



Event Management Guide



(Tabulam Races)

Kyogle Council Event Management Guide

INTRODUCTION

The Event Management Guide, Event Starter Checklist and Event Management Plan Templates (EMPT) have been prepared to assist people and organisations that become involved in the management of events to navigate their way through some of the many issues involved in organising an event. In particular, those people organising public, outdoor events in New South Wales should find the guide helpful.

EVENT PLAN

The Event Plan is made up of seven areas as listed in the following table which can be used as a checklist. The attached Event Management Guidelines will assist you develop your event plan.

If you are unsure or this is the first time you have held the event in Kyogle Council Local Government Area, please call Council's Tourism Economic Development Officer for any assistance. Please check out this website it will assist you in planning events and safety guidelines. <http://events.nsw.gov.au/event-starter-guide/1-introduction/>

The most important consideration is timing! It is recommended that you will need to submit your event application into Council at least four (4) months prior to your event. Please ensure that the relevant documents and information is attached. Council staff is available to assist you, if required.

How to use this easy to follow document consisting of 3 parts:

1. **Part 1: Event Starter Checklist:** this is an easy to follow checklist of all the requirements and considerations needed to run an event. It is designed so that people tick the box relevant to their event in each section which refers them to more information in Part 2;
2. **Part 2:** Detailed descriptions of all the considerations and requirements for event organisers with reference to templates, for applications, forms and plans required to run an event, in Part 3 Appendices;
3. **Part 3:** Applications, Forms and Plan Templates.

Table of Contents

INTRODUCTION	2
EVENT PLAN	2
EVENT STARTER CHECKLIST	7
1. EVENT DETAILS	9
1.1 Event	9
1.2 The Venue.....	10
1.3 Contact during Event.....	11
1.4 Patron Details.....	11
1.5 Movie Screening	11
1.6 Aquatic Events	11
1.7 Community Conciliation.....	11
2. COUNCIL APPROVALS	13
2.1 Development Application requirements ...	Error! Bookmark not defined.
2.2 Section 68 Applications.....	Error! Bookmark not defined.
2.3 Approval for Activities within a Road Reserve.....	14
2.4 Workplace Health & Safety.....	14
2.5 Potential Hazards.....	15
2.6 Contingency Plan and Risk Management plan.....	15
2.7 Site Plan.....	15
3. PUBLIC HEALTH	17
3.1 Temporary Food Stalls	17
3.2 Toilets	17
3.3 Alcohol.....	18
3.5 Shelter.....	18
3.4 Water.....	18
3.6 Waste Management	18
3.7 Noise	19
4. PUBLIC SAFETY	20
4.1 Security & Crowd Control.....	20

Kyogle Council Event Management Guide

4.2	Police contact.....	20
4.3	Place of Public Assembly.....	21
4.4	Lighting and Power.....	21
	Lighting & Power Checklist.....	21
4.5	Temporary Structures.....	22
4.6	Fireworks and Pyrotechnics.....	23
4.7	Gas Cylinders.....	23
5.	INSURANCE.....	24
5.1	Liquor licences.....	24
5.2	Public Liability.....	24
6.	TRAFFIC AND PEDESTRIAN MANAGEMENT.....	26
6.1	Traffic Management Plan.....	26
6.2.	Road Closures.....	26
7.	INCIDENT MANAGEMENT PLAN.....	27
7.1	Event / Incident Control Centre.....	27
7.2	Incident Management Plan including First Aid Arrangements.....	27
7.3	Incident Management Contact Details.....	28
7.4	Fire Fighting Equipment.....	28
7.5.	Fire Danger Period.....	28
7.6.	Lost and Stolen Property / Lost Children.....	28
7.7.	Incident Reports.....	29
8.	EVENT PROMOTION.....	30
8.1	Ticketing.....	30
8.2	Signage.....	30
8.3	Health Promotion.....	31
8.4.	Advertising.....	31
9.	DOCUMENT TRACEABILITY.....	32
9.1	Keeping documents and information.....	32
9.2	Documents to be kept.....	32
10.	USEFUL CONTACT NUMBERS.....	33

Kyogle Council Event Management Guide

EVENT MANAGEMENT PLAN TEMPLATES	34
1. EVENT DETAILS	34
1.1 Event	34
1.2. Event Manager Details	35
1.3 Site Plan	36
2. PUBLIC HEALTH	37
2.1 Potential Hazards	37
2.2 Contingency Plan	37
3. REQUIREMENTS FOR TEMPORARY FOOD STALLS	38
3.1 Protection of Food	38
3.2 Washing Facilities	38
3.3 Food Temperature Control	39
3.4 Cooking	39
3.5 Rubbish Disposal	39
3.6 Food Vendors List	40
3.7 Mobile food vending vehicles	41
3.8 Market Food Stalls Registration Form	43
3.9 Alcohol	45
3.10 Toilets	45
3.11 Water	46
3.12 Shelter	46
3.13 Waste Management	46
3.14 Noise	46
3.15 Public Safety	47
4. INSURANCE	52
4.1 Insurance Details	52
5. TRAFFIC AND PEDESTRIAN MANAGEMENT	53
5.1 Traffic Management Plan	533
5.2 Road Closures	533
6. COMMUNITY CONSULTATION	56

Kyogle Council Event Management Guide

7. INCIDENT MANAGEMENT PLAN	57
7.1 Incident Control Centre	57
7.2 Incident Management Contact Details	58
7.3 Fire Fighting Equipment	59
7.4 Fire Danger Period	59
7.5 Lost and Stolen Property / Lost Children	59
7.6 Incident Reports	60
8. EVENT PROMOTION	61
8.1 Ticketing	61
8.2 Signage	61
8.3 Health Promotion	61
8.4 Advertisement	62
9. USEFUL CONTACT NUMBERS	63
10. NOTES	64

Event Starter Checklist

Event Details

- What type of event?
- Where?
- When?
- Estimated number of people attending event?
- Event funding?
- The Venue?
- Contact during event?
- Patron Details?
- Movie Screening?
- Aquatic Events?

Is Council Approval required?

- Development Application requirements
- Section 68 Applications
- Workplace Health and Safety
- Potential Hazards
- Contingency Plan and Risk Management Plan
- Site Plan

Public Health

- Temporary Food Stalls
- Alcohol
- Toilets
- Water
- Shelter
- Waste Management
- Noise

Public Safety

- Security
- Police
- Place of public assembly
- Lighting and Power
- Temporary Structures
- Fireworks and Pyrotechnics
- Gas Cylinders
- Aquatic events

Insurance Details

- Insurance Details

Kyogle Council Event Management Guide

Traffic and Pedestrian Management

- Traffic Management Plan
- Road Closure
- Community Conciliation

Incident Management Plan

- Event / Incident Control Centre
- First Aid Arrangements
- Incident Management Contact Details
- Fire Fighting Equipment
- Fire Danger Period. Ensure RFS has been notified, if applicable.
- Lost and Stolen Property / Lost Children
- Incident Reports

Event Promotion

- Ticketing
- Signage
- Health Promotion
- Advertising

Document Traceability

- Keeping Documents and Information
- Documents to be Kept

Useful Contact Numbers

1 EVENT DETAILS

1.1 Event

In this section you should provide a general overview of your event and be as specific as possible about the activities you are proposing to conduct at the event.

