing Schedule which should be submitted to Council as part of your event application.

Social and digital media now plays an important role in event marketing and communications. Planning ahead and developing strategies on how best to use social media will assist event organisers in selecting the most appropriate platform and conversation to have with the event audience.

Social media can also help convey messages to the public about traffic, transport, and health and safety at the event and is a sustainable option.

Tips on marketing your event are included throughout this Guide and the following resource provides further information and materials to help you prepare a strong marketing and communications plan: <http://www.events.nsw.gov.au/event-starter-guide/8-communication-plan/>



### Notes:

It is a condition of Council that NO advertising for events be conducted until the Event Permit has been received by the event organiser.

Public notification of an event may be required and those conditions are detailed through these guidelines.



## 4. MAKING YOUR EVENT ACCESSIBLE

**CULTURAL AND SOCIAL DIVERSITY**  
EVENTS OF MANY TYPES CAN HELP CELEBRATE AND SHOWCASE THE DIVERSITY AND FABRIC OF A COMMUNITY. THEY CAN ALSO SUPPORT THE GROWTH OF DIFFERENT GROUPS WITHIN A COMMUNITY.

**THE FOLLOWING IS A SNAP SHOT OF THE PEOPLE OF THE LIVERPOOL CITY AREA.**

- **LIVERPOOL IS A YOUNG CITY WITH 38% OF ITS POPULATION BEING LESS THAN 25 YEARS OF AGE.**
- **LIVERPOOL HAS A HIGHER PROPORTION OF INDIGENOUS PEOPLE THAN OTHER AREAS OF GREATER SYDNEY.**
- **40% OF THE CITY'S POPULATION WAS BORN OVERSEAS,**
- **150 DIFFERENT BIRTHPLACES,**
- **140 DIFFERENT LANGUAGES ARE SPOKEN ACROSS THE CITY,**
- **AROUND HALF OF LIVERPOOL'S RESIDENTS SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME.**
- **LIVERPOOL HAS A MUCH HIGHER PROPORTION OF FAMILIES WITH CHILDREN THAN ITS NEIGHBOURING COUNCIL'S IN THE SYDNEY REGION.**

*Source: Liverpool in Brief – 2011 Census Fact Sheet*

WHEN PLANNING AN EVENT, IT IS A LEGAL REQUIREMENT TO CONSIDER THE ACCESS NEEDS OF PEOPLE WITH A DISABILITY. WITH OVER 16 PER CENT OF THE NSW POPULATION LIVING WITH SOME FORM OF DISABILITY, MAKING YOUR EVENT ACCESSIBLE IS ALSO AN IMPORTANT COMMERCIAL DECISION.

Promoting an event's focus on accessibility may also be an attractive prospect for supporting partners or sponsors.

People with particular access needs might be:

- Someone with a hearing or vision impairment
- A person in a wheelchair
- A person with intellectual disability
- A parent pushing a stroller
- An older person.

The most effective way of ensuring access for everybody is to consider access at the initial planning stages of your event. Developing an access plan can help you to identify any features that would make it difficult for people with a disability to access your event and then taking action to ensure that your event is accessible to the greatest possible number of people.

For more details about accessibility issues related to special events you can also contact Ageing, Disability and Home Care, South Western Sydney District on (02) 9781 5555 or check out the information on their website at: [http://www.adhc.nsw.gov.au/about\\_us/strategies/event\\_access\\_and\\_inclusion](http://www.adhc.nsw.gov.au/about_us/strategies/event_access_and_inclusion)



To make your event as inclusive as possible, consider how you can make it accessible to people with a range of special access needs. Things to consider include the provisions of:

- Wheelchair access
- Hearing loops or Auslan (sign language) interpreters for people with a hearing impairment
- Public or private transport to and from your event
- Special parking areas for people with a disability and families with strollers
- Accessible facilities such as toilets and food and drink counters
- Special viewing areas
- Regular resting spots along entrance and exit paths
- Information in large print and/or Braille for people with a visual impairment.

Sustainable transport options for accessing the event include:

- Encouraging the public to walk
- Encouraging the public to ride a bike
- Using public transport
- Car pooling.

If you're providing event information on a website, consider designing it so it can be read by people with a visual impairment.

For information on designing accessible websites, visit [www.w3.org](http://www.w3.org).

A helpful resource on making your event accessible is the Event s NSW Event Starter Guide, visit [www.events.nsw.gov.au](http://www.events.nsw.gov.au).



**AS AN EVENT ORGANISER FOR A POPULAR LOCAL COMMUNITY EVENT, WE HAVE TRIED TO INCORPORATE ACCESS CONSIDERATIONS INTO OUR PLANNING OVER THE LAST FEW YEARS. WE HAVE NOTICED A SIGNIFICANT INCREASE IN ATTENDANCE BY PEOPLE WITH A DISABILITY AND THEIR FAMILIES AND FRIENDS, AS WELL AS PARENTS WITH PRAMS AND OLDER MEMBERS OF THE COMMUNITY. YOUR EVENT NOW BETTER REFLECTS OUR COMMUNITY.**

*Source: Event Starter Guide*





# 5. SUSTAINABLE EVENTS

COUNCIL ENCOURAGES ALL EVENTS HELD IN THE LIVERPOOL CITY LGA TO BE ORGANISED AND CONDUCTED IN A SUSTAINABLE MANNER; THAT IS, BE PLANNED AND MANAGED IN A WAY THAT TAKES INTO ACCOUNT ENVIRONMENTAL, ECONOMIC, SOCIAL AND CULTURAL CONSIDERATIONS WHEN MAKING DECISIONS.

This means taking into consideration the following:

- Waste minimisation and resource recovery
- Energy conservation
- Water conservation
- Biodiversity conservation
- Greenhouse gas abatement
- Transport and accessibility
- Corporate responsibility
- Local community
- Value for money
- Safe work practices.

Sustainability is addresses throughout this document. Overall, event organisers and staff must ensure that there is minimal damage to the natural environment (i.e. air, water, noise and surrounding land environments) according to the Protection of the Environment Operations Act 1997.





## 6. TRANSPORT MANAGEMENT



**IN CONDUCTING THE EVENT, YOU SHOULD TAKE ALL REASONABLE AND PRACTICAL MEASURES TO ENSURE THAT YOU HAVE A SUSTAINABLE EVENT AND MINIMISE ENVIRONMENTAL IMPACTS.**

**THESE INCLUDE:**

- **PREVENTING THE RELEASE OF ANY MATERIAL THAT MAY CAUSE ENVIRONMENTAL HARM TO LAND, WATER OR WATERWAYS VIA THE STORM WATER SYSTEM;**
- **ENSURING THAT LIQUID SPILLS ARE CLEANED UP IMMEDIATELY USING SAWDUST AND OTHER ABSORBENT MATERIALS AND BAGGED AND DISPOSED OF ACCORDINGLY;**
- **PREVENTING THE RELEASE OF MATERIALS INTO THE AIR SUCH AS DUST, FUMES AND SMOKE.**



Initially you should approach Council's Transport and Traffic Co-ordinator on 1300 362 170 about the possible traffic and transport issues that may arise as a result of your event activity. Council's Co-ordinator can advise you who you need to speak to and the documentation you may need to provide.

