



Shellharbour
CITY COUNCIL

COMMUNITY EVENT PLANNING

Toolkit



BEFORE YOU BEGIN

a) start here

So, you want to host an event? Before you start, here are a few things to think about.....

- **Why?** – What is the purpose of your event? Is it for commercial or branding purposes? Or, do you want to raise money for a charity or celebrate a special occasion? Being clear on your goals from the beginning will assist you and everyone around to present a successful event.
- **Where?** – Where will your event be held? What are the considerations of hiring a venue or using a public space?
- **Who?** – Who do you want to come to your event? Young people, seniors, families or school children? Are you hoping to reach everyone in your suburb? Or is it a specific event for music lovers? It is one of the most important considerations when planning your event.
- **How** will they know? – Do you know how to reach your audience? Do you have the ability to promote the event to the right people?
- **What will I need?** Do you have the resources to run an event? Do you have the right people, time, money? What about [safety and security](#), staffing, [volunteers](#), and the tools and equipment needed?
- **What about event planning?** All events, public or private, require a significant amount of planning and a level of expertise to ensure they are efficient and safe. What planning approvals or permits will you need to run your event? What documents do you need to prepare, such as a [risk management plan](#) or [traffic management plan](#)? Do you have the knowledge or time to develop these plans? Who can you contact for support?
- **Budget?** – What will the event cost to stage? Have you considered ticketing, sponsorship and fundraising?
- **Competition?** – What other events are on at the same time or in the same area? More than just competition for audiences, other events can affect media interest, the availability of accommodation, transport and the possibility of sponsorship and funding.

Still want to go ahead?

Then this planning toolkit is for you.

This event planning toolkit has been designed to assist you in developing your event plan while informing you of your responsibilities and other statutory permits that may be required. This ensures public safety in Shellharbour's public spaces and assists in the sustainable management of our parks and gardens.

The toolkit follows the requirements involved in the application and approval of low impact events through to large scale events. Each section has specific detail to assist you in planning your event.

Remember, at any time, you are welcome to contact the Events and Activations team via [email](#) and we will be able to help guide you through the processes. We are here to help.

Good luck,

**The Shellharbour City Council
Events Team**

Welcome to Shellharbour City's Community Event Planning Toolkit

Shellharbour City's commitment

Our Vision:

Shellharbour events showcase our newest and oldest places. They bring people together to enjoy what's unique to our city: our histories, our communities and our future.

Shellharbour City recognises that events play an important part in the city's wellbeing and cultural diversity by helping to activate precincts, raise the city's profile, increase visitation, assist in building relationships, deliver economic benefit and enliven the city.

Shellharbour City's wider commitment and program of events is driven by the **Shellharbour City Event Strategy 2018-2021**, which can be downloaded from Council's website.



Shellharbour City Events team

Shellharbour City Council has an Events Team that is your first point of call for event related enquiries.

Most of the information you need is located within this planning toolkit, so simply navigate through to find what you're after. However, if you need additional advice, or have any questions, The Events Team has lots of tools, tips and tricks that will assist you in any and all aspects of your event planning.



You can get in contact with the Events Team by email at events@shellharbour.nsw.gov.au or by calling (02) 4221 6111 to make an appointment.

Tools and Templates

There are many templates and forms that are referred to throughout this planning toolkit. The forms can be downloaded directly from the Shellharbour City website shellharbour.nsw.gov.au or you can contact the Events Team directly.

What support can Shellharbour City offer event organisers?

To help local organisers to stage a variety of events throughout the city each year, the Shellharbour City Council has various programs and options available to event organisers, from marketing and social media assistance, display opportunities, through to sponsorship programs. These include:

- The event sponsorship program (up to \$5,000)
- Marketing and Social Media advice
- Notice boards and other display options

Find out about the City's sponsorship programs [here](#).

THE EVENT ORGANISER'S CHECKLIST

The Event Organiser's Checklist will walk you through the key point and information contained in this toolkit. It will help ensure you have covered off on all of the elements to run a safe and successful event in Shellharbour City.

ACTIVITY	NOTES	✓
Aboriginal Engagement		
<p>Shellharbour City respectfully acknowledges the Traditional Owners of the Dharawal and Yuin Nations and recognises their continued connection to the land and important meeting places that bring community together for events of social and cultural significance.</p> <p>When planning your event, organisers should consider how it may be appropriate to involve community leaders in planning, and/or acknowledge the Traditional Owners of the land during formalities.</p>		
Accessibility		
<p>Organisers should consider accessibility for people with disability. This may include actions such as accessible ramps, appropriate egress, and access to safe accessible parking, accessible toilets and large print maps.</p>		
Council Liaison		
Visit Council's website and view the Community Event Planning Toolkit		
Check Council's tourism website and events calendar to see what other events are on at the same time as your event		
<p>Contact the Events Team to let them know you are planning an event and to discuss any approvals that you may require including:</p> <ul style="list-style-type: none"> • Event Permit • Development Application (for major events) • Traffic Management Plan • Permits and Licenses 		
Pre-Event Planning		
Consider forming an event committee and allocate roles and responsibilities – events are an enormous amount of work and you will likely need help		
Prepare an event budget and make sure you regularly monitor expenses and income		
Prepare a clear set of objectives for your event		
Draft an ideal program of activities		
Prepare a timeline and note immovable deadlines (eg Liquor License application, Event Permit application, Traffic Management liaison etc)		
Booking Entertainment		
Identify and book performers and other entertainment.		
Handy Tip: The Media Entertainment and Arts Alliance will give you advice to ensure you pay arts workers the correct wages.		
Prepare and send contracts/booking confirmations.		
You should seek legal advice about performer contracts and have a written contract or booking agreement in place for all performers at your event.		
Handy Tip: The Arts Law Centre of Australia offers low-cost sample contracts and free information on arts law and arts insurance. It can also provide free legal advice.		
Pay deposits once contracts are signed and returned		