- What type of event
- Where
- When
- Estimated number of people attending event
- Event funding:
 - Government Grants
 - Council Funding
 - Sponsorship and Donations
 - Ticket sales

How to fund an event should be one of the earliest considerations for event organisers. Methods for obtaining funding are:-

- **Government Grants:**

The State and Federal Governments have business and development funding programs to assist the tourism industry. To find out more go to this website; <http://www.destinationnsw.com.au/tourism/business-development-resources/funding-and-grants>

- **Council Funding:**

The Futures Funding program provides funds for community groups and not for profit organisations to undertake community and economic development projects that benefit communities within the Kyogle Council Local Government Area (LGA). Applications for funding are assessed by the Futures Committee of Kyogle Council, a sub-committee of the Community, Cultural and Economic Committee. The principal objective of Futures Funding is to create partnerships between community and Council in order to deliver the outcomes identified as priorities to the Council and community. For more information and application forms go to:

http://www.kyogle.nsw.gov.au/cp_content/resources/Futures_Funding_Eligibility_July_2010.pdf

- **Sponsorship and Donations:**

This is the most highly recommended form of funding a local event because if the local business community support an event it will increase the marketing and patronage of the event. Sponsorships and donations:-

- Cover expenses
- Increase exposure of both the sponsor and your event
- Create event credibility

Kyogle Council Event Management Guide

Note: cash sponsorships tend to require a longer sales cycle (at least six months) because actual budgets are involved.

- **Ticket Sales:**

There are many ticketing strategies to obtain the best value from ticket sales, such as varying ticket pricing to cap the number of participants, selling according to seat allocations and the timing of the sale (early bird specials). Using a ticketing agency will widen the distribution but would provide less profit margin as fees apply.

Event Description: When providing a **description of the event** ensure that as many details as possible are included so that anyone reading this plan will be able to easily understand the nature of the event. Provide a brief outline of the event's attractions. Include sufficient detail to ensure that the stakeholders are aware of the entertainment, main attractions, key times and locations.

- Is the venue outdoors or indoors?
- In a hall or stadium?
- At parklands, a river, a beach or at another venue?

Include information about whether there are combinations of sites, e.g. both indoor and outdoor. This can have a bearing on the capacity of the event as well as crowd movement within the event. Time is generally required for setting up prior to an event and time is required after an event to return the venue to its original condition. Ensure that the venue manager knows how much time is required.

(See Event Management Plan Template 1, page 34)

1.2 The Venue

The selection and design of the venue will have a significant impact on all components of event planning and on the overall safety and success of the event. In the selection of a venue consider the following:

- services and utilities available on site;
- movement of people within the site;
- crowd regulation and overspill areas;
- access to site for patrons;
- access to site for emergency vehicles;
- hazards in and around the area;
- potential impact on the local environment;
- road access in wet weather;
- traffic flows/parking;
- provision for disabled people; and
- agreement of key stakeholders on selection of site/venue.

1.3 Contact during Event

A well-identified, well-located and well-publicised information centre on site, serviced by knowledgeable staff, can provide a full range of information services to patrons. Remember to mark the location of the information centre on the site plan.

The event manager must be contactable throughout the event planning, conducting and evaluation processes. During the event, it is essential that the event manager can be contacted at all times by staff and other stakeholders. The event manager's role and responsibility includes organising, resourcing, creative directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison.

1.4 Patron Details

The target audience is the main group of people expected to attend the event, e.g. families, singles, under18s, 18-25 year-olds, middle aged and/or senior citizens.

1.5 Movie Screening

The screening of movies on Council land is permitted provided the classification of the movie is a G or PG rating. The organiser must advertise the movie classification on all promotional material so that members of the public are fully informed of the movie classification. The organiser must provide Council with details of the name of the movie and the relevant classification.

1.6 Aquatic Events

Water-based activities are unique and require considered planning for the safety of event participants, spectators and general water way users. Event organisers will need to supply details of all water based activities and a copy of your water safety management plan (including self-sufficiency for rescue provisions should a participant encounter difficulty whilst in the water).

1.7 Community Conciliation

One of the best ways to ensure the event is successful (and has longevity) is to have minimal impact on the area surrounding the event. Please consider this in your planning, with special attention to the following:

- Site identification and usage – generators and stage placement and direction of amplified sound to be directed away from residences/businesses; growth of the event and site suitability into the future;

Kyogle Council Event Management Guide

- Setup and clean up – installation and removal of infrastructure e.g. marquees, staging, toilets etc.
- Noise – public address announcements, music, entertainment or crowds;
- Road closures (refer 6.2) – access for residents/businesses; and/or
- Fireworks (refer 4.6) – impacts for local residents and their pets.

To minimise these impacts, appropriate methods of community consultation and pre-event communication should be undertaken, e.g. letter box drops, public notices, advertisements, etc.

Event approval will not be given until a satisfactory outcome of consultation has been received by Council.

2 COUNCIL APPROVALS

2.1 When does an event require development consent?

A temporary event may require Development Consent from Council if its scale, frequency, duration or location is likely to generate significant noise or traffic movements or it has the potential to cause environmental harm or impact the amenity of nearby properties. Development consent can be granted through a Complying Development Certificate or a Development Consent.

Schedule 3 of the Kyogle Local Environmental Plan 2012 allows Council to issue a Complying Development Certificate for a Single Day Event where the event:

- Is not to be held in a residential zone (R1, R3, R5).
- Will not exceed 16.5 hours in duration.
- Is not to be held on a biennial or more regular basis.
- Has an approved vehicular access point to a public road constructed to Council's design and construction specifications.

There are a number of conditions that attach to a Complying Development Certificate for a Single Day Event. Please contact Council's Planning and Environment Department to ascertain whether your planned event can be dealt with through a Complying Development Certificate and if so, how to make an application.

If the proposed event does not meet the conditions specified above it may require development consent to be obtained through a development application. Please contact Council's Planning and Environment Department to ascertain whether your event will require Development Consent. To allow Council sufficient time to assess your application you will need to submit a Development Application to Council at least four (4) months before the planned event date. Contact Council's Planning and Environment Department to discuss the requirements and the process for making a development application.

2.2 When does an event require Council approval under s68 of the Local Government Act?

In accordance with Section 68 of the Local Government Act 1993 certain activities require approval from Council including:

- installation of temporary structures;
- operating a public car park;
- carrying out activities, trade, entertainment or events on public land;
- managing waste; and/or
- operating a public caravan park or camping ground.

2.3 Approval for Activities within a Road Reserve

The requirement for obtaining approval under the Roads Act for any activities proposed within the public road reserve and the application process for the same are available on the RMS website:

- http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf
- http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf

2.4 Workplace Health and Safety

Workplace Health and Safety (WHS) is a cross-disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment. The goal of WHS programs is to foster a safe and healthy work environment. As secondary effects, WHS may also protect co-workers, family members, employers, customers, suppliers, nearby communities and other members of the public who are impacted by the workplace environment.