Most events currently held in the Liverpool LGA are not large enough to require a complete Transport Management Plan (TMP). Such documents are usually required where all modes of transport including private vehicles, taxis, buses, trains, etc are affected.

However if your event requires any partial or full closure of a major or minor road then it will require a Traffic Control Plan (which is a part of a Transport Management Plan).

Council's Traffic Co-ordinator can advise you about who you need to speak to and the documentation you may need to provide.





## 6.1 TRAFFIC CONTROL PLAN

**For certain events in addition to road closures (see below) Council may require a Traffic Control (Management) Plan (TCP) to be completed and they will vary depending on the complexity of the traffic impacts.**

The TCP addresses all issues associated with traffic and transport at your event including (but not limited to):

- Event summary
- Contact details
- Description of how you will control the movement of traffic affected by the event activity
- Assessment of risks involved in the control and movement of traffic around the event including work health and safety issues
- Arrangements for people with special access needs
- Details of public liability insurance
- Evidence that appropriate authorities have been notified about the event
- Alternate route to be taken by traffic during event (if applicable)
- Parking arrangements
- Public transport arrangements
- Contingency plans
- Special event clearways
- Impact on heavy vehicles and public transport providers.

For detailed information about transport and traffic management issues, go to the RMS's Special Events Guide visit [www.rms.nsw.gov.au/trafficinformation/downloads/tmc\\_specialevents\\_dl1.html](http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html)

## 6.2 ROAD CLOSURES

**If your event requires the closure of any public road you will be required to submit a Traffic Control Plan. This must be submitted to Council 16 weeks prior to the event to allow for referral to the Local Traffic Committee, Council and for advertising.**

As part of your TCP, you will be required to notify the following local services:

- Residents and businesses
- Police
- Ambulance
- Fire & Rescue
- Bus companies
- Taxi companies.

Council will place a notice in the public notice section of the local newspaper providing details of the road closure (a fee may apply).

Attachment 6 provides more detail on how to prepare a Traffic Control Plan. A template for a Transport Management Plan (including a Traffic Control Plan) can be downloaded from their RMS website at: [www.rms.nsw.gov.au/trafficinformation/downloads/special\\_events\\_guide\\_appendix\\_forms.pdf](http://www.rms.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf) or phone them on 132 701 to receive a copy.



## 6.3 PARKING

**It is important you provide enough parking to accommodate the anticipated number of attendees, as well as for people working at the event. If your event is not accessible by public transport you will need to provide additional parking spaces.**

You may be able to use existing parking facilities at the event location; or set up a special area for parking or liaise with local parking stations in the vicinity of the event.

If you are setting up a special parking area, you may need to contract trained traffic marshals to ensure the smooth flow of traffic in and out of the event.

When planning where to locate parking areas, ensure you:

- Provide easily accessible parking spaces that are close to the event for people with a disability or other special access needs
- Indicate parking areas and vehicle entrances and exits on your site plan
- Allow access for emergency vehicles, and
- Include the location of parking in your all communications before the event.

## 6.4 PUBLIC TRANSPORT

Making your event accessible to public transport has many advantages, including:

- A reduction in congestion on roads around the event
- Fewer parking facilities are required for private cars
- The event is more accessible to people who cannot travel by car.

Also consider co-ordinating public transport that is accessible to people with special access needs.

If you are holding a large event contact the relevant transport agencies to discuss the co-ordination of transport services to and from your event. These include:

- Interline Bus Services at [www.interlinebus.com.au](http://www.interlinebus.com.au) or phone (02) 9605 1811
- Sydney Trains visit [www.transport.nsw.gov.au/sydneytrains](http://www.transport.nsw.gov.au/sydneytrains) or phone 1300 038 500
- Taxi Council of NSW who co-ordinates taxi services on (02) 9332 1266 or visit their website at [www.nswtaxi.org.au](http://www.nswtaxi.org.au) or email them at [info@nswtaxi.org.au](mailto:info@nswtaxi.org.au) or look up Taxi Cabs in the Yellow Pages Directory.

Note: ALL emergency services must be advised of any road closures prior to the event.

# 7. HEALTH

## 7.1 FOOD

**All temporary food stalls are to comply with the NSW Food Act 2003 and Regulations, the Australia New Zealand Food Standards Code and the NSW Food Authority, Guidelines for Food Businesses at Temporary Events.**

A copy of the Guidelines can be downloaded visit [www.foodauthority.nsw.gov.au/\\_Documents/industry\\_pdf/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/temp_events_guideline.pdf)

Businesses that sell food at temporary events are considered retail food businesses and need to meet a range of requirements and as such, they need to notify Council or the NSW Food Authority of their food business and activity details. You can notify the NSW Food Authority online visit [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) or call 1300 552 406 to obtain a paper form (fees apply for paper lodgement).

If food is being sold at your event, you or the temporary food stall operators should review the Guidelines for Food Businesses at Temporary Events, as part of your event planning.

Consideration should be given to:

- Purchasing fresh, locally produced foods in-season or food that is labelled "fair trade" with minimal packaging
- Offering vegetarian options
- Limiting the use of plastic bags and polystyrene
- Providing washable/reusable crockery and cutlery or where this is not possible, items made with biodegradable materials
- Offering napkins made of recycled materials.

As the event organiser you are required to notify Council's Environmental Health Unit by completing the Health Business Registration Application Form. A copy of the application form and information requirements can be downloaded at: <http://www.liverpool.nsw.gov.au/council/policies-and-forms/forms-publications-and-policies> Click on "Health Business Registration Form". A hard copy is included in this kit.

You will also be required to pay a fee in accordance with Council's current fees and charges, per food outlet.

Attachment 7 provides a checklist to assist you in ensuring you meet all the requirements for the service of food beverages at your event, along with a copy of the registration application form.

If your event is utilising the services of mobile food van providers, then they must comply with the NSW Food Authority's Guidelines for Mobile Food Vending Vehicles, which can be downloaded at: [http://www.foodauthority.nsw.gov.au/\\_Documents/industry\\_pdf/Mobile\\_Food\\_Vending\\_Guidelines.pdf](http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/Mobile_Food_Vending_Guidelines.pdf)

Upon receipt of all of the above, Council's Environmental Health Officer will arrange for a health inspection to be carried out on the day of the event.

All enquiries in regard to food preparation, storage and handling should be directed to Council's Senior Environmental Health Officer on 1300 362 170.