Music Licensing		
Live music – you will require a licence from APRA/AMCOS (http://apraamcos.com.au/)		
Recorded music – you will require a licence from BOTH APRA/AMCOS and the PPCA (http://www.pcca.com.au/music-users-/licensing-home/)		
Handy Tip: Check with the venue prior to applying for a PPCA licence. Some venues already have a blanket licence in place.		
Videos with music – if you plan to create a video containing music to post online there are 3 areas of copyright to consider. Contact APRA/AMCOS for advice on what licences and permissions are required.		
Liquor Licence		
If you plan to serve or sell alcohol at your event you must: Check with Council to ensure that you are not holding an event in an alcohol free or alcohol prohibited zone Apply for a Liquor Licence through Liquor and Gaming NSW (https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types)		
Amusement Rides		
Ensure you have the correct accreditation paperwork along with a copy of the operators' public liability insurance		
Stallholders		
Develop an Expression of Interest process to advertise and engage potential stallholders		
Curate stallholders in accordance with your target audience, size and location of your event		
Prepare and send stallholder booking confirmations		
Invoice for stallholder deposits and/or fees		
Check requirements for power, lighting, access to water		
Request a copy of their certificate of currency (insurance)		
For food vendors request a copy of their local area permit		
Closer to the date contact stallholders with site map, set up and pack down information, emergency contact list and any other required information (eg Sustainable event management plan, waste management plan)		
Marketing		
Develop a marketing and communication plan		
Design promotional material		
Develop a social media strategy		
Book or arrange distribution of flyers and posters to local businesses and other outlets		
Ensure your event is listed on event websites including Shellharbour Connect		
Consider a letter box drop to surrounding residents		
Design and maintain an event website		
Media and PR		
Prepare and submit a media release to local print, online, radio and TV/news outlets		
Consider advertising on local radio and in local newspapers		
Sponsorship and Funding		
Create a sponsorship proposal		
Identify potential sponsors and distribute sponsorship proposals, ensuring you follow up promptly		

Research potential grant opportunities from local, state and federal government agencies		
Research potential grant opportunities from philanthropic organisations		
Prepare and submit grant applications		

Traffic Management

Contact the Events Team at Council to confirm if a Traffic Management Plan is required. Handy Tip: Traffic Management Plans need to be approved by the Traffic Committee of Council, so allow additional planning time and confirm the committee dates with your Event contact at Council to ensure you do not miss the deadline		
Design traffic plan and make sure to include: <ul style="list-style-type: none"> • Signage • Accessible parking • VIP/Staff and Stallholder parking • Pedestrian and Cycle access • Car parking marshals/security • Entry and exit locations • Lighting • Road Closures • Promotion of alternative transport options 		

Risk and Emergency Management

Undertake a risk assessment with all stakeholders		
Create a risk management plan		
Obtain appropriate insurances and ensure Council has copies of all documents		
Develop contingency plans – inclement weather, low attendance, wind management etc		
Notify local police, fire and ambulance services of your event		
Book first aid providers		
Complete the Crowded Places Self-Assessment Tool (https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx) If necessary contact: Protection Programs Unit, Counter Terrorism and Special Tactics Command Call: 02 9919 9278 Email: bcu@police.nsw.gov.au		

Production and Operations

Book AV/IT equipment and operators as necessary		
Book portal toilets, marquees, generators etc		
Book security		
Arrange a site meeting with production and operations providers		
Closer to the date contact providers with site map, confirmation of equipment required, set up and pack down information, emergency contact list and any other required information		