Work Health and Safety Act 2011 No 10

- (1) For the purposes of this Act, a person conducts a business or undertaking:
 - (a) whether the person conducts the business or undertaking alone or with others; and*
 - (b) whether or not the business or undertaking is conducted for profit or gain.**
- (2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.*
- (3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.*
- (4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.*
- (5) An elected member of a local authority does not in that capacity conduct a business or undertaking.*
- (6) The regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act.*
- (7) A volunteer association does not conduct a business or undertaking for the purposes of this Act.*
- (8) In this section, volunteer association means a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.*

Definitions:

- (1) A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.*
- (2) In this section, place includes:
 - (a) A vehicle, vessel, aircraft or other mobile structure, and*
 - (b) Any waters and any installation on land, on the bed of any waters or floating on any waters.**

(Source: <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+10+2011+cd+0+N>)

Kyogle Council Event Management Guide

2.5 Potential Hazards

When selecting a site, especially for an outdoor event, do a “Risk Assessment” for any potential hazards in the area. Hazards may include:

- slip, trips and falls;
- terrain – small holes that can twist ankles, for example;
- proximity to water bodies;
- wildlife/fauna, including insects and snakes;
- bushfire potential;
- high winds;
- extremes of temperature;
- fit outs within buildings and structures; and
- chemicals stored on site.

This list is not exhaustive. The event manager must ensure that all hazards appropriate to the event have been addressed. List the identified hazards at the selected site and the action taken to minimise the risk.

2.6 Contingency Plan and Risk Management plan

Has a contingency plan been considered for the event, for example, if an outside activity, in case it rains?

Kyogle Council WH&S Officer will be able to offer advice with Risk Assessments. Phone Kyogle Council on 02 66321611.

2.7 Site Plan

The aim of this section is to help you formulate a comprehensive map or plan of the site. You will need to consider potential hazards, access and exits for emergency services and other needs such as pedestrians, traffic and shelter. The following are some considerations to get you on the right track.

- Where are the designated evacuation points?
- Take note of where the fire extinguishers are located – take note also of their tags and when they were last tested (note they should be tested every 6 months).
- Are gas bottles tagged appropriately and when were they last serviced?

A site plan is a map of the event and is essential for event planning and management. All key stakeholders can use it as part of the planning process, with consultation as to its final layout. The site plan must be easy to interpret and be posted strategically around the site for use by patrons. The site plan can be distributed for setting up the event and is also invaluable in an emergency. Use the checklist below to determine what must be shown on the site map. Use a simple grid format and include surrounding streets and landmarks. Entrances, exits, Event Coordination Centre, Emergency Co-ordination Centre, vendor locations, first aid posts, toilets, phones, security and licensed areas should be highlighted.

Site Plan Checklist

- Event and Incident
- Coordination centre
- First Aid posts
- Main Power/Water/Gas control
- Non-alcohol areas
- Licensed liquor consumption areas
- Picnic/Quiet areas
- Entrances & exits
- Information centre
- Taxi & Bus stops
- Entertainment sites
- Toilets and Toilet Blocks - state whether mobile
- Stage location
- Pedestrian route/s including emergency exit routes
- Restricted Areas
- Liquor outlets
- Lost kids/property
- Public telephones
- Rubbish bins
- Security locations
- Seating
- Drainage pits
- Food/Vendors/Stalls
- Media
- Sharps Containers
- Drinking water sites
- Vehicle access routes
- Emergency access & exit routes – Emergency Vehicles
- Parking
- Fire fighting equipment
- Fire Extinguishers
- Fire Blankets
- Hose Reels
- Hydrants

3 PUBLIC HEALTH

3.1 Temporary Food Stalls

The provision of a variety of high quality, affordable food at public events contributes to the comfort of patrons, reduces effects of alcohol consumption and can increase revenue. Selling food at or near liquor sale points is essential.

A one day food stall is defined as a food stall used for selling any article of food of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material (or a food stall within an existing building). A detail of the food businesses and type of food being provided at the event is essential.

3.2 Toilets

The number of toilets to be provided will depend on a number of factors including:

- anticipated crowd numbers;
- the sex of patrons (women require more facilities than men);
- if alcohol will be available; and
- the duration of the event.

The 2008 Australian Building Code states:

“Sanitary facilities must as far as practicable be provided, within a 50m distance from a *temporary* structure according to the numbers set out in the Table below. If existing facilities are not adequate, additional portable units must be made available. A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplies regularly and de-sludged as often as necessary.”

Sanitary facilities to be provided	Closet fixtures			Urinals			Washbasins		
	1	2	Each Extra	1	2	Each Extra	1	2	Each Extra
Number of males	100	300	200	50	100	50	50	200	200
Number of females	25	50	50	-	-	-	50	150	200

1. Where the number of male patrons exceeds 250, not less than 5 urinals must be provided plus one additional urinal for every additional 100 males in excess of 250.
2. Where the number of female patrons exceeds 250, not less than 6 closet fixtures must be provided plus 1 additional closet fixture for every 100 females in excess of 250.

Kyogle Council Event Management Guide

3.3 Alcohol

If you intend selling or supplying alcohol at the event, a liquor licence must be obtained from the Licensing Commission. If alcohol is BYO to the event, the consent of local authorities required. For more information go to http://www.olgr.nsw.gov.au/liquor_licensees_new.asp

3.4 Water

Events must have sufficient supply of freely available potable water and clear directional signage to water. Outdoor events that expose patrons to the elements must take due care for their health and comfort. At outdoor events, organisers must provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A wash basin does not constitute a drinking fountain or tap.

- How will extra water be supplied to patrons on very hot days, if needed?
- What is the source of water?

3.5 Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers (including First Aiders) may be located for an extended period of time and where weather conditions dictate that it is required.

This may include:

- transport pick up and set down areas;
- spectator and official viewing areas;
- seated eating areas;
- pedestrian thoroughfares;
- First Aid areas and Event management centre;
- competitor and officials' marshalling areas;
- entrances and ticketing areas; and
- optional area for patrons when needed.

3.6 Waste Management

Kyogle Council is committed to recycling and requests that all necessary steps are taken to minimise waste and encourage recycling during and after the event. The following is a guide to the types of waste you will be likely to manage at the event:

- **General rubbish** - bins must be placed around the entire event site and close to areas where food is being sold or consumed.
- **Recyclable items** - clearly identified recycle bins must be placed side by side with general rubbish bins (not back to back).
- **Food providers and stall holders waste** - food providers and stall holders should have bins for their own waste disposal. These bins should be placed well away from any food consumption, preparation or storage areas.
- **Toilet facilities waste** - refer to amenities guidelines.

Kyogle Council Event Management Guide

Council recommends as a guide the minimum number of bins for attendee use (not to include existing bin infrastructure), as follows:

- 1 x 240L bin per 100 attendees – if no food or drinks served/sold
- 2 x 240L bins per 100 attendees – if food or drinks served/sold
- 2 x 240L recycle bin per 100 attendees
- 1 x 3m front load skip bin for greater than 1,000 attendees

Bins can be obtained by contacting one of the various Waste Service Operators listed in the Yellow Pages directory.

- What arrangements have been made for extra bins for the event?
- What arrangements have been made for rubbish to be appropriately removed?

3.7 Noise

Event Managers must take all reasonable and practical measures to minimise noise nuisance. Consideration given to the placement of your stage area can assist with this (including directing speakers away from residents/businesses). Council recommends you use sound level monitoring equipment throughout the duration of the event. 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 minimize disruption to local residents and businesses.