For more details of the Food Standards Code, phone Food Standards Australia on (02) 6271 2222 or go to: <http://www.foodstandards.gov.au/code>

Note: A copy of the NSW Food Authority's "Food Handling Guidelines for Temporary Events" dated June 2006 must be distributed to each food stall operator.



## 7.2 LIQUOR/ALCOHOL

### Note:

**You will not be able to sell or serve alcohol at any of the eight designated event venues available for use. You may sell/serve alcohol at any of Council's halls, however you must comply with the regulations as part of your hall hire agreement.**

For more comprehensive information regarding the issues that may affect the service of alcohol at an event contact:

- Visit [www.olgr.nsw.gov.au/liquor\\_license\\_apps.asp](http://www.olgr.nsw.gov.au/liquor_license_apps.asp) or phone (02) 9995 0300, or e-mail: [info@olgr.nsw.gov.au](mailto:info@olgr.nsw.gov.au)
- For other information about applying for a liquor licence go to: at <https://www.onegov.nsw.gov.au/new/categories/liquor-gaming>

## 7.3 WATER

Drinking water needs to be available/for sale 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
- participants may be effected by heat exhaustion.

Refillable containers/water jugs should be made available for water consumption using reusable and/or recyclable cups rather than bottled water where possible.

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



## 7.4 TOILET FACILITIES

Organisers should ensure that there is an adequate number of toilet facilities at your event in relation to the number of attendees you are expecting. If there are not enough permanent toilet facilities at the event site you will need to provide portable toilets. If using portable toilet facilities, speak to a reputable supplier about issues such as:

- Number needed
- Placement
- Emptying, including frequency and operational issues such as gaining access.

Organisers will also need to provide unisex toilet/s for people with access needs.

Where Council's public amenities are used during an event, a cleaning fee/bond may be required as part of the approval process.

Attachment 8 provides a guide to determining the number and type of facilities/amenities required.

## 7.5 WASTE MANAGEMENT

Even small events can generate large amounts of waste. Careful consideration is required when planning how to manage the waste during and after your event to ensure a safe and healthy environment.

Waste can be described as – “Any type of discarded, surplus or abandoned substance that is deposited in a way that causes an alteration in the environment. Waste may be processed, recycled, re-used or recovered.” Attachment 1 contains further definitions on the types of waste that can be generated at events.

The event organiser must have a waste management plan in place that aims to achieve; The event organiser must have a waste management plan in place that aims to achieve;

- Waste reduction, principles in the following order
- Avoidance, reduction, reusing, recycling and disposing waste.

The aim of such a plan is to prevent the build-up of waste on site and to provide for the efficient and safe removal of waste. Instruction must be given to staff on the hazards associated with waste and safe handling methods.

It is the event organiser's responsibility to clean up the area after an event. Any mess left will be cleaned by Council and charged to the event organiser.

Key issues for you to consider are:

- Waste receptacles – type, adequate quantity and placement
- Emptying of receptacles – frequency, operational issues (e.g. will waste trucks be able to access the necessary areas at your event, etc.)
- Separate recycling at your event for bottles (plastic and glass), cans and clean paper/ cardboard that enables the public to separate their recyclables to divert waste from landfill
- Include clear and consistent signage to assist with the separation of waste.

Council's Sustainability Educational Officer has valuable information to assist you with a 'waste management plan'. The NSW Environmental Protection Agency (EPA) has developed useful resources to help you plan and implement an effective waste management and recycling program at your event and you are encouraged to download a copy of their Waste Wise Events Guide visit [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

Council will deliver up to 10 standard rubbish wheelie bins, free of charge, to the event site and will then collect the 10 bins and dispose of the contents, on the condition that the event organiser is responsible for supplying additional bins specifically for rubbish generated at the event site and surrounding areas. Bin quantities will be determined by the nature of the event and the number of attendees.

Attachment 8 includes a guide to calculating the number of bins required for attendee use, in addition to any existing bin infrastructure. However any additional bins or rubbish left on site will be charged to the organiser as per relevant cost to Council.

Consideration should be given to:

- Reducing the quantity of waste generated by the event, for example, choosing products with minimal packaging;
- Using only sustainable catering products, such as reusable or biodegradable and recyclable crockery and cutlery;
- Including waste management costs in the event budget;
- Ensuring vendors are advised of waste procedures;
- Monitoring stallholder compliance with waste management practices, and
- Ensuring that all waste and recyclables are disposed of appropriately.

## 7.6 NOISE

Events can create noise levels much higher than normal. Music, amplifiers, refrigerators, generators and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

Give consideration to the placement of your stage/performance area/s to assist with this (including directing speakers away from residents and businesses). It's recommended that you use sound level monitoring equipment throughout the duration of the event and any amplified sound must comply with the Protection of the Environmental Operations Act 1997.

Noise pollution from events probably causes the majority of complaints from the surrounding community to authorities. If your event is generating offensive noise, you could be issued with a warning or a fine.



# 8. COMMUNITY SAFETY AND SECURITY

COMMUNITY SAFETY AND SECURITY AT EVENTS IS ESSENTIAL. DIFFERENT TYPES, SCALE AND SCOPE OF EVENTS REQUIRE DIFFERENT LEVELS OF SECURITY WHICH SHOULD BE DETERMINED AS PART OF YOUR RISK ASSESSMENT; FOR EXAMPLE, CROWD CONTROL, CASH AND EQUIPMENT PROTECTION, AND AN AREA FOR LOST CHILDREN AND LOST PROPERTY.

COUNCIL (IN ITS CAPACITY AS LAND OWNER IF THE TEMPORARY ACTIVITY TAKES PLACE ON COUNCIL LAND) AND THE NSW POLICE MAY HAVE SPECIAL REQUIREMENTS AND IF SO, YOU WILL BE ADVISED DURING THE ASSESSMENT PROCESS.



## 8.1 CROWD MANAGEMENT

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security. Even an event with small numbers of people attending can become crowded and require security. It depends on the capacity of the venue/area where the event is held and the type of event being planned.

If security officers / crowd control officers are required, the following table provides a guide to numbers.

NUMBER OF PATRONS	NUMBER OF SECURITY OFFICERS/CROWD CONTROLLERS
300 – 499	Minimum of 2
500 – 999	Minimum of 4
1,000 – 1,990	Minimum of 6
2,000 – 2,999	Minimum of 9
3,000 – 4,999	Minimum of 13
5,000 – 7,999	Minimum of 15
8,000 – 11,999	Minimum of 20
12,000 plus	To be determined by Council

Be flexible and utilise experience to determine the relevance of this table to your event and it may be worth researching the requirements of other events of a similar size and type.

The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons. The main responsibilities to consider are crowd control, cash protection, equipment protection, the procedure for confiscated or prohibited items and emergency procedures. Developing a security plan with the security provider will clarify roles and responsibilities of the security staff.

Ensure that the security staff/crowd controllers are adequately briefed by the organisers prior to the event and be experienced in crowd control matters. Also ensure that the security/crowd controllers remain on duty at the conclusion of the event until the orderly dispersion of the patrons has occurred.