Ticketing and Invitations

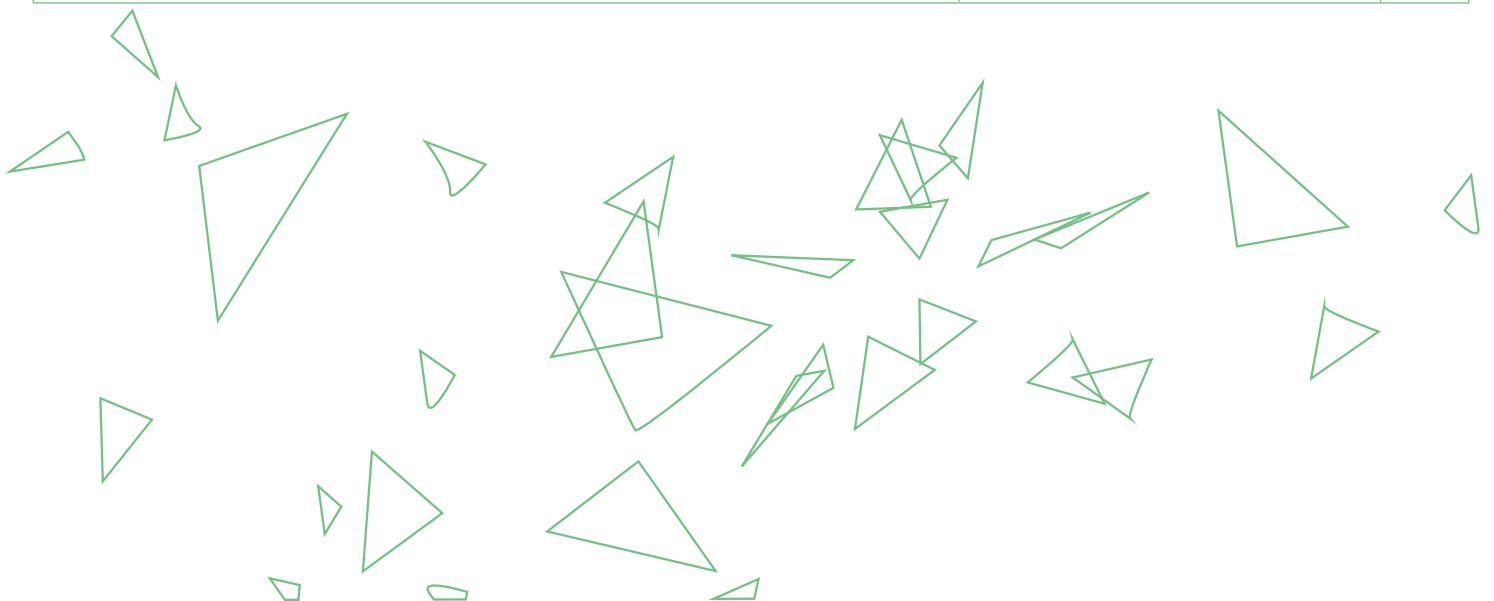
Design tickets/invitations and develop a refund policy		
Develop a VIP invitation list and send out invitations with plenty of notice		
Determine ticket prices		
Develop a distribution and sales plan (tickets at the gate, pre-sold at local business outlets, online sales etc)		
Consider security for lost or stolen tickets		

Site Preparation and Plan		
Design a venue/site plan including:		
<ul style="list-style-type: none"> Noting what scale the plan is in Show a north point Indicate the areas that will be used Ensure correct marking and placement of structures such as the bar, stage, toilets, market area, marquees etc Note any fixed structures (eg permanent amenity blocks or BBQ huts) and natural environment (trees, gardens, water etc) 		
If your event is on a Council managed site, book/arrange site preparation with Council's Event Team including mowing or clean up.		

Waste and Cleaning		
Complete Council's waste management plan		
Book site cleaners		
Book and ensure there are adequate bins onsite		
Book toilet cleaners and additional paper and supplies as necessary		
Organise collection/management of garbage and recycling bins and other waste removal		

Event Day		
Arrange a site induction for all contractors and staff		
Arrange a full briefing for contracts, staff, volunteers, security and emergency services		
Confirm emergency procedures		
Circulate contact list		
Distribute incident reporting method		
Distribute event kit with essential requirements for each area of responsibility		
Conduct final rehearsals and sound checks		
Conduct final site safety inspection prior to opening to the public		

Post Event		
Removal of all rubbish and ensure event site is in the same condition as it was pre-event		
Prepare and send thank you letters and summary reports to sponsors, funders and other stakeholders		
Prepare and send thank you letters to all staff, volunteers and contractors		
Undertake an evaluation/debrief with key stakeholders		
Finalise budget		
Prepare a final evaluation report		





PLANNING FOR AN EVENT IN SHELLHARBOUR

Planning is the most important part of running a successful event, and this often means starting well in advance.

Council staff will work closely with you throughout the planning process to ensure that it is as smooth and easy as possible. The following is a guide to help you decide what form of Council approval is required.

If in doubt contact the Events Team and discuss your needs at the first instance. We are always happy to help.

Decision 1:

Where Can I hold my Event?

Shellharbour City's parks and reserves are excellent settings to hold your event. Many of our parks have a range of features including toilets, play equipment, sport and fitness facilities, BBQ's, picnic tables and shelters.

Not all parks and reserves are suitable for all types of events. Toolkit #14 – Parks and Venues provides advice about the use of our parks to help you choose the most suitable location for your event.

Decision 2:

Do I need Native Title Tribunal consent?

Areas of Shellharbour City that are Crown Land are currently the subject of a Native Title Land Claim on behalf of the South Coast People.

Specific approval is required for all events that are proposed to be held on Crown Land while this Land Claim is being determined.

You must contact Council's Native Title Manager to discuss your event and the process for application and approval. Contact Council's Customer Service Team to make an appointment (Ph: 02 4221 6111)

Decisions concerning this approval can take up to 60 days. It is important that if you intend to hold an event on land subject to the Native Title Claim that you factor this approval process into your event planning.

It is recommended that the form be submitted at least 60 days prior to the START of your event planning process.

Council's Events Team also recommends you have a backup event site in mind in case approval is not given.

Decision 3:

Do I Need Development consent?

The majority of events proposed in Shellharbour do not require Development consent and can be allocated a temporary license to hold an event on council managed or owned land.

In some instances, the complexity and nature of the event will trigger a requirement to submit a Development Application.

EXEMPT EVENTS

(Require an Event Permit Application only)

These events must meet the following criteria:

Temporary commercial, community or retail events or private functions

- 1) Must be located on Council-owned land or land for which the Council has care, control or management.
- 2) Must be an event or festival of no more than 3 consecutive days in length
- 3) Must be a temporary or one-off event
- 4) Must not involve the closure of any public roads.
- 5) Event (including set up and pack down) must take place only during the following periods:
 - a) 7.00am to 10.00pm on Monday, Tuesday, Wednesday, Thursday Friday or Saturday,
 - b) 8.00am to 10.00pm on Sunday.
- 6) Must NOT have complex infrastructure requirements:
 - a) Stage size of no more than 50m² and no more than 2m in height
 - b) Total area of the tents/marquees being used at the same time cannot have a greater floor area than 300m²

If you are planning an event outside of those base criteria, you may be required to submit a DA and you should contact Customer Service to arrange a meeting with the Planning Team to discuss this process.