Under the Environmental Pollution Management and Pollution Control (Miscellaneous Noise) Regulations 1994 states that noise is permitted -

7 am - 6 pm..... Monday to Friday
8 am - 6 pm..... Saturday
10 am - 6 pm..... Sunday, Good Friday and Christmas Day
Other times are subject to Council's discretion.

4 PUBLIC SAFETY

4.1 Security & Crowd Control

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. The event organising committee needs to examine the risks involved with the event by asking for example, “What could happen?” or “What if?” The answers will determine whether police, private uniformed security or peer security is required. Event managers should consider security in relation to cash security, asset protection, crowd management and public safety. A professional, friendly and active approach to security will prevent confrontations and contribute to a positive atmosphere at the event.

4.2 Police contact

It would be preferable to encourage organisers/managers to approach the Licensing Officer at the relevant police station. Licensing Officers are specialist officers who have specialist knowledge and experience when it comes to interpretation and knowledge of the liquor laws. Many Licensing Officers also have experience and expertise with safe event planning. However, it is also recognised that some police stations do not have Licensing Officers so contact should be made with the Duty Officer. It may also be necessary to speak with other police who will be interested in issues such as crowd and traffic control, anti-social behaviour and supervision of the event and the surrounding neighbourhood.

NOTE: *It is important that you provide a copy of the Event Management Plan to your local Police so they are informed of all aspects of the Event and can assist you fully in the successful management of your event.*

They will need to know the following:

- *event venue details*
- *direct contact number for the Event Manager*
- *name and contact number of the contracted security firm*
- *emergency services provisions*
- *emergency and evacuation procedures*
- *details of road closures*

Kyogle Council Event Management Guide

4.3 Place of Public Assembly

Should your event be enclosed, the following requirements relating to the number of exits and width of same apply as per the 2008 Australia Building Code.

Number of exits and widths

Accommodation provided (persons)	Number of Exits Required	Aggregate Width of Exits (mm)
1-25	1	1000
26-50	1	1500
51-75	2	2000
76-100	2	2500
101-200	3	3000
201-400	3	4000
401-600	4	6000
601-800	5	8000
801-1000	5	9000
Over 1000	5 plus additional exit for each additional 450 persons or part thereof	9000 plus 500 for each additional persons or part thereof

Note:

- Where only one *exit* is provided, that *exit* must be at least 1000 mm wide.
- Where 2 *exits* are provided, each must be at least 1000 mm wide.
- Width may be reduced by 250 mm at doorways.

4.4 Lighting and Power

Even in venues darkened for the performance, lighting should always be adequate to identify exits, as well as corridors and aisles leading to them. Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system. The latter should permit directions to be given to spectators in a power failure, thereby alleviating panic.

As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency. The location of the controls for these lights and the operation of the controls must be known to those on-site responsible for emergencies.

Lighting & Power Checklist

- All electrical equipment, including extension leads, tested and tagged in accordance with AS3760;
- Extension leads tagged with the owner's name;
- Portable electrical equipment is double insulated or earth-leakage protected;
- All flexible and extension leads are supported at least 2 metres above the ground. If this is not practicable in small specific areas subject to foot traffic,

Kyogle Council Event Management Guide

extension and flexible leads are laid out so as to ensure they do not pose a trip hazard or an obstruction that denies safe access to the area.

- Leads on the ground are clear of moisture wherever possible and are covered with adhesive duct tape or ground mats to remove potential trip hazards.

Other things to include in your event management plan:

- Do you have emergency power and lighting?
- If so, describe emergency power and lighting systems.

It is recommended that an electrician be available for the event.

4.5 Temporary Structures

Temporary Structures include:

- a stage or platform exceeding 150 m;
- a tent, marquee or booth with a floor area greater than the specifications below;
- a seating stand that accommodates more than 20 persons; or
- a prefabricated building exceeding 100 m.

The erection of booths, tents and gazebos must comply with the *Building Act 2000*. If the temporary structures are erected for not more than 10 days at one time, they **do not** require a Temporary Occupancy Permit from Council **if**:

4.5.1 A booth, tent or gazebo with a maximum area of 20m², which

- is open on at least one side when occupied; and
- does not contain an ignitable fuel source; and
- is at least 1.8m from a mobile food premises.

4.5.2 A booth, tent or gazebo as described in 4.5.1 above, is part of a group of such temporary structures, provided that:

- the area of the group does not exceed 80m²; and
- the group is located at least 1.8m from any other booth, tent, building, structure or mobile food premises.

4.5.3 If your Temporary Structure, whether a booth, tent or gazebo, contains an ignitable fuel source and

- has a maximum area of greater than 10m²; and
- is not open on at least one side when occupied; and
- is not located at least 1.8m from any other booth, tent, building, structure or mobile food premises,

then you must contact an accredited Building Surveyor for the necessary permit to lodge with this application.

4.6 Fireworks/Pyrotechnics

Type 2 and 3 fireworks are only to be carried out by licenced pyrotechnicians. Workplace Standards assesses pyrotechnic experience and qualifications to operate and conduct fireworks. The uses of any naked flame or shooting devices are to be approved by an approved building surveyor. Persons not holding a licence must apply for a permit from the Workplace Standards for a single occasion.

The Council, workplace health and safety officer and fire services must still be notified of an event involving pyrotechnics or Chinese fire crackers and, if the event is on Council land, must be a signatory to the initial permit application.

4.7 Gas Cylinders

At many events, portable pressurised gas cylinders are used to inflate children's balloons, carbonate beverages, provide cooking fuel, etc. Frequently such cylinders are not secured, or are merely fastened to a two-wheeled hand trolley used to move them, which itself is not independently secured.

Gas cylinders must comply with AS 1596-1989 and AG601-1995. They should be checked and approved by the Workplace Standards N.S.W prior to installation.

5. INSURANCE

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is highly recommended, and may be mandatory, that event managers have comprehensive public liability insurance. Insurance cover should also include property and equipment.

5.1 Liquor licences

The sale and supply of alcohol is governed by the *Liquor Act 1982* and the *Registered Clubs Act 1976*, administered by the Department of Gaming and Racing. The Licensing Court, the Liquor Administration Board, inspectors with the Department of Gaming and Racing and the NSW Police are all, in various ways, responsible for the day-to-day application and enforcement of the liquor laws.

A liquor licence is required at any event where alcohol is to be sold. This includes events where alcohol is included in the ticket price or, for example, where a donation is required for entry to the venue or to obtain alcohol.

Non-profit organisations are able to apply to the **Licensing Court** (www.dgr.nsw.gov.au) for one of two types of function licences - a permanent function licence or a temporary function licence. These licences allow alcohol to be sold at a function approved by the Court.

Alcohol can also be sold or supplied at functions and events through the use of an existing caterer's or hotelier's licence, or through the use of a permanent liquor licence that already exists at the venue where the event will be held (such as a public hall or university licence).

5.2 Public Liability

There is increasing government and community awareness of the legal responsibilities of event managers, specifically in relation to duty of care, negligence and workplace health and safety issues. No one wants to be personally liable for any incidents that occur at an event. It is therefore recommended that event managers obtain comprehensive insurance coverage and legal advice in relation to possible public liability, indemnity, volunteers, copyright and contractual claims.

Kyogle Council Event Management Guide

A detailed Register of Incidents is to be used to record incidents that occur before, during and after the event. This could be invaluable if legal action is taken against the event organisers or the event manager.