## 8.2 RECOGNITION OF EVENT PERSONNEL

**At an event it is important to be able to clearly and quickly identify authorised personnel.**

Identifying authorised personnel through accreditation can be simple or complex depending on the nature of your event. Some ways of accrediting authorised personnel include:

- Providing staff/volunteers/suppliers/contractors with coloured-coded tags worn around their neck that are visible at all times, or
- Provide staff/volunteers/suppliers/contractors with colour coded, vest or uniform.

It's recommended that you use sound level monitoring equipment throughout the duration of the event and any amplified sound must comply with the Protection of the Environment Operation Act 1997 and comply with relevant Local Government regulation.



## 8.3 LOST CHILDREN

**At any event you will be required to allocate an area for lost children. This area will need to be staffed by appropriately qualified staff or volunteers.**

A clear communications plan will need to be in place regarding the instructions about what children and carers should do if they become separated. The instructions should be clearly communicated to everyone attending the event via flyers, over the PA and with signage etc. All staff and volunteers working at the event should also be aware of the procedures that must be followed if they find a lost child.

A "Working with Children Check" is a prerequisite for anyone in child-related work, whether paid or voluntary. It involves a national criminal history check and review of findings of workplace misconduct. An individual must apply and pay for (exemptions apply) their own check and the result is either a clearance to work with children for five years, or a bar against working with children.

The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

To find out more about the "Working with Children Check" and how to make an application, visit [www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check), e-mail: [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au) or call (02) 9286 7219.

## 8.4 FIRST AID

It is vital that you provide adequate facilities and qualified practitioners to administer first aid. If an event is being held on water you will also need to have qualified water safety personnel present.

Organisers should seek advice from qualified first aid practitioners about the facilities needed. There are a number of first aid suppliers to events including St John Ambulance, and Paramedical Services Pty Ltd. For information on St John Event Services, visit [www.stjohnnsw.com.au/event-information/w1/i1004875/](http://www.stjohnnsw.com.au/event-information/w1/i1004875/)



## 8.5 SIGNAGE

Signage at the event is extremely important and the following is a list of signs which may be required:

- Entrances and Exits
- No entry
- Accessible toilets
- First aid posts
- Water locations
- Parking
- Accessible parking
- Information centre
- Rules relating to alcohol sale & consumption
- Lost and found property
- Lost children area
- Public transport pick up/set down
- Security
- Smoking free areas
- Sponsors and advertising materials.

When planning signs, check whether there are any restrictions on the placement of signage where the event is being held. You should also ensure that all signage is identified on the event's site plan, as detailed in attachment number 3 in this Information Kit.



## 8.6 LIGHTING

**If the event is to be held at night or in a dark venue, ensure there is enough light to see exits in case of an evacuation.**

For larger events, consider using portable lighting towers and backup generator/s to provide adequate lighting in case of a power outage.

Council requires all additional electrical installations to be certified by a licensed electrical contractor.

If the event is using Council lighting sources, fees and charges may apply.

## ENERGY USE

Event organisers and staff should ensure that suppliers are using modern technology that is energy efficient and that they design systems that reduce energy usage. To help reduce unnecessary use of power, the following should be considered:

- Using natural ventilation in preference to air conditioning;
- Using environmentally friendly equipment such as biodiesel fuelled/low emission generators, and
- Powering events by Green Energy where possible to offset the greenhouse gas emissions associated with an event.

## 8.7 ELECTRICAL, GAS AND MATERIAL SAFETY

If there are hazardous materials at the event such as electricity, gas, chemicals, fireworks, etc. seek expert advice about safe storage and use.

Clearly identify these items in your risk management plan (see Section 9) and communicate the management procedures to all staff/volunteers/contractors, etc. who may come into contact with them. Other issues to consider include:

- The use of reputable suppliers
- Ensuring items such as gas cylinders and generators have been tested and are in good working order
- Ensuring gas cylinder tags are clearly displayed
- The safe placement of items such as generators, cylinders, etc
- Ensuring you have clearly identified the placement of any hazardous materials on your site map
- Backup plans in case of equipment failure (e.g. generators)
- Location of fire extinguishers, if applicable.

Council requires that all installations be certified by a licensed expert in the handling of electricity, gas, etc. All extension leads must be tested and tagged by a licensed electrician or competent person as per Australian Standards AS3760.

It is advisable to have an expert present at the event in case of equipment failure or an emergency situation.

## 8.8 FIREWORKS

Pyrotechnic (fireworks) displays can only be held at Hillier Oval.

A Fireworks Permit is to be obtained from the WorkCover Authority of NSW (Workcover). If fireworks are being conducted by a well known fireworks company then a copy of their general permit from WorkCover is required.

A current public liability policy (certificate of currency) with a minimum of \$10 million indemnity is also required from your pyrotechnics company.

As the event organiser you are required to advise the following organisations:

- Local NSW Fire and Rescue
- Council's Risk Management Unit
- Local Police
- Any other applicable agencies (WorkCover can provide advice on which agencies need to be contacted).

If the proposed event is to be held on non-Council land, written authorisation from the land/property owner will be required for the display to take place and neighbouring residents affected by the display will need to be informed prior to the event.

The Workcover Permit and other documentation must be provided to Council no later than 14 days prior to the event taking place.

For detailed information about the operation of fireworks and the permits required, go to: [http://www.workcover.nsw.gov.au/formspublications/publications/Pages/WC04690\\_ApplicationforFireworksSingleUseLicenceG\\_.aspx](http://www.workcover.nsw.gov.au/formspublications/publications/Pages/WC04690_ApplicationforFireworksSingleUseLicenceG_.aspx) or call 13 10 50 or use the Licence enquiry form to request licensing information.

**Note: Fireworks displays CANNOT be carried out during a total fire ban Visit NSW-rural fire service website [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) for up to date fire bands in your local area.**





## 8.9 WEATHER

**As the event organiser, you should consider the impact of a variety of weather conditions on the event. Be prepared for their impact/s and how they are to be management should any of the following occur - extreme heat, wind, rain, hail or cold.**

Heat Wind Rain Hail Cold.

In the case of extreme weather conditions it may be necessary to cancel or postpone your event to ensure the safety and security of those present. Therefore, you should establish the following before the event:

- Conditions for cancellation/postponement
- Who is responsible for deciding to cancel/postpone
- When to make the decision about cancelling/postponing
- How staff, volunteers, performers and event attendees will be advised, and
- Contingency plans if the event is still able to go ahead.

If you are running an event to generate income you may want to consider insurance that will protect you against loss in the case of cancellation.

It is advisable to monitor weather forecasts in the lead-up to your event so you can plan for the predicted weather conditions. The Bureau of Meteorology can provide you with long and short-range forecasts. For more information about the services provided by the Bureau of Meteorology visit their website at [www.bom.gov.au](http://www.bom.gov.au) or call the NSW Regional Office on (02) 9296 1555.