Decision 4:

Do I Need an Event Permit?

Please consider the following questions:

- Do you plan to erect infrastructure for your event (other than small portable picnic/shade structures)?
- Will there be 100 attendees or more at your event?
- Do you plan to include amusement rides?
- Will your event be catered by an external source?
- Will your event require vehicle access to drop off equipment?
- Will your event require a venue reservation?
- Will you be charging a fee to participants?



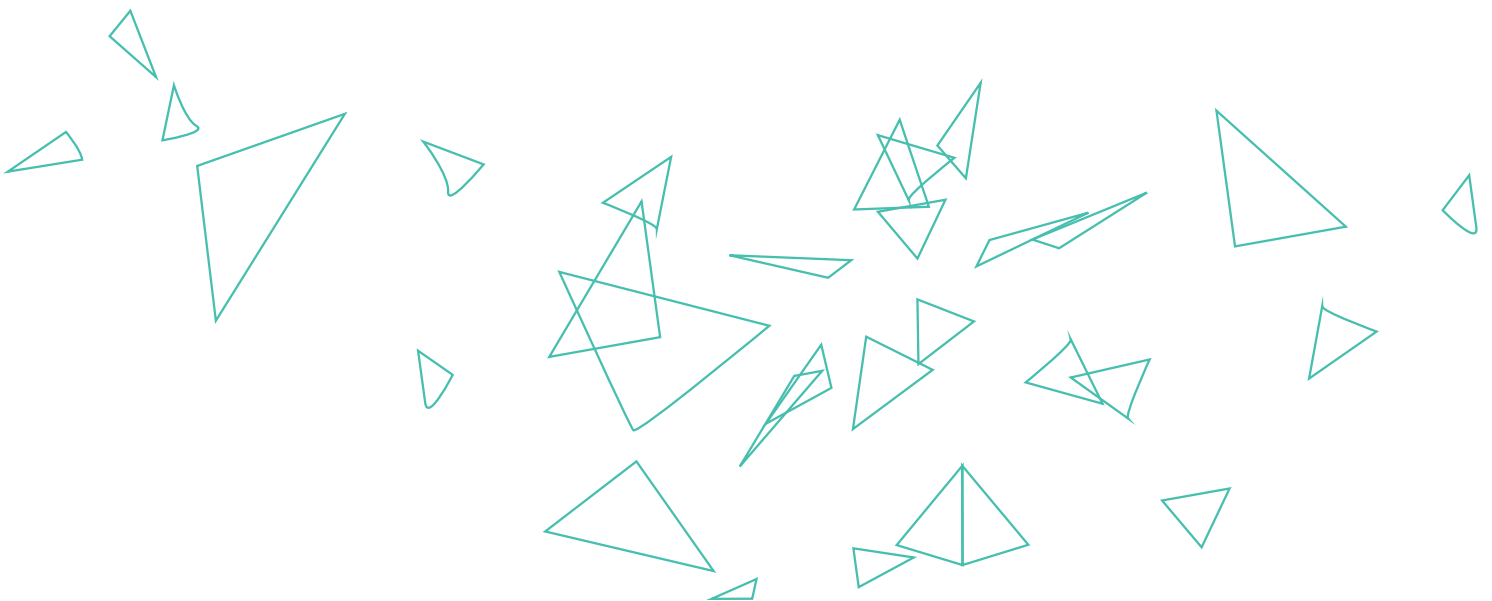
If you have answered yes to ANY of the above, you must have an approved event plan and receive an event permit from the Events Team.

What if I don't need a permit?

Events classified as Small Scale Events do not require an event permit, there is no need to contact the Events team and there are no fees applicable.

While you may find that your event does not require an event permit, you are still welcome to apply for one. The benefits of applying for a permit are:

1. that you will be able to book your preferred location; and
2. that the Events Team will be able to advise if there are any conflicting event or activity bookings already scheduled at that time.





1000+
people



Permit
Required

Large scale events

› Attendance 1,000+ people

› **PERMIT REQUIRED**

Large scale events require an Event Permit and fit within the following guidelines:

An event that:

- › has 1,000 or more people
- › has complex infrastructure (eg staging, large marquees)
- › has amusement rides including jumping castles, climbing towers and moving rides
- › has significant impact on stakeholders
- › involves road closures or speed reductions
- › impacts on public transport
- › involves fireworks or other pyrotechnic displays
- › involves any other activity that Council deems as potentially dangerous or high risk

Examples of large scale events may include a large music festival or public event.

Fees apply, please refer to the Event Fee and Charges on Shellharbour Council's website

How to complete an EVENT PERMIT APPLICATION FORM

The Application Process

1. Determine if you require an Event Permit using the guidelines in this toolkit
2. Read through the Event Planning Toolkit for tips and tricks on how to plan a safe and successful event
3. Make sure that you understand the Event Permit Terms & Conditions
4. Select your venue and contact Council to check availability
5. Complete the Event Permit Application and return it to Council along with the requirements on the Application Checklist
6. Council staff will assess your application and request any further information required
7. Assuming you have met all of the approval criteria, you will be issued an Event Permit
8. Your Event Permit will not be finalised until all conditions of the permit are met, including payment of your fees.
9. Stage your event.



How do I apply for an event permit?