Insurance cover should also be arranged for property and equipment. Such asset protection is essential for the event manager.

5.3 Health and Safety Permits

A major public event must meet a variety of safety requirements set by local councils and government departments - for example, food handling and waste disposal requirements.

Contact the Council well in advance as there will be a lead time to lodge applications for licences and permits. A copy of the Event Management Plan should accompany any applications.

Consultation with stakeholders in the planning process will assist in determining the types of permits which are required for the event. Fire safety permits, food vendor permits, parade permits, fireworks permits and road closure permits must all be sought through the relevant bodies.

6. TRAFFIC AND PEDESTRIAN MANAGEMENT

6.1 Traffic Management Plan

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Event organisers must make arrangements for the following:

- Adequate car parking space, including over-flow parking;
- Access for people with disabilities;
- Preferred access routes to the venue;
- Adequate lighting; and/or
- Shuttle buses where venue/activity covers a large area

6.2. Road Closures

Will there be any road closures for the event? If yes, what roads will be closed?

If there will be road closures, the development of a traffic management plan, application to Council, approval and advertising is essential well in advance of your event - at least six (6) weeks prior to the event.

On lodgement of the information, Council officers will inspect the area for the proposed temporary street closure and advise the applicant if it is practical and safe to do so for the purpose of conducting the event. No closure may extend beyond 12 midnight on any day unless permission in writing is obtained from Council prior to the event and compliance with all Council local laws is mandatory.

The closure will apply only to that section of street nominated as approved by Council and it is the responsibility of the applicant to provide evidence that emergency services have been notified of the temporary street closure.

If approved, Council will advertise the proposed closure at the expense of the Event Managers.

The street closure is to be effected using appropriate barricades, warning signs and warning lights as detailed in the Traffic Management Plan submitted.

The Event Manager will be responsible for the clearing of rubbish from the area following the event. Non-compliance will result in Council invoicing the applicant for undertaking this work.

7. INCIDENT MANAGEMENT PLAN

7.1 Event/Incident Control Centre

All event organisers and staff need to be in contact throughout the event through the Event/Incident Control Centre. Organisers may have a representative at the Event/Incident Control Centre to facilitate the provision and dissemination of information.

Event Organisers must be able to communicate with the crowd both for public announcements and in emergencies. Control Centres must be accessible to ambulances and other Emergency Service vehicles.

7.2 Incident Management Plan including First Aid Arrangements

The event must have a formal, written Incident Management Plan.

The plan should be provided to all event organisers, key stakeholders, Police and Emergency Service personnel. Local Emergency Service personnel should be contacted **at least two weeks prior to the event**.

The plan should include detailed First Aid arrangements for on-site emergencies not requiring outside help.

- Who are the event's first aid officers?
- Will the local Ambulance service be in attendance?
- Incident forms (see Template 7.6)
- Have the Police been contacted prior to the event? Who is the local contact for Police? Identify contact details.
- Has the Fire Service been contacted prior to the event? Who is the local contact for the Fire Service? Identify contact details.
- Has the Ambulance Service been contacted prior to the event? Who is the contact for the local Ambulance Service? Identify contact details.
- Has the local Hospital been contacted prior to the event? Who is the contact for the local Hospital? Identify contact details.
- Specify arrangements to request further Police and other Emergency Services assistance, if required.
- Identify meeting points for emergency services.
- Identify access and egress routes.
- How will communication be conducted on the day?

Note: In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the Police.

7.3 Incident Management Contact Details

Who will be the designated contact people for any incident? Identify their contact details.

7.4 Fire Fighting Equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?

7.5. Fire Danger Period

During the months from December to March fire danger is high. Consult with the fire authority as to how fire danger can be minimised. For outdoor events held on public land, the land manager may require a fire plan to be completed as a condition of a permit.

On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stalls marquees or in the open. Fire fighting equipment must be supplied.

The local Fire Service must be consulted if the event is to be conducted on a day of total fire ban or during the fire danger period.

7.6. Lost and Stolen Property/Lost Children

What arrangements have been made for lost or stolen property and lost children? Show location on site map.

Kyogle Council Event Management Guide

7.7. Incident Reports

All incidents are to be recorded in the following format:

Name of Event:

Event Manager:

Date and Time of Incident	Description of Incident/Persons Involved	Name, Address, Phone Number	Action Taken

8. EVENT PROMOTION

8.1 Ticketing

Event managers may choose to structure the ticketing so that they can predict and control the crowd size, segment the crowd by using a number of entrances, or stagger crowd arrival by specifying entry times. This is important in achieving crowd control. Will there be advanced ticketing or tickets purchased at the event or both?

Advanced tickets can provide:

- Event details;
- Event services information;
- Entry details;
- Transport arrangements;
- Health promotion and publicity material;
- Maps;
- Patron information regarding restrictions; and
- Gate opening and closing times.

8.2 Signage

Clear appropriate signage is essential as well as appropriate signs help inform and direct patrons to:

- Main On Site Information Centre;
- Parking;
- Entrance Conditions;
- First Aid Services;
- Toilet Facilities; and/or
- Rules relating to the serving and consumption of alcohol.

Signs should be strategically placed so patrons are informed before entering the event. This minimises conflict and congestion at entry and exit points. Signs must be displayed at all licensed areas.

The Department of Gaming and Racing can assist event managers to obtain and develop signage.

8.3 Health Promotion

Have you considered health promotion material? For example:

- glass containers are not permitted;
- bags and coolers will be searched;
- public transport will be available;
- don't drink and drive; and/or
- food and snacks will be available.

8.4. Advertising

A clear and well sequenced promotion and media strategy can significantly influence the expectations and subsequent behaviour of patrons.

Important information to promote the event is the When? Where? and the dates and times?

Pre-event messages should also promote:

- the focus of the event;
- restrictions on the provision and consumption of alcohol;
- safe drinking practices;
- availability of food;
- entertainment; and
- transport.

9. Document Traceability

9.1 Keeping documents and information

There are many important documents which must be kept for legal and insurance purposes. The event manager must take responsibility for this and ensure that records are in good order and readily available.

There are a number of benefits of maintaining a structured filing system.

- Firstly, to ensure that all approvals and permits have been granted and to keep the details of the conditions of the permits at hand for easy reference.
- Secondly, to maintain copies of insurance documents in case of a claim.

Documents will be required in the event of a complaint or a court case.

Compiling a file will demonstrate that the event manager was prepared and organised before the event and this could assist in any lawsuit brought against the event manager or organising committee. There are also obvious benefits for future planning in keeping a record. Any subsequent events will be easier to plan if there are records and examples of documents to be used as a starting point.

9.2 Documents to be kept

A typical event will create a large amount of paperwork and a copy of each item should remain on file. It is easy to forget that the documentation for an event will take many forms. Permits, policies, correspondence, promotional material, tickets, contracts, accounts and records of meetings are only a few of the documents involved. It is important to ensure that if other members of the committee are charged with the responsibility of completing various tasks that they also maintain records and pass on copies of all documents to the person who is maintaining the master file.

10. USEFUL CONTACT NUMBERS

It may be useful to have a collated list of contact details and to consider some additional contacts that may be useful on the day.

It is important that a record of contact with various stakeholders is kept on file. These details are useful in the planning phase of the event as well as being useful for any future events. The log can be kept in a diary or a separate book and should include the date, organisation, contact person and details of the conversation.