## 8.10 DEALING WITH MONEY

Whether you are fundraising or running an event for profit, the following money-related issues will need to be considered:

- Gaining a licence for fundraising from the Office of Liquor, Gaming and Racing
- Processes for the collection of money at your event
- Gate collection (do you need to install fencing?)
- Collecting at dispersed locations – need to consider security issues associated with storage and transfer of money
- How regularly you need to transfer money to a secure location during the event
- Where you can securely store money at your event.

Any staff handling large sums of money at your event must be trained in correct procedures and you should contact WorkCover visit [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) for more detailed information about this.

## 8.11 ANIMAL MANAGEMENT

If the event includes domestic or other animals, then it is a requirement that all animals be under effective control or contained within an appropriate enclosure. As the event organiser, you are responsible for the animals' welfare and ensuring that regular clean-ups are conducted.

Protecting the community against risk of injury and damage is paramount while ensuring the animals do not create a nuisance.

Council's Animal Management Policy, 2005 outlines the community requirements for the keeping of animals within the city and event organisers are encouraged to review that policy on Council's website visit [www.liverpool.nsw.gov.au/council/policies-and-forms/policies-and-procedures-of-council](http://www.liverpool.nsw.gov.au/council/policies-and-forms/policies-and-procedures-of-council)





# 9. RISK MANAGEMENT

## 9.1 RISK ASSESSMENT AND MANAGEMENT

**On-site safety at the event is very important and a risk management plan is required for all events, as part of the Stage 1 assessment, in order to ensure the safety of all participants**

Your attendees expect to enjoy your event in safe and secure surrounds and your committee members need to identify potential hazards during the planning of and during your event and work to implement solutions.

The reasons for undertaking risk management assessments are:

- There is a Duty of Care to provide a safe workplace for event staff, volunteers, participants and attendees
- Protecting the event owner and partners
- Protecting the reputation of the event
- Complying with insurance requirements
- Minimising civil claims and law suits.

### THE BASIC PRINCIPLES OF AND PROCESSES IN RISK MANAGEMENT ARE:

IDENTIFY HAZARD



ASSESS RISKS



MONITOR PERFORMANCE



IMPLEMENT CONTROLS



The following examples are just some of the typical hazards at events and are the types of problems you need to look out for when conducting your risk assessment prior to the event and include them (and any others) in the Risk Management Plan:

- Holes in the ground or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on the ground
- Uncovered and untagged electrical equipment
- Overcrowding in car parks, or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls
- Alcohol affected behaviour
- Water hazards.

These hazards can be rectified with simple solutions. By identifying potential risks early that are likely to happen and/or will have a significant and negative impact, you can develop measures that reduce the chance of an accident or emergency occurring.

This identification process also helps you to clarify what are the key components of your event and also allows you to plan a response in case an emergency situation does arise. Other types of risks that may arise will depend on the nature of the event, including:

- Handling money
- Crowd control
- Adverse/extreme weather
- Fireworks
- Serving food.

There is an Australian Standard for risk management (AS/NZS 4360.20014) and for more details visit [www.standards.com.au](http://www.standards.com.au). Checkout out their FAQs for the information you are seeking or call Standards Australia on (02)9237 6000.

A sample of a risk management identification and management template can be found in Attachment 9.



## 9.2 EMERGENCY MANAGEMENT AND RESPONSE PLAN

**All events must have a written Emergency Response Plan (ERP). While risks must be assessed and mitigated prior to and during an event, there will always be the potential for an incident to occur.**

Once the plan has been developed, it should be provided to all event organisers, key stakeholders, police and emergency service personnel.

For major events, the plan should be developed in consultation with police, fire & rescue, ambulance and other relevant emergency services.

When completed, copies of your ERP need to be distributed to:

- Emergency services
- Council
- Any other organisations working with you to stage the event e.g. transport providers
- Staff/volunteers/contractors
- Suppliers who will be present at the event.

The ERP should clearly identify one person who is responsible for managing the emergency response at the event. That person's contact details should be given to all those who may be involved in responding to an emergency.

The contents of your ERP will depend on the nature of your event and should include:

- A chain of command identifying who is responsible for decision-making

- Description of roles played by those involved with the emergency response
- Evacuation procedures
- Crowd management issues
- Site plan identifying
- Location of emergency response area/s
- Access for emergency vehicles
- Evacuation assembly area/s.

A communications plan should also be prepared outlining who needs to be contacted in an emergency, including:

- Families of people involved in a serious incident
- Employees, volunteers, contractors, etc
- Media
- Details of key stakeholders and how you will contact key stakeholders e.g. two-way radio, mobile phone, email, etc.
- Details of who is the media spokesperson (there should only be one person for the event)
- How to communicate with people attending the event.

More detailed information is contained in the Event Starter Guide (Section 6.4) at: <http://events.nsw.gov.au/event-starter-guide> and Attachment 10 provides a template for an Emergency Response Plan. Please note that this template may need to be modified depending on the type and scale of the event, particularly relating to Wardens and Warden training and identification.

## 9.3 INCIDENT REPORTS

Everyone working at the event needs a clear understanding of how to record incidents and the process to follow at the end of an event. One way to do this is to have incidents/action taken reporting processes in place.

An incident may arise out of the conduct of a business or public activity such as the:

- Way a work activity is organised (e.g. inadequate safety precautions)
- Way equipment or substances are used (e.g. amusements, rides catering equipment, exposed cabling or machinery)
- Condition of the location/venue (e.g. trip hazards, uneven paths or ground)
- Actions of someone who is not a worker at the event (i.e. attendee).

Attachment 11 provides an example of an Incident Report Form. Workcover NSW has detailed information and fact sheets on reporting requirements for incidents that occur in a workplace or public venue and event organisers are encouraged to review that material visit [www.workcover.nsw.gov.au/injuriesclaims/Reportinganincidentinjury/Pages/default.aspx](http://www.workcover.nsw.gov.au/injuriesclaims/Reportinganincidentinjury/Pages/default.aspx)





# 10. TEMPORARY BUILDINGS AND STRUCTURES

WHEN PLANNING YOUR EVENT YOU NEED TO ENSURE THAT YOU FOLLOW COUNCIL'S REQUIREMENTS FOR THE TEMPORARY USE OF LAND AND/OR ERECTION OF TEMPORARY STRUCTURES AS SET OUT IN THE LIVERPOOL LOCAL ENVIRONMENT PLAN (LLEP). THE LLEP PROVIDES FOR THE TEMPORARY USE OF LAND IF THE USE DOES NOT COMPROMISE FUTURE DEVELOPMENT OF THE LAND, OR HAVE DETRIMENTAL ECONOMIC, SOCIAL, AMENITY OR ENVIRONMENTAL EFFECTS ON THE LAND.