To apply for an event in Shellharbour City Council, you must submit an online application. All applications are to be made via Shellharbour City Council website.

What Information will I need?

When lodging an Event Permit Application, it is essential that you also provide the information outlined below. We have provided templates and examples in the Appendix of this guide to assist you with your planning and more information can also be found throughout this series of Toolkits.

Step 1: Complete the Event Application form

Download and complete this form online. It is important that you complete all sections accurately and provide as much information as possible. This application will be assessed by the Events Team who will then request additional information based on the size and complexity of your event.

At the initial application stage, the Events Team will also require:

Public Liability Insurance

Event organisers must make sure they have a public liability insurance policy underwritten by an insurance broker/company authorised to conduct insurance business in Australia. A Certificate of Currency must be provided showing that the proposed event is fully covered for a minimum of \$20 million. Event organisers are encouraged to obtain copies of current certificates of currency from sub-contractors providing event services (e.g. performers, marquee hire, fireworks).

Indicative Site plan

You must provide the Events Team a proposed site plan during pre-event planning. In the initial stages of planning, a draft site plan is acceptable. Your site plan should be clear, drawn to scale, with the scale and a legend noted on the plan. The site plan must identify the location of all aspects of the event including the event itself, equipment, activities, permanent and temporary infrastructure, crowd control infrastructure, generators, amenities, parking, pedestrian and vehicle access routes, water, seating, emergency access/egress, licensed areas, food outlets and merchandise stalls.

Step 2: Submit the Event Application form and noted documents

The Event Team will do an initial assessment of your application. At this stage, they will advise on what additional documentation you require, if you need to apply for a DA and any other core information or processes required.

Step 3: Prepare additional documentation

The Events Team will let you know what documents you need to supply. This section includes some advice on what information to include.

There are templates and examples for each provided in the Forms and Templates section of this Event Planning Toolkit.

All Events require the following:

► Event details/description

The event details/description should provide a high level summary to give the Events Team a broader understanding of your event.

Information in this part of your plan should include:

- **event name**
- **event location(s)**
- **a description of your event**
- **the main purpose of your event**
- **nature of attendance (public or private event)**
- **event times and dates**
- **an overview of your event's key entertainment and activities**
- **target audience**
- **how the event is being promoted, and**
- **estimated attendance.**

► Run sheet

A running sheet sets the timing and sequence of your event so that you, the Events Team and other key stakeholders know what is happening and when. A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

► Contact list

A contact list is necessary and should outline all of the key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders and public authorities (if applicable). It is also essential to add in any emergency contact details, including but not limited to 000.

► **Emergency and risk management matrix/plan**

Any event, regardless of size, will have risks associated with it and it is important that the event organiser has given consideration to potential risks and has considered measures that will mitigate the risk. **Shellharbour City needs all event organisers to undertake a risk analysis to make sure that you manage and control the risks posed by your event. The plan must include identification and measurement of the risks, together with the proposed management and mitigation strategies of those risks.**

You can access a Risk Assessment Example and Risk Assessment Template from the Forms and Templates section of this Event Planning Toolkit.

► **Counter Terrorism Crowded Places Security Audit & Self-Assessment Tool**

All event organisers need to use the online tools found on the Secure NSW website to assess their event. On this website you will find the *Crowded Places Security Audit* and the *Crowded Places Self-Assessment Tool*. The result of the *Crowded Places Self-Assessment Tool* will determine if you need to speak with NSW Police about your event.

<http://www.secure.nsw.gov.au/useful-resources/guidance-material/content.html>

Some Medium Scale and ALL Large Scale Events require additional information:

► **Infrastructure and facilities list**

All infrastructure and facilities to be brought onsite for your event, including marquees, banners, barricades, site sheds, amusement rides, toilets, water facilities and stalls must be listed on your infrastructure and facilities list as well as marked on your site plan. Careful placement of infrastructure needs to be considered to avoid creating crowd issues or damage to the site and Council assets. Please make sure that you include the dimensions and weight loadings where applicable.

► **Waste management plan**

You will need to produce and implement a waste management plan for your event. This is required to minimise the impact of your event on the city. As events have the potential to draw increased crowds to streets, parks and other public spaces, this puts extra demand on Shellharbour City Council's usual public litter and recycling bins and street cleaning services. It is your responsibility to assess your event and arrange for suitable street cleaning and waste collection.

ALL Large Scale Events Require additional information:

► **Stakeholder notification plan**

To minimise any impact on surrounding stakeholders, communication is required and is vital to the success of your event.

A formal letter must be sent to all stakeholders within the event precinct. The Events Team can help you develop a list of who should be targeted directly and identify the areas and streets to be included in your distribution. It is the applicant's responsibility to make sure that adequate stakeholder notification is conducted.

Your letter must include the following details:

- **the name, date and location of your event (including bump-in and bump-out times)**
- **the purpose of the event**
- **the expected number of participants**
- **activities being conducted as part of the event**
- **what the likely disruptions to residents and businesses will be with respect to noise, transport and road closures**
- **a contact number for further information or queries**

► **Pedestrian management plan**

When planning an event that will be held in a public open space, event organisers must consider maintaining access for members of the general public. A **pedestrian management plan must be developed for approval by Shellharbour City Council. This plan should tie in with your crowd management plan and vice versa.**

Your pedestrian management plan must outline your strategies for managing pedestrian access and egress at the event site, as well as taking into consideration non-attendee pedestrians who may be affected by it. Shellharbour City Council can help you determine the numbers and types of infrastructure required to manage pedestrian movement.