Event Management Plan Templates

1. EVENT DETAILS

1.1 Event

Name of Event:

Address of Event:

.....

Details of Venue:

Details of how your event will run, including details of all activities:

.....
.....
.....
.....
.....
.....
.....
.....

Estimated Number of People expected to attend:

.....

Date and Time Set Up Commences:

.....

Date and Time Event starts or is open to the public:

.....

Date and Time Event Finishes:

.....

Date and Time dismantling commences and anticipation conclusion time:

.....

Day 1 Start: Finish:

Day 2 Start: Finish:

Day 3 Start: Finish:

Day 4 Start: Finish:

Day 5 Start: Finish:

Day 6 Start: Finish:

Kyogle Council Event Management Guide

1.2. Event Manager Details

Event Manager:

Address:

.....

Phone (Work): Phone (Home):

Fax:

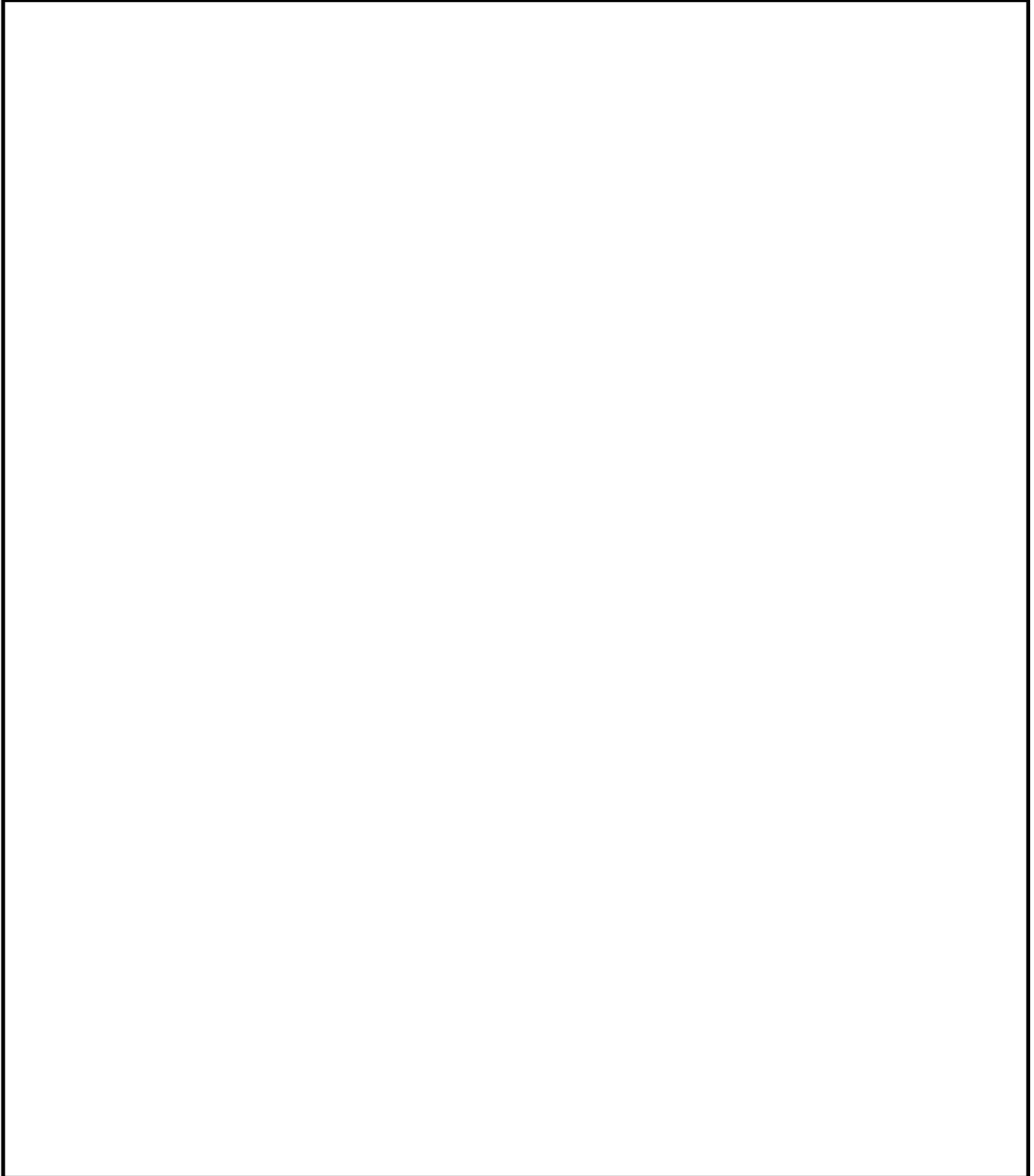
Email:

Contact during Event:

Phone: Mobile:

1.3 Site Plan

Include meeting points for emergency services



2. PUBLIC HEALTH

2.1 Potential Hazards

List the identified hazards at the selected site and the action taken to minimise the risk.

Action to Minimise Risk

Hazards Identified For Each Activity	Action to Minimise Risk

(Note: You may need another page)

Policy Number and Expiry Date:
.....

Public Liability Value and Asset Value:
.....

2.2 Contingency Plan

Consider things that can go wrong: (for example)

Rain.....

Contingency details:
.....
.....
.....

(Note: you may need a separate document for this).

3. REQUIREMENTS FOR TEMPORARY FOOD STALLS TO BE PROVIDED TO THE FOOD VENDOR

A one day food stall is defined as a food stall, used for selling any article of food, of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material (or a food stall within an existing building).

The stallholder **MUST** hold a current permit to operate a food vending activity.

3.1 Protection of Food

- 3.1.1. Disposable eating and drinking utensils only shall be used.
- 3.1.2. All food stored inside the stall must be stored above the ground and be covered or in closed containers.
- 3.1.3. All food stored shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of a sandwich display type counter, Perspex glass sneeze guards or clear plastic siding to the stall.
- 3.1.4. All condiments such as sauce, mustard etc. shall be contained in squeeze type dispensers or in individual sealed packs.
- 3.1.5. All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior for distribution to the public.
- 3.1.6. Drinking straws, paper cups, spoons etc. shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 3.1.7. Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

a. Washing Facilities

- 3.2.1. Food stalls proposing to operate for a period of time exceeding four (4) hours are to have provided within the stall, separate hand washing and utensil washing facilities.
- 3.2.2. Disposable towels and liquid soap are required in all instances.

3.3 Food Temperature Control

- 3.3.1. All takeaway food prepared on the stall shall be for immediate sale and consumption, unless a suitable food warmer or food display maintaining the food at a temperature of at least 60°C (hot foods) , or below 5° C (cold foods), is provided.
- 3.3.2. Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle or any similar food which promotes bacterial growth shall not be sold from a one day stall unless stored or displayed under refrigerated conditions as prescribed in Standard 3.2.2 Food Safety Practices and General Requirements (National Food Standards Australia)
- 3.3.3. All raw food and perishable foods such as steaks, hamburger patties, hot dogs etc., shall be stored in a portable cooler, together with an adequate supply of ice or cooling medium.