Temporary structures include:

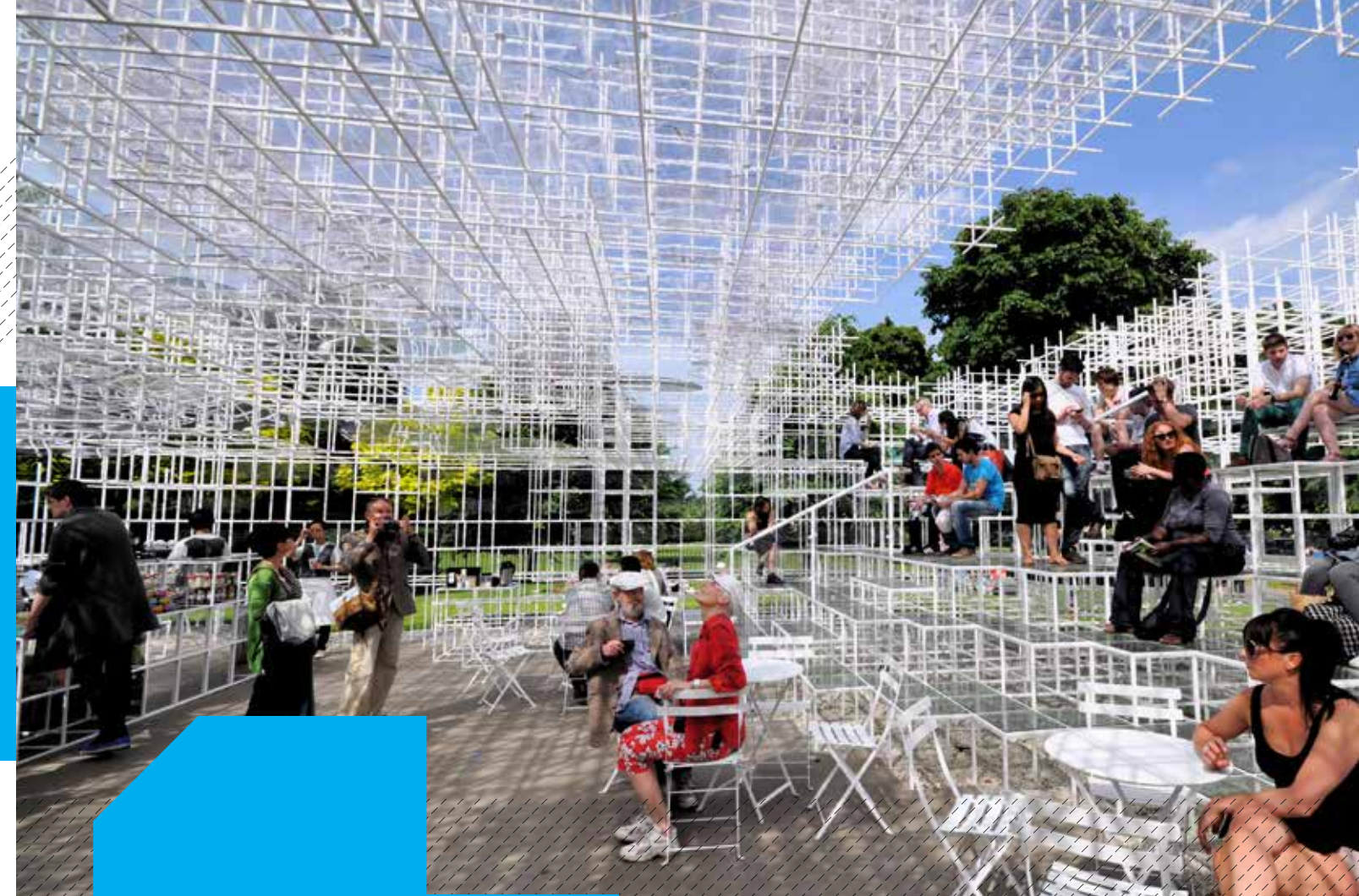
- Staging
- Amusement rides
- Lighting rigs
- Marquees
- Shade Structures
- Stalls
- Public amenities (see the Health section of this kit).

Development consent may be granted for development on land in any zone for a temporary use for a maximum period of 52 days (whether or not consecutive days) in any 12 month period.

In order to grant consent for the temporary use of lands, Council must be satisfied that the temporary use (including location of structures):

- will not prejudice the subsequent carrying out of development on the land;
- will not adversely impact on any adjoining land or the amenity of the neighbourhood;
- will not adversely impact on environmental attributes or features of the land, or increase the risk of natural hazards that may affect the land, and
- at the end of the temporary use period the land will, as far as is practicable, be restored to the condition in which it was before the commencement of the use.

Also, the Exempt and Complying Development Code (see Section 2.2 of this guide) may apply.



Before building or installing any structures at an event you will need authorisation in writing from the venue managers/land/property owners.

If you're leasing equipment from a supplier, it is recommended that structural certification is obtained from the supplier, prior to the goods being booked, to avoid complications.

Depending on the structure you may also need to provide an engineer's report.

For safety reasons only engage the services of professionally qualified personnel to build any structures required.





## 10.1 AMUSEMENT OPERATORS

If your event involves the provision of amusement devices you will need:

- A copy of the WorkCover current registration (except for exempt devices)
- An extract of current insurance or indemnity for the device indicating date of cover, device, description and value of cover available (minimum of \$10 million)
- An extract of the current log-book showing maintenance schedule and service record
- A site plan indicating the proposed location of the device (the site plan is to indicate any slope that may affect the set-up area)
- A copy of the set up and erection instructions/ guidelines
- Tethering details for inflatables
- Details of the type, fixing and location, where any area available to patrons exceeds a height of one metre above the adjoining finished ground level, walkway, landing or platform
- A brief statement indicating what precautions will be taken to ensure public safety.

## 10.2 SIGNAGE

Depending on the nature of your event you may need to erect signage. It helps to consider what information people at your event will need to know and whether this should be displayed on a sign. For example, signs might include information about the location of:

- Parking/no parking areas
- Toilets
- Entrances and exits
- First aid
- Lost children
- Accessible facilities, including ramps and entry/exit points
- Meeting points
- Information booths.

When planning signage, check whether there are any restrictions on the placement of signs at the event location/venue.

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

## 10.3 ADVERTISING SIGNS AND BANNERS

A temporary sign is defined in Council's Development Control Plan (DCP) 2008 and they must not be displayed earlier than 28 days before the event and must be removed within 14 days after the event.

Chapter 26 of Part 1 of Council's DCP outlines what type of signs require consent and which can be exempt from requiring a development application. The exempt and complying development code also contains exemptions for temporary signs. You should check the information on Council's website to ensure that your proposed signage complies with the standard conditions. Visit [www.liverpool.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0017/4724/Development-Control-Plan-32-Exempt-Development.pdf](http://www.liverpool.nsw.gov.au/__data/assets/pdf_file/0017/4724/Development-Control-Plan-32-Exempt-Development.pdf)

The hanging of banners across RMS bridges requires approval from Roads and Maritime Services and they can be contacted on (02) 8588 5932.