Your pedestrian management plan must include:

- locations of barricades
- locations of diversion and closure signs
- time and date for installation of infrastructure
- locations of marshals
- timing of footway closures and openings
- public transport pick up and set down areas
- access for people with disabilities.

► **Crowd management plan**

Develop a crowd management plan outlining your crowd control strategy. In the situation where the crowd becomes unruly, it is the event organiser's responsibility to implement the crowd management plan, however if you cannot control the situation, emergency services will take over.

Your crowd management planning must take into account all elements of your event. Some questions you should consider are:

- what type of event are you holding? For example, a concert, sporting event, parade and/or fundraising activity
- what location have you chosen for your event? For example, an open square, a street, a laneway or a park
- what will the capacity of the site be with your event infrastructure in place?
- what is the expected size, demographic and nature of the crowd who will be attending your event?
- are there suitable access and egress points into and out of the venue? Is there emergency vehicle access?
- what communication methods will be used for your event?
- what crowd control measures (such as barricades, signage, marshals) will you be putting in place? Will queues be forming and if so, where?
- will vehicles and crowds be separated or in the same area?
- who will take on what roles in regards to crowd management and what is the chain of command?

► **Traffic Management Plan (when applicable) Handy Tip:**

If you are planning a road closure, your traffic management plan must be approved by the Traffic Committee. This requires additional time in your planning cycle. Contact the Events Team for advice on the timings of committee dates and how much time will be needed to assess the application.

Download and complete the Request to Close a Road Application form online

Your traffic management plan must include:

- locations of diversion and closure signs, road closures, barricades, traffic controllers, marshals and police
- positioning of variable message signs (VMS)
- time and date for installation and dismantle of infrastructure
- timing of road closures and re-openings
- implementation and management of closures and openings
- affected public transport operators (for example, Sydney Trains, bus operators and taxi services)
- details of the impact (where relevant), such as:
 - service diversions (where to, how long for)
 - changes to bus stops
 - lists of extra services required (and additional staff required)
 - times for 'block and hold' if relevant
 - passenger notification
 - NSW Transport notification
 - management of crowds accessing transport services via bus, train or tram stops.

- **Emergency and Evacuation Plan**

This will be required for high risk events to ensure that you have an appropriate plan in place in the event of an emergency.

Step 4: Submit your documentation on time

Depending on the size and requirements of your event, sufficient notice is required in order to process your application. This will ensure all requirements are able to be addressed to deliver a safe and successful event.

Shellharbour City Council reserves the right to decline an application if submitted with insufficient notice.

Applications for medium scale events must be received no later than 21 business days prior to the proposed event date and large scale event applications must be received no later than 28 business days prior.

If you wish to submit an application at short notice, please contact the Events Team to discuss if your application can be accepted.

Please note: The submission of an application does not imply the booking is confirmed - it is a registration of interest only. This also applies for events that have previously happened on an annual basis.



RISK AND EMERGENCY MANAGEMENT

The information included in this section is of a general nature and should be treated as such. When dealing with important issues such as risk management and insurance you should always consult a professional regarding your particular case.

Risk Management

Risk is anything that can impact on an event's success that you planned. A Risk Management Plan is an essential aspect of planning any event.

Managing risk will help to make it safe for all concerned and ensure you enjoy success. Risk management should not be a daunting process; it is merely a process to establish all the factors that may have a negative impact on your event. It is about making better, fully informed decisions. Some factors that may have a negative impact on your event, but are not limited to include:

- Weather
- Volunteer safety
- Entertainment
- Program
- Competing event
- Security
- Alcohol
- Fireworks
- First Aid
- Traffic safety
- Pedestrian safety
- Guest safety
- Stall holders
- Set-up and Pull-down
- Amusement Rides
- Electrical equipment

The duty of care to residents, organisers, workers, performers, contractors and all of those present at your event is the responsibility of the organisers and must be addressed at all times.

How to Assess Risk

It is important that all key stakeholders involved with the event are involved in identifying risk areas.

A Risk Assessment should be made of the site of the event and the proposed activities to identify any possible issues or incidents that may occur. After assessing the site, a Risk Management Plan can then be developed and used to assist organisers with the planning and management of the event, to minimise risk and maximise safety and enjoyment.

A Risk Management Plan cannot remain static.

Risks can change according to changes in the law, development of safe practices and techniques and developing technology. Constant evaluation and updating must be done to take account of trends and the organisation's own experiences.

Insurance

Every event must have appropriate Public Liability Insurance to ensure that individuals are financially protected and there is protection against loss should an incident occur. Public Liability Insurance is a critical part of responsible management of an event and is an important part of managing risk.