3.4 Cooking

- 3.4.1. All heating and cooking equipment, including open flame barbecues and cooking plates, shall be located within the stall or otherwise suitably protected from contamination.
- 3.4.2. Raw foods waiting cooking and foods which have been cooked shall not be displayed outside the stall. Raw food waiting cooking shall not be stored or held outside the stall except in enclosed containers containing ice or other cooling mediums.
- 3.4.3. The cooking area shall be kept free of dust borne contamination and droplet infection. (That is, coughing, sneezing, etc. by the public).
- 3.4.4. Cooking and heating equipment shall not be within reach of the public.
- 3.4.5. A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.

3.5 Rubbish Disposal

- 3.5.1. Suitable garbage receptacles shall be provided near the stall for the public to dispose of used takeaway food containers and the like.
- 3.5.2. Adequate arrangements shall be made for the storage and frequent removal of garbage generated inside and outside the food stall.

Kyogle Council Event Management Guide

3.6 Food Vendors' List

	Business/Vendor Name	Contact Phone during event	Type of Food	Council Reg. No & Event Permit No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

There is a fee to be remitted with the completed application unless the stallholder is a charitable organisation, in which case there is no cost.

For clarification on your eligibility as a charitable organisation or any other enquiries in relation to this application, please contact Kyogle Council's Environmental Health Officer on (02) 6632 611.

Kyogle Council Event Management Guide

3.7 Mobile food vending vehicles

Application is hereby made for an interim approval under the Local Government Act, 1993 for a street food vending / mobile food vending vehicle approval. The Licence / Registration fee of \$250 is enclosed herewith.

Category (please tick):

- | | | |
|--|---|--|
| <input type="checkbox"/> Category 1
On-site food preparation | <input type="checkbox"/> Category 2
One step low hazard | <input type="checkbox"/> Category 3
Pre-wrapped and bottled food preparation foods |
|--|---|--|

Trading Name:

Proprietor/s:

Full Postal Address:.....

.....Post Code:

Is food prepared and/or stored at the above address? Yes No

Telephone Business: Mobile:

Telephone Private:

Proposed Location of Trading:

Proposed Time and Days of Operation:

Registration Number of Vehicle:

Description of Food Operation:
(Range & type of food to be sold, wrapped or un-wrapped form, hot or cold etc):

.....

.....

.....

.....

Note: In the case of packaged foods labelling is to be in compliance with the Food Safety Standards. An ingredient and nutritional information panel label is required. Please refer to the following web site – www.foodstandards.gov.au or contact Council for further information.

Kyogle Council Event Management Guide

In what manner will the food be transported?

.....
.....

In the case of food requiring temperature control, how do you intend to keep the food hot or cold?

.....
.....

Type of business (e.g. *cafe, bake house, restaurant, etc.*)

.....

Types of food?

.....
.....

For Mobile Food Business - vehicle registration number and address where garaged.....

Proposed hours of operation (or attendance on site):

Mon.....	Tue.....	Wed.....
Thu.....	Fri.....	Sat.....
Sun.....		

Details of any proposed or operational quality assurance program, food safety plan or other approved food safety management system. (*Please attach details if insufficient space*).

.....
.....
.....

...../...../.....
Signature of Proprietor/s Date

Kyogle Council Event Management Guide

3.8 Market Food Stalls Registration Form

I/We provide the following details for inclusion in Council's Market Food Stall Vendors' Register.

The registration/inspection fee of \$..... is enclosed herewith. I/We realise that further fees may be levied if the stall is not maintained in accordance with the requirements of the North Coast Market Food Stall Code.

Category (please tick):

Category 1
On-site food preparation

Category 2
One step low hazard

Category 3
Pre-wrapped and bottled food preparation foods

Trading Name of Stall:.....

Proprietor/s of Stall:.....

Full Postal Address:.....

.....Post Code:.....

At this address is food prepared and/or stored: Yes No

Telephone: Business:..... Mobile:.....
Private:.....

Description of Food Operation:

(Range & type of food to be sold, wrapped or un-wrapped form, hot or cold etc):.....

.....
.....
.....
.....
.....

Note: In the case of packaged foods labelling is to be in compliance with the Food Safety Standards. An ingredient and nutritional information panel label is required. Please refer to the following web site – www.foodstandards.gov.au or contact Council for further information.

Kyogle Council Event Management Guide

In what manner will the food be transported to market?

.....

In the case of food requiring temperature control, how do you intend to keep it hot or cold?

.....

.....

Is your stall a: Mobile Vehicle/Trailer Tent Other

Registration details:.....

Does your stall comply with the construction and operational requirements of the North Coast Market Food Stall Policy? Yes No

Proposed Markets to be Attended:.....

..... /...../.....

Type of business (*e.g. Cafe, Bake house, Restaurant etc*)

.....

Types of Food.....

.

.....

For Mobile Food Business:

Vehicle registration number and address where garaged:

.....

Proposed hours of operation (*or attendance on site*):

Mon..... Tue..... Wed.....

Thu..... Fri..... Sat.....

Sun.....

Details of any proposed or operational quality assurance program, food safety plan or other

Kyogle Council Event Management Guide

Approved food safety management system (*Please attach details if insufficient space*).

.....

.....

.....

Signature of Proprietor/s:

Date.....

3.9 Alcohol

Will there be alcohol at the event? YES/ NO

If yes, will alcohol be sold and consumed or BYO

Local Council permission has given received? YES/ NO

Has a Liquor Licence been obtained from Liquor Licensing NSW? YES/ NO

If no, will alcohol be prohibited? YES/ NO

3.10 Toilets

How many toilets will be provided at the event?

Male:

Female:

Disabled:

Is this realistic for your event or will you need to hire in additional facilities?

Who will be responsible for the cleaning of toilets?

Contact details during the event:

Name:
.....

Mobile:
.....

Kyogle Council Event Management Guide

3.11 Water

Is the location of water clearly signposted and marked on the site plan? YES/ NO

How will extra water be supplied to patrons on very hot days if needed? YES/ NO

What is the source of water?

.....

3.12 Shelter

Describe where shelter will be provided at the event.

.....
.....

Mark on site plan.

Will sunscreen be available at the event? YES/ NO

3.13 Waste Management

What arrangements have you made to have extra bins provided for the day?

.....
.....

What arrangements have you made for the rubbish to be removed appropriately on the day?

.....
.....

3.14 Noise

Describe the activities/mechanisms likely to create higher noise levels at your event.

.....
.....
.....
.....

Kyogle Council Event Management Guide

Describe how you will monitor and minimise noise levels.

.....

.....

.....

3.15 Public Safety

3.15.1 Security & Crowd Control

Please outline a plan and attach with this event plan.

What type of security has been selected for the event?

If a security firm has been contracted, provide details.

Name of Company:

License Details:

Contact Details:

Phone/Mobile:

Number of Security Personnel at Event:

Who is the police contact for Kyogle Police?

Name:

Station:

Phone:

Mobile:

Fax:

Email:

3.15.2 Public Assembly

Will you be fencing off the boundary of your event, restricting access and egress? YES/ NO
If yes, you will need to complete the attached face of Public Assembly application form and lodge with Council with payment.

Kyogle Council Event Management Guide

3.15.3 PLACE OF ASSEMBLY Public Health Act 1997

Section 76 & 81

- Application for a Place of Assembly Licence
- Application for Renewal of a Place of Assembly Licence

Applicant Details

Name of applicant:

Postal address:

.....