# 11. VOLUNTEERS

VOLUNTEERS CAN PROVIDE INVALUABLE ASSISTANCE IN THE CO-ORDINATION AND RUNNING OF AN EVENT. THE LIVERPOOL VOLUNTEER RESOURCE CENTRE MAY BE ABLE TO ASSIST YOU WITH ENGAGING VOLUNTEERS FOR YOUR EVENT.

Visit their website <http://www.lvrc.org.au/> or call (02) 9601 6825.

Another good way to find volunteers for events is to approach your local service clubs or organisations such as:

- Lions - [www.lionsclubs.org.au](http://www.lionsclubs.org.au)
- Rotary - [www.rotary.org.au](http://www.rotary.org.au)
- Scouts and Rovers - [www.scouts.com.au](http://www.scouts.com.au)
- NSW Centre for Volunteering - [www.volunteering.com.au](http://www.volunteering.com.au)
- Liverpool Volunteer Resource Centre.

Reference, police or other checks may be required, depending on the role that is assigned to a volunteer (such as working with children). However, volunteers should always be asked permission to carry out such checks.

While volunteers can provide invaluable help, you need to be aware of your rights and responsibilities in relation to volunteers, such as:

- Appropriate orientation and training should be conducted to ensure volunteers are able to do their assigned job effectively
- Professional advice should be sought about the type of insurance required to cover volunteer activity
- Volunteers are entitled to the same WHS conditions that are provided to paid employees (see Section 13.4).



For more detailed information about volunteer insurance and the rights and responsibilities of organisations and volunteers visit [www.volunteering.com.au](http://www.volunteering.com.au) or call the NSW Centre for Volunteering on (02) 9261 3600.



# 12. MUSIC AND PERFORMERS

THIS SECTION OUTLINES ISSUES YOU WILL NEED TO CONSIDER PRIOR TO ENGAGING PERFORMERS OR USING LIVE MUSIC AND/OR PRE-RECORDED MUSIC AT YOUR EVENT. ATTACHMENT 12 PROVIDES A CHECKLIST OF CONSIDERATIONS WHEN ENGAGING PERFORMERS.



## 12.1 COPYRIGHT

Most music is protected by copyright. Therefore if you are having live or pre-recorded music at your event you are required to obtain a licence at least 72 hours prior to the event, from either of the following organisations.

**If you are having live music you will only require a licence from the Australian Performing Rights Association (APRA).**

Pre-recorded music (either a recording or music video) is protected by two types of copyright; so if you are using recorded music at your event you may need to obtain a licence from both APRA and/or the Phonographic Performance Company of Australia (PPCA).

**For more information about APRA's event licences visit [www.apra.com.au](http://www.apra.com.au) and click "music users", or call (02) 9935 7900.**

**For more details about PPCA's licences visit [www.pcca.com.au/licensing.htm](http://www.pcca.com.au/licensing.htm) or call (02) 8569 1111.**

## 12.2 OTHER CONSIDERATIONS

Other key considerations include the following:

- Ensure that the performers have the necessary insurance to cover their activities while at your event
- Also ensure that your event has all the necessary insurance to cover the performers while they are at your event
- You have a duty to ensure that the health and safety of performers at your event is assured
- It is advisable to have a written contract with all performers at your event. Check with a legal adviser about the contents of a performer's contract.



# 13. LEGAL

## 13.1 INTRODUCTION

**Underpinning all aspects of an event are the legal issues. It is mandatory that the event has comprehensive public liability insurance. Legal advice, based on the scale and nature of the event should also be obtained.**

An event of a medium size requires a set of formal contracts covering the:

- Event company
- Entertainers
- Venue
- Suppliers (e.g. security, audiovisual and caterers)
- Sponsor(s).

For smaller events, these details may be arranged by letters of agreement.

Dependent of the type of event you may require various licences and permits from a range of organisations, in addition to Council, as detailed in other sections of this guide.

## 13.2 PUBLIC LIABILITY INSURANCE

Managing a public event includes ensuring the safety of event organisers, event staff and/or volunteers, contract staff and the public. A \$10 million public liability insurance policy is required in every instance (some events may require higher cover).

The Council's public liability insurance policy CANNOT be extended to cover external groups or businesses and your organisation will need to produce a Public Liability Certificate of Currency, at least 14 days prior to the date of the event, following site confirmation. The event will not be permitted to commence without such a policy in place.

If other organisations are participating in the event, it is important to ensure they also have appropriate public liability insurance.

## 13.3 OTHER INSURANCES

Even though Council has its own public liability policy and may own the building your group or business is occupying or hiring, it does not mean that your group or business is covered under Council's policy.

Buildings and contents owned by Council are fully insured by Council. Contents purchased or supplied by occupiers which are donated or given to Council are fully insured by Council.

Council CANNOT insure property which is owned by others. Contents purchased or supplied by occupiers which remain the property of the occupiers are not insured by Council and cash kept on premises by occupiers is not insured by Council. Council will not be responsible for any equipment used and/or provided by the event organiser, participants or attending businesses.

The event organiser is responsible for ensuring that all parties involved in the organisation and running of the event have suitable insurance cover. Council will not be responsible for any personal injury to event personnel and requires indemnification from the event organiser should any claims be made against Council. A copy of the personal accident/workers compensation certificate should be supplied, where required.

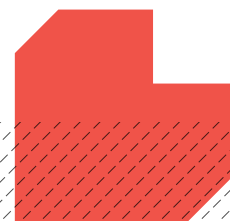
Examples of other insurances that may be needed are:

- Public liability insurance of any sub-contractor
- Public liability insurance and contact details of all participants in the event
- Volunteers' insurance
- Workers' compensation
- Motor vehicle insurance
- Property and equipment
- Professional indemnity.

Check to ensure that any existing insurance policies cover the following;

- Volunteers/workers personal accident
- Public liability
- Motor vehicle
- Professional indemnity liability.

Insurance advice for community-based (not-for-profit) organisations can also be obtained from the Community Underwriting Agency, a specialised insurance provider. Details are available visit [www.communityunderwriting.com.au](http://www.communityunderwriting.com.au) or by calling: (02) 8045 2580.





## 13.4 WORK HEALTH AND SAFETY (WHS)

**There is an obligation to provide for the safety of the attendees, and appropriate care, safety and training of all personnel working at the event, including the volunteers.**

One method of promoting safety in a workplace, whilst conducting risk assessments is to use what is called a 'job safety analysis worksheet'. This can vary in format but basically helps in controlling immediate hazards and identifies:

- Potential hazards associated with the work
- The job steps in doing the work
- Controls to eliminate/minimise the hazards
- People responsible for ensuring the controls are in place.