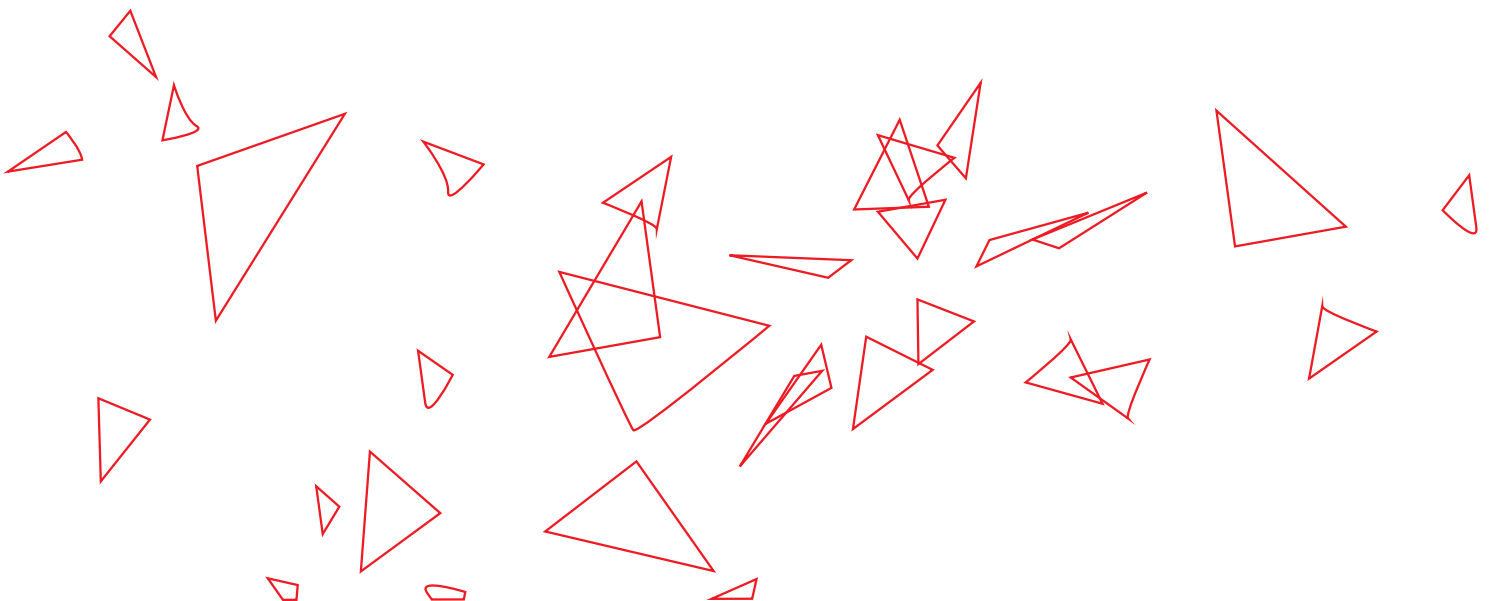
In order to ascertain the appropriate insurance required, a risk management analysis must be undertaken by the event committee to review the potential risks to the event and then an assessment made of whether appropriate insurance is available to cover that risk.

Depending on the number of volunteers involved with the event, it may be desirable to purchase a personal accident and insurance policy that covers all recorded volunteers for the period of the event. It is recommended that you seek professional advice from an Insurance Broker.

If Council infrastructure is to be utilised during the event, Council may seek to recover costs from the organisers Liability Policy in the event of damage caused by the organiser's negligent actions.

If your event is being held on Council land, Council requires a minimum of \$20 million Public Liability Insurance as a condition of approval.

One off event Public Liability Insurance can be obtained via various Insurance Brokers such as Local Community Insurance - localcommunityinsurance.com.au





MUSIC LICENCES

If you are playing music at your event, or using music to promote your event, chances are you will need at least 1 form of copyright licence.

APRA/AMCOS have different agreements for different types of events - you will need the right licence for your particular sort of event. They have just revamped their process and as of January 2019, it is incredibly easy to apply for a licence. Just complete the event application, enter the relevant details and one of their representatives will be in touch.

Event promoters are responsible for obtaining a licence before the event. Council may ask for evidence of this prior to your event application being approved.

The following is a guide to the 3 main areas that may affect your event.

Live Music

The Music at Events licence covers the use of music at Concerts, Festivals and Events.

Why do I need a licence?

As the promoter or organiser of the event, it is your legal responsibility to ensure that you have obtained permission for the performance and communication of recorded and live music. Securing an APRA/AMCOS licence will meet your legal obligations under the Copyright Act. The Australian legislation is based on the authority of the Australian Constitution.

APRA/AMCOS pay your annual licence fees directly back to the songwriters, composers and publishers who own the music you're using.

Are there other options than APRA/AMCOS?

Yes.

You can get independent information at www.copyright.org.au

You can try for a Direct Licence. Artists may license their music directly to you, including for live performances and you are free to discuss this with them. APRA/AMCOS has more details on their website <http://apraamcos.com.au/about-us/alternatives-to-apra-amcos/dealing-directly-with-copyright-owners/>

You can use Royalty Free Music. Some suppliers offer recordings of music that are not . If you wish to use a "Royalty-Free" music product, please contact us and we will check whether any extra licences are needed.



FOOD AND BEVERAGES

Food Safety

If you are coordinating or organising a one off or annual event involving food stalls, the following will apply to ensure minimum legal requirements of the Food Act 2003 and Food Standards are met:

All food stallholders will each have to complete Shellharbour City Council's Street Stall Application form. It is the responsibility of the Event organiser to ensure all food stallholders have the appropriate permit. The application form is included in the Forms and Templates section of this guide.

Stallholders may need to appoint a food safety supervisor well before the event. A Food Safety Supervisor is mandatory where potentially hazardous food, unpackaged ready to eat foods are sold to consumers. To find out whether your stallholders require a FSS please visit <http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

Visit Council's website shellharbour.nsw.gov.au under Live, My Business, Business health standards for the latest information and requirements.

