



**Information for Planning a Public Event in
Blayney Shire**

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Objectives of the Guide

Blayney Shire Council have developed this guide to help you effectively plan and coordinate your event in partnership with the Blayney Council. Use this guide in conjunction with the Blayney Shire Council Event Application. We have compiled a number of checklists, request forms, requirements and planning tools that will aid you in organizing your event.

The objectives of the guide are to;

- Provide guidelines for the appropriate location and management of events.
- To provide information on all forms that are required to legally run your event, including Development Applications and traffic management.
- To ensure consistent planning and assessment take place for all Shire events.
- To co-ordinate with departments within Council in a clear and concise manner.

What is a public event?

A public event is any public gathering to which people are invited and encouraged to attend, that involves some form of activity where people may be enticed to purchase or obtain for free, goods and or services. Such gatherings might include entertainment, involve the participation of other parties i.e. stallholders, facilitators of an activity or similar.

Planning a Public Event

Planning an event is more than advertising and getting people to attend. Organisations holding an event have a significant level of responsibility and obligation to the public as much as the participants for their health and safety.

It is also necessary to ensure that appropriate procedures and accurate records are kept of all actions so that in the event of an incident we are in a better position to prove that we did all that was reasonably possible to ensure everyone's safety.

The following process has been developed to ensure that Council and the Event Organiser not only keep good records but also achieve the objective of running a safe and successful event for all concerned.

Having regard to all the information and processes involved in the planning and conducting of an event, the first questions that should be asked are:

- What is the event aiming to achieve?
- Do I have the infrastructure and personnel available to make this event a success?
- Is there another, simpler alternative that may provide the same outcome?
- What approvals may be required?

Under the provisions of the Local Government Act 1993, approval may be required for all or part of the event, even if the event is a "one off."

Depending on the impacts upon traffic and parking a Traffic Management Plan may also have to be submitted to Council six (6) months prior to the event. Public Liability Insurance is a must and a Risk Management Plan may also need to be considered.

On-site safety at the event is paramount – the public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of, on site at your event and work to implement solutions.

Event Application Timeframes

Blayney Council is committed to working with organisations and community groups to deliver safe and enjoyable events. Below is some information to assist in the application process.

Please submit this event application to Blayney Shire Council at least **3 months prior to your event, or 4 or more months for Class 1 event.**

If your event is to involve any of the following aspects, please adhere to the associated timeframes:

Application/approval type	Minimum timeframe before event
Approval to Install and Operate Amusement Device (i.e: Section 68 approval)	5 working days
Temporary Food Permit	10 working days
Filming Proposal	10 working days
Alcohol/Liquor Licence	30 working days
Development Application	6 weeks
Temporary Suspension of an Existing Alcohol Free Zone	12 weeks
Road Closure/Traffic Management Plan	16 weeks
Class 1 Event	Minimum 4 months, preferred 5-6 months
Class 2 Event	Minimum 3 months
Class 3 Event	Minimum 6 weeks
Class 1 Vehicle Race	Minimum 6 months (time for NSW Police approval)
Class 2 Vehicle Race	Minimum 3 months (time for NSW Police approval)

Who Owns The Event?

There are five potential levels of Council involvement:

1: Events where Council is the Approval Authority.

Council involvement is restricted to performing a regulatory function. Under s68 of the Local Government Act 1993 (NSW) and Clauses in the associated Regulation, Councils are required to approve the installation and operation of amusement devices. Some events may also require a Development Application (DA) or Land Use approval.

2: Events initiated and managed by, and only involving Council.

Council, including S355 Committees, holds complete responsibility; for the location, venue, public, staff, volunteers and all activities that Council allows within the context of the event. Council may need to hire equipment and sign hire agreements and/or check conditions.

As a minimum, Council should prepare a:

- Plan
- Risk assessment
- Site inspection
- WHS safety checks
- Contingencies plan

3: Council is a participant, not the main organiser.

Council, including S355 Committees, is only responsible for its own area, level or participation: i.e. staff, volunteers, travel, stall, information, etc. Council may also be asked to sign an agreement detailing terms and conditions by the main organiser and must make sure Council does not accept additional responsibility other than its own. Consider all factors mentioned in this document and apply what is relevant to your event.

As a minimum, Council should prepare a:

- Risk assessment
- Site inspection
- WHS safety checks
- Contingencies plan

4: Council is the venue owner, but not a participant or the event organiser.

As venue owner Council, including S355 Committees, is responsible to ensure the venue is safe and suitable for purpose, and set out terms and conditions of use. Council is also responsible for ensuring the event organiser will run a safe event. As owner of the venue Council should establish a set of requirements, terms and conditions for the users to meet and comply with. This should include insurance and indemnity requirements. The same level of management for council events should be required from the event organiser depending on the size of the event.