During your risk assessment, identify any potential hazards for volunteers and performers, as well as employed staff and take steps to minimise those risks. Attachment 13 provides a template to assist you in conducting a job safety analysis.

Management practices must also be in place to ensure the people have the skills to complete the job safely and that there is a suitable level of supervision to ensure that tasks are completed as documented.

For detailed information about work health and safety issues call WorkCover on 13 10 50 or visit [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

## 13.5 WAIVERS/ DISCLAIMERS

Many of the personnel at an event may not carry their own public liability insurance cover (such as volunteers, students, etc).

It is important to develop a risk waiver form that can be distributed to these personnel. This waiver form should state that the event organiser is excluded from any liability in negligence for any harm that may be suffered whilst working at the event.

The waiver form should state that by participating in the event the person agrees to do so at their own risk.

Council will also require an Indemnity/Hold Harmless Agreement to be provided with the Event Application.

Attachment 14 provides an example of different waiver and disclaimer forms.

## 13.6 SUPPLIER/CONTRACTORS CONTRACTS AND AGREEMENTS

Prior to the contract, the event organiser will need to design a supplier's brief. It is advisable to create a template for a number of briefs to ensure that all requirements are covered.

The process prior to engaging any supplier/contractor should include checking that:

- Public liability insurance and workers compensation certificates are current
- Contracts / agreements have been reviewed by a legal person
- References of the supplier are current
- Cancellation policies and procedures are compatible with those of your event.

Attachment 15 provides a checklist for engaging a supplier/contractor.

## 13.7 FUND RAISING

If you are raising money at your event you may need to obtain an "Authority to Fund Raise" from the Office of Liquor, Gaming and Racing (OLGR). Fundraising can include:

- Requesting donations
- Requesting sponsorship
- Running lotteries and competitions
- The supply of food or other goods and services (e.g. at a fete).

To be granted approval to fundraise there are a number of conditions you will be required to meet including:

- Providing adequate information to the public about the purpose of the fundraising venture
- Not allowing children under the age of 13 to collect fundraising money
- Banking of money raised through fundraising
- Keeping records and audits of accounts.

For detailed information about fundraising check out the OLGR website visit [ww.olgr.nsw.gov.au/charitable\\_home.asp](http://ww.olgr.nsw.gov.au/charitable_home.asp) or e-mail: [info@olgr.nsw.gov.au](mailto:info@olgr.nsw.gov.au) or call (02) 9995 0300.



# 14. SPONSORSHIP

## 14.1 GAINING SPONSORSHIP

When deciding who to approach for sponsorship, consider which businesses can best provide the resources or services that you are seeking. They should be a good fit with your event and many companies now have sponsorship guidelines which are usually found on the company's website.

Key steps in obtaining sponsorship include:

- Having a clear sponsorship invitation or 'teaser'
- Targeting selected businesses and organisations
- Arranging meetings
- Tailoring a sponsorship proposal for each organisation you have approached
- Preparing a written agreement once sponsorship has been secured, including clear objectives (have a legal person review a draft)
- Nominating one contact person from your organisation to liaise with the sponsor/s
- Regularly updating your sponsor/s about progress of the event
- Providing the sponsor/s with a report after the event.

More detailed information is available visit [www.events.nsw.gov.au](http://www.events.nsw.gov.au)

## 14.2 RECOGNITION OF SPONSORS (ADVERTISING)

As the event organiser, you may like to think about the ways you will acknowledge different levels of sponsorship such as; Partners, Major Sponsors, Sponsors, Major Supporters, or Supporters.

Including the logos and slogans of your sponsors in all your promotional material is critical in gaining ongoing support for your event.

There are rules around advertising signs and they are outline in Section 9.3 of the guide.

## 14.3 COUNCIL SPONSORSHIP OF EVENTS

Council's corporate sponsorship program offers financial assistance to local organisations running community and charity events and awards ceremonies, especially where the proposed event aligns with Council's overall Event Objectives, which are to develop:

- Destinations that attract people to Liverpool City and
- A major events program that celebrates Liverpool's history, culture and diversity

Sponsorships are assessed on a number of essential and desirable criteria.

Organisations requesting sponsorship need to complete Council's Sponsorship Application Form which can be downloaded from Corporate Sponsorship Application Form.

For further information please call Council's Communications Unit on 9821 9148 or email [communications@liverpool.nsw.gov.au](mailto:communications@liverpool.nsw.gov.au)



# 15. EVALUATING YOUR EVENT

**Your event coordination role does not end when everything is packed away at the end of the day!**

Evaluate your event and assess what worked, what didn't and where improvements could be made. Suggestions for event evaluation include:

- Conducting an attendee's survey
- Asking attendee's if they know who the sponsors were. If large numbers of people associate the sponsor with the event, this can provide invaluable information when renegotiating sponsorships the following year
- Holding a debrief meeting with stakeholders such as staff, regulatory authorities, volunteers, emergency services, sponsors, etc
- Sending out evaluation sheets to key stakeholders, seeking feedback from suppliers, performers, venue managers and security staff as well as those directly involved with co-ordinating the event
- Evaluating the event against the events objectives.

## 15.1 ATTENDEE SURVEY

Liverpool Council is keen to better understand the economic impacts of events for the city and to that end, event organisers are requested to conduct a short survey of attendees and provide a report on the responses to Council within 6 weeks of the event being held.

It is recommended that survey forms be distributed to at least 10% of attendees and wherever possible, the completed surveys should be collected at the time of the event. A sample survey form is included in Attachment 16.

## 15.2 OPERATIONAL ASSESSMENT

Council is also keen to monitor the application, approval and management process in order to help improve the overall experience of event managers and attendees at its designated venues. To this is end, a short questionnaire is to be completed post the event and submitted to Council within 6 weeks of the event being held. Attachment 16 also contains that short questionnaire.





# 16. REFERENCES

Department of Environment and Conservation NSW, Waste Wise Events Guide, 2013, Sydney

Division of Local Government, NSW Department of Premier and Cabinet, Developing a Council Community Events Policy – A Toolkit for NSW Councils, 2011, Nowra

Launceston City Council, Emergency Management Planning for Public Events, 2012, Launceston

Protocol and Special Events Unit, NSW Department of Premier and Cabinet, Event Starter Guide

Redland City Council, Holding Events in Redlands - Event Information Kit, 2013

Thanks to Blue Mountains City Council's Events Co-ordinator for advice and guidance.





**LIVERPOOL  
CITY  
COUNCIL**



---

**LIVERPOOL CITY COUNCIL**

Ground Floor, 33 Moore Street,  
Liverpool NSW 2170



1300 36 2170



[www.liverpool.nsw.gov.au](http://www.liverpool.nsw.gov.au)



[lcc@liverpool.nsw.gov.au](mailto:lcc@liverpool.nsw.gov.au)



NRS 133 677 (for hearing and  
speech impaired callers only)