For further information, contact Council's Compliance Team on 4221 6111

Food Safety Checklist

1. Where a food stall is erected on unsealed ground, a suitable ground cover must be laid over the ground area of the stall.
2. Compostable eating and drinking utensils can only be used.
3. All food stored in the stall must be stored 75cm off the ground and covered (or in closed containers).
4. Food must be displayed behind perspex or glass sneeze guards.
5. All condiments such as sauce, mustard etc must be contained in a squeeze type dispensers or in individually sealed packets.
6. All disposable eating utensils must be pre-wrapped in paper napkins, or a similar compostable material prior to distribution to the public.
7. Drinking straws, paper cups, spoons etc must be enclosed in suitable dispensers or otherwise protected from contamination.
8. Tea, coffee, cordial and other beverages must be dispensed from a container with a tap or spout.
9. You must provide a separate basin for hand washing and utensil washing. All utensils must be washed in hot water.
10. Each food stall must provide hand towels, liquid soap and detergent.
11. All take away foods prepared in the stall must be for immediate sale and consumption.
12. All raw food and perishable foods such as steaks, hamburger patties, frankfurts, sausages etc must be stored in a portable cooler together with an adequate supply of ice or a cooking medium.
13. All heating and cooking equipment including open flame BBQs and cooking plates must be located within the stall or otherwise suitably protected from contamination.
14. The sale of pre-cooked chicken, pre-cooked chicken pieces or pre-cooked rice from a food stall is not permitted.
15. Raw foods awaiting cooking, and foods, which have been cooked, must not be displayed outside the stall. Raw food awaiting cooking must not be stored or held outside the stall except in enclosed containers.
16. The cooking area must be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public).
17. Cooking and heating equipment must not be within the reach of the public.

Shellharbour City Council's health inspectors will be making random visits to food stalls at all Council events.

Alcohol Information

Organising an event where liquor will be sold will require a limited licence under the Liquor Licensing Act. To sell alcohol at your event you are required to:

1. Notify the local Police (Local Area Command – Lake Illawarra Police District Ph: (02) 4232 5599) and Shellharbour City Council or the venue, depending on whom the consent authority is for the land where you propose to stage your event.
2. Obtain a license from Liquor and Gaming NSW (Ph: 1300 024 720 or liquorandgaming.nsw.gov.au)
 - For a temporary function licence (for non-profit groups) the application must be submitted no less than four weeks prior to the event.
 - For a permanent function licence or a special event licence, the application must be submitted no less than eight weeks prior to the event.
 - Event organisers are reminded of the need to develop, implement and adopt principles/strategies that can prevent or reduce the risk associated with the consumption of alcohol, minimise harmful and hazardous use of alcohol and encourage a responsible attitude.
3. Ensure your Event Plan (Toolkit #4; Templates and Forms) demonstrates how you intend to serve alcohol responsibly at your event.
4. Requests for suspending an Alcohol Free or Prohibited Zone or part thereof should be made in writing to Council with a minimum three months' notice.

RSA COURSES

Anyone serving alcohol is required to be Responsible Service of Alcohol qualified (RSA). RSA courses are held regularly in the Illawarra Region. Check with your local education provider for details.

If you hold an RSA issued prior to 1 January 2001 these certificates are now invalid and you are required to complete an RSA course with an approved registered training organisation. For more information visit The Liquor and Gaming NSW website liquorandgaming.nsw.gov.au

The office also has produced an informative fact sheet regarding limited liquor licences for a single function which can be viewed on their website at <https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-single-function>



VOLUNTEERS

‘Volunteering is time willingly given for the common good and without financial gain.’

The Centre for Volunteering can assist member organisations with recruitment of volunteers through the Volunteer Referral Service. For more details visit volunteering.com.au and follow the links “Become a

Member “and then “Volunteer Referral Service”.

Another good way to find volunteers for events is to approach your local service clubs such as Lions, Rotary and Apex, as well as educational and training institutions that offer event courses.

Other excellent resources include:

<https://www.volunteeringaustralia.org>

<https://volunteeringillawarra.org.au>

You need to be aware of your rights and responsibilities in relation to volunteers. These include:

► INSURANCE

Professional advice should be sought about the type of insurance you will require to cover volunteer activity (also see Guide 6 – Risk Management). You should also check to ensure that any existing insurance policies cover volunteers. Some you might consider are:

- volunteers/workers personal accident
- public liability
- motor vehicle
- professional indemnity liability

► WORK HEALTH AND SAFETY

Volunteers are entitled to the same safe conditions that are provided to paid employees.

► APPROPRIATE ORIENTATION, TRAINING, SUPERVISION AND FEEDBACK/RECOGNITION

This is to ensure volunteers are able to do their assigned job effectively clear briefing and role descriptions, professional and friendly supervision and ensuring that volunteers are suited to the roles they are given will go a long way to ensuring a successful experience for all.

Volunteers serving alcohol at a licensed event must be trained in the responsible service of alcohol.

Volunteers are often the lifeblood of events. Recognising this and ensuring they are properly thanked and treated with respect at all times will go a long way to ensuring your reputation as an event organiser remains strong.

► REFERENCE, POLICE OR OTHER CHECKS

Depending on the role assigned to a volunteer (such as working with children - see below) it may be necessary to carry out checks. If checks are relevant, volunteers should always be advised and their permission sought.

For more detailed information about the rights and responsibilities of organisations and volunteers go to volunteering.com.au or call the Centre for Volunteering on (02) 9261 3600.

► CHILD PROTECTION

There are various aspects of events that involve working with children. There are some things that employers and self-employed people must do by law to help keep children safe. The Office of the Advocate for Children and Young People is an organisation working with others to make NSW a better place for children and young people. Another valuable resource is the Office of the Children's Guardian who undertake working with children checks in NSW.

For more information regarding child protection and events visit www.kidsguardian.nsw.gov.au.