As a minimum Council should:

- Request full details of the event including site plan, and conduct its own risk assessment for suitability and safety risks
- Obtain a risk assessment from the organiser
- Conduct a joint site inspection with the organiser
- Detail requirements in writing to the organiser
- Provide written terms and conditions (including insurance and indemnity)
- Check compliance with requirements
- Establish contingencies

5: Council is the main organiser of an event, and other organisations take part.

Council, including S355 Committees, holds overall responsibility and liability for the event. As such Council has the authority to determine the terms and conditions of other organisation's participation, including ensuring they are adequately insured and carry out a risk assessment for their area and activity. Depending on the event, Council may require disclaimers, waivers, signing of agreements, onsite assessment for plot allocation, etc.

As a minimum Council should prepare a:

- Plan
- Risk assessment
- Site inspection
- WHS safety checks
- Contingencies plan
- In addition Council should obtain the following information from other organisations taking part in the event:
 - Request full details of their activities including site plan and a copy of their risk assessment to determine suitability and safety risks
 - Conduct a joint site inspection
 - Provide participants with Council's requirements in writing
 - Provide written terms and conditions (including insurance and indemnity)
 - Check compliance with requirements
 - Establish contingencies

What is Risk Management?

The basic principles of and processes in Risk Management are:-

1. Identify risks
2. Assess risks
3. Implement control measures
4. Monitor outcomes

The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Holes in grounds or in footpaths
- Marquee pegs in thoroughfares
- Insufficient crowd control or security
- Insufficient exits and entry points leading to congestion
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls

These examples could be rectified with simple solutions. By early identification of hazards, risks can be minimised. It is the Event Organisers responsibility to ensure that the event complies with Risk Management procedures and all relevant paperwork is completed in a timely manner.

See **ANNEXURE A: Sample Risk Assessment Matrix**

The Process

To help with the event planning process Council has prepared general forms, information sections and explanations to make the process more manageable. These forms are contained in the Blayney Shire Council Event Application package. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with the process. Initially you are required to provide:

- **Event Planning Checklist:** a quick reference for community groups to consider when planning an event
- **Blayney Shire Council Pre Event Checklist Part A:** required as the initial notification of an event in the requested time frames.
- **Pre Event Advice Form to notify Insurance company of event**
- **Blayney Shire Council Participants Responsibility Form**
- **Blayney Shire Council Site map**
- **Blayney Shire Council Event Application Package:** that provides useful templates for community groups to use when organising an event.

See **ANNEXURE B: for sample forms attached.**

Event Planning Checklist

When you are interested in, or considering organising a community event and not sure where to start, the Event Planning Checklist is designed to get you thinking about what is required.

Upon due consideration please refer to the **Blayney Shire Council Event Application** to obtain relevant documentation to organise and hold an event.

Your Event – Things to Consider Guide

Accessibility

Council encourages all community events to be “access friendly”. Any development applications shall demonstrate consideration of the needs of people with disabilities or people who may encounter accessibility issues such as prams or walking aids.

Accreditation/Role Recognition

At an event it is important for the Event Organiser to be able to clearly and quickly identify authorised personnel. This allows you to ensure members of the public are not in high-risk areas e.g. money collection and food preparation areas, places where hazardous materials are accessible and so on. Identifying authorised personnel through “accreditation” can be simple or complex depending on the nature of your event. Some ways of accrediting authorised personnel include:

- Having authorised staff/volunteers/suppliers/contractors, etc. wear coloured t-shirts or hats, with an organisational logo
- Providing staff/volunteers/suppliers/contractors/media with colour-coded identification tags that are worn around the neck or at the wrist and are visible at all times
- Code clothing or tags according to the areas the staff/volunteers are allowed to access.

The Event Organiser will also need to consider how to ensure that non-accredited people do not access restricted areas and, if by chance they do, how they will be removed from these areas.

Measures for restricting access could include fencing, using security guards, briefing staff and volunteers and using signage.

Alcohol

Events may be alcohol free, Bring Your Own (BYO) or alcohol may be available for sale at the event. If alcohol is permitted at the event, either BYO or Licensed, the following may be required

- Liquor Administration Board licensing from the Court House. This can be via a function licence.
- RSA Trained bar staff
- Harm minimisation course
- Alcohol Serving and Consuming Plan
- Security

Some parks, streets and reserves in the Blayney Shire are subject to restrictions on the consumption of alcohol. To obtain information on restrictions, or to apply for permission to consume or provide alcohol in a restricted area, contact Blayney Shire Council Planning & Environmental Services Department.

If alcohol is being sold you will be required to display a number of signs under the liquor laws.

Underage drinking can be a concern at many events where alcohol is permitted and will not be tolerated. Further information and strategies for minimising underage drinking at

your event can be obtained by contacting your local Police Station.

Amusement Devices

Depending on the device, approval may be required from Council under the Local Government Act 1993. If approval is required, the following detail is to be submitted with the application.