.....Postcode

Telephone.....

Mobile Phone.....

Facsimile.....

Email.....

Premises Details

Trade name of premises:

Address of premises.....

..... Postcode

Postal address for correspondence.....

..... Postcode

Emergency contact:

Telephone:

Description of intended use of premises:

.....

Kyogle Council Event Management Guide

.....
.....

Number of persons to be accommodated:

Other licences issued to the premises:

Application fees apply:

Signature of applicant.....

Date.....

NOTE: The application fee includes an amount to cover a basic inspection of the premises. Any further inspections required for the purposes of assessing the application may require an additional fee.

Documentation that must accompany application

Site plan and/or floor plan

Any information required by the council for assessment purposes.

Please lodge your completed application form, attachments and fee with the General Manager of the Council

Office Use Only

Receipt No.:

Date:

Capacity of premises:

Council checklist

- Form fully completed
- Form signed
- Form dated
- Fee paid
- Site/floor plan attached
- Further information required Y/N
- Date requested / /

Details.....
.....

Kyogle Council Event Management Guide

3.16 Lighting and Power

Do you have emergency power & lighting? YES/ NO

Describe emergency power and lighting systems.

.....
.....

It is recommended that an electrician be available for the event.

Name of Certified Electrician:

Contact Details during the event:

Location of Lighting Control – Mark on site plan

Location of Mains Power Control – Mark on site plan

3.17 Temporary Structures

Will there be temporary structures at the event? YES/ NO

		Details	
Stages & Platforms	YES / NO	
Break-away Stage Skirts	YES / NO	
Seating	YES / NO	
Marquees/Tents	YES / NO	

Has a permit or permits been sought or sighted for temporary structures? YES/ NO

Permit Name:

Permit Number:

Permit Date:

Description of Structure:

Building Surveyor:

Contact details:

Kyogle Council Event Management Guide

3.18 Fireworks/Pyrotechnics

Will there be fireworks/pyrotechnics at the event? YES/ NO

Has a permit been obtained? YES/ NO

Permit Number:

Person Responsible for Fireworks:

Contact Details during Event:

Phone:

Mobile:

Ensure restricted zones are marked on site plan

3.19 Gas Cylinders

List all vendors who will be using portable gas cylinders.

Name of Vendor	No. of Cylinders

4. INSURANCE

4.1 Insurance Details

A copy of your Certificate of Currency is required to be included with this form.

Name of Insurer:

.....

Address:

.....

..... Postcode

Phone: Fax:

Email:

5. TRAFFIC AND PEDESTRIAN MANAGEMENT

5.1 Traffic Management Plan

Guidance can be provided by Council with the development of this plan.

Has a Traffic Management Plan been developed for this event? YES / NO

Is there car parking for:

	Yes	No	N/A
Emergency Vehicles			
Key Stakeholders			
Disabled Patrons			
General Parking			
Overspill			
Buses			
Taxis			

5.2 Road Closures

5.2.1 Temporary Street Closure Provisions

Council will consider the temporary closure of a street for street parades, festivals and sporting activities.

CONDITIONS

1. Completed application form together with completed Event Management Plan, Certificate of Currency for Public Liability Insurance, Traffic Management Plan and Emergency Services approvals are to be submitted to the General Manager at least six (6) weeks prior to the proposed closure.

2. A Public Liability Insurance Policy with a cover of a least \$10m must be obtained and the Kyogle Council must be noted as an interested party for its respective rights and interests.

Kyogle Council Event Management Guide

3. Council officers will inspect the area for the proposed temporary street closure and advise the applicant if it is practical and safe to do so for the purpose of conducting the event.
4. No closure may extend beyond 12 midnight on any day unless permission in writing is obtained from Council prior to the event.
5. Compliance with all Council local laws is mandatory.
6. The closure will apply only to that section of street nominated as approved by Council.
7. If approved, Council will advertise the proposed closure at the expense of the Event Managers.
8. The street closure will be effected using appropriate barricades, warning signs and warning lights as detailed in the Traffic Management Plan submitted.
9. The Event Manager will be responsible for the clearing of rubbish from the area following the event. Non-compliance will result in Council invoicing the applicant for undertaking this work.

Do you require any roads to be closed for the event: YES / NO

If yes, the following Application is required to be completed.

5.2.2 Application for Temporary Street Closure

This form is to accompany your completed Event Management Plan and must be lodged no later than six (6) weeks prior to the planned event.

Street in which function is to be held:

.....

Section to be closed:

.....

.....

Date of proposed closure:

.....

Kyogle Council Event Management Guide

Time: Commencement:

Time: End:

The following documentation is attached:

- . Traffic Management Plan
- . Event Management form
- . A public liability policy of at least \$10m to cover the event
- . Approval from emergency services i.e. Kyogle Police, Kyogle Ambulance Service and Kyogle Fire Service.

6. COMMUNITY CONSULTATION

Have adjoining property occupants been contacted regarding the proposal of this event.

YES / NO

How:

.....

When:

.....

If the event is likely to impact in any way on these adjoining properties, e.g. noise, extra cars, road closures, it is highly recommended that you contact the occupants well in advance of the event.

7. INCIDENT MANAGEMENT PLAN

7.1 Incident Control Centre

Ensure the Incident Control Centre is clearly marked on Site Plan and detail where First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

How will communication be conducted on the day of the event with event officials?

.....
.....

How will communication be conducted with the public?

.....
.....

How will communication be conducted in the event of an incident, e.g. portable handheld radios/mobile phones?

.....
.....

If required, who will request further Police and other Emergency Services assistance?

.....
.....

7.2 Incident Management Contact Details

First Aid Officer 1:

Name.....

Contact details.....

First Aid Officer 2:

Name.....

Contact details.....

Incident Officer:

Name.....

Contact details.....

Local Police:

Contact details:

Local Ambulance Service:

Contact Details:

Local Fire Service:

Contact details:

Local Medical Centre/Hospital:

Contact details:

Kyogle Council Event Management Guide

7.3 Fire Fighting Equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?

YES/ NO

Mark their location on the site map.

7.4 Fire Danger Period

Has a day of total fire ban or fire danger period been considered?

YES/ NO

Has a plan been submitted to the fire service?

YES/ NO

7.5 Lost and Stolen Property/Lost Children

What arrangements have been made for lost or stolen property and lost children?

Show location on site map.

8 EVENT PROMOTION

8.1 Ticketing

- Are there tickets for the event? YES/ NO
- Pre-sold YES/ NO
 - At the Gate YES/ NO
 - Both YES/ NO
- Will the tickets provide information about the event? YES/ NO

8.2 Signage

The following signage will be installed, as per the site plan, at the venue -

- Phones
- Parking
- Entrances
- Information/Communication/Incident Control Centre
- Exits
- Rules relating to alcohol consumption
- Toilets
- Lost and Found
- Water
- Public Transport pick up/set down
- First aid posts
- Security
- Camping Areas and Facilities
- No Smoking

Signage will be -

- Core flute or aluminium
- Laminated

8.3 Health Promotion

List any messages that will be promoted on the day

.....

.....

.....

8.4 Advertisement

What, when and where will advertising be conducted?

.....

.....

This should not commence until approval of your application is received by the event coordinator.