- Registration details of the device under the NSW Work Health and Safety Regulation 2017
- Public Liability Insurance to the value of \$20,000,000

Animals

Details of how animal wastes will be removed and how cleanliness of the area will be maintained need to be considered. The proximity of animals to food stalls may also be restricted. Details of separation distances should be provided with any application to Council.

Air Quality

Dust nuisances will need to be minimised, (sealed and grassed areas are preferable for many events). Dust suppression methods may need to be undertaken during the event. Use of aircraft including hot air balloons, helicopters, planes, drones, etc is regulated by Airservices Australia.

If fireworks are to be used at the event, a SafeWork NSW permit is required. Council, NSW Police, and the relevant Fire authority are to be notified, and approval may be required for fireworks on public lands. In assessing the fireworks application, Council will consider potential issues to the area, such as noise disturbances and distress to animals. Further information on Fireworks is available under the section titled "Fireworks".

Banners/Signage

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

- parking/no parking areas
- toilets
- first aid
- entrances and exits

If liquor is being sold, the Event Organiser will be required to display a number of signs under the liquor laws e.g. the statutory notice stating the offence of supplying liquor to a minor.

Compliance with the Environmental Planning Acts and Regulations on erecting signage is required. Under the Local Government Act 1993 approval is required to erect a banner over the Street.

In addition, to erect a sign on an RMS road, approval from both Council and the RMS will be required. Signage on roads/footpaths must be detailed in the Traffic Management Plan (where required).

Booking a Council Venue

Venues owned by Council are made available to the community and private organisations. This is however subject to availability. Bookings of Council operated venues can be done by contacting Council on (02) 6368 2104. When booking a venue for your event make sure you take into account lighting, toilets, traffic, parking, electricity, garbage and ease of access. Consideration of these factors may determine which venues can and cannot be used to host the event.

Cancellation plan

If the event is being held outdoors, a plan of action should be prepared in case the event needs to be cancelled due to bad weather. This plan must include agreed time(s) at which the delegated people should meet to make decisions and what the impacts of the cancellation will have on the events budget. It is important for the Event Organiser to have a list of contact numbers available for easy reference at the event.

These details should also be included in the Traffic Management Plan (where applicable).

Copyright

If the event includes live or pre-recorded music (either a recording or music video) and that music is protected by Copyright (as most music is), you will need to obtain a licence at least 72 hours prior to the event. If there is live music only, the event will require a licence from the Australasian Performing Right Association (APRA). Recorded music (either a recording or music video) is protected by two types of Copyright. The use of recorded music at the event will need the Event Organiser to obtain a license from both APRA and the Phonographic Performance Company of Australia (PPCA).

For more information about APRA's Event Licences go to www.apra.com.au/music-users or call 1300 852 388.

For more details about PPCA's Licences go to www.pcca.com.au/licensing.htm or call (02) 8569 1111.

Communication

The Event Organising Committee must have a reliable method of communication in place for the duration of the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisation's taking part. Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

These details should also be included in the Traffic Management Plan (where applicable).

Crowd Management

It is vital to consider crowd management. Even an event with a small attendance can become crowded — it depends on the capacity of the venue/area where the event is held, in relation to the number of people expected.

It may be that an event will only become crowded in particular areas, or at certain times, for example, in front of a stage, or if a VIP arrives in an area that can only hold a small number of people. The Event Organiser should seek advice from the venue manager or landowner about the capacity of the venue/site. You will also need to clearly establish whose responsibility it is to count patrons, if applicable.

Cultural Events

There are many areas of the event that can be enriched by the inclusion of relevant cultural protocols or procedures. A brief welcome to the land and acknowledgment of the traditional owners of the area is considered appropriate. The traditional owners of the Blayney Shire area are the Wiradjuri people.

Development Applications

Concerts, street fairs and special public entertainment events not ancillary to sports facilities may require either development consent or approval under the Local Government Act 1993.

Applicants should lodge a Development Application no less than 90 days prior to the event to allow notification to nearby residents and adequate processing time. Lodgement of all required information in the first instance will assist a quick determination by Council. Applicants promoting or advertising the event prior to receiving approval/consent from Council do so at their own risk. The size and nature of the event may be modified depending on the likely impact on surrounding properties.

There are many matters that need to be considered when lodging an application for the event including;

- An estimate on the number of people
- Starting and finishing times for the event and realistic times required to set up and pack up before and after the event. This information is used in determining conditions of consent relating to permitted hours of operation.

Disclaimers and Waivers

Ensure that disclaimers and waivers are prepared and signed by any volunteers or participants to ensure that the Committee are covered.

Electricity, Gas and Hazardous Materials

If the event will be using hazardous materials such as electricity, gas, chemicals and fireworks, it is vital that the Event Organiser seek expert advice about their safe use and storage. Safety procedures should be documented and communicated to all staff, volunteers, contractors and others who could come into contact with the materials.

Emergency procedures

The applicant must provide details of procedures to be employed in the case of an emergency. This must also be addressed in the Traffic Management Plan. In particular, permanent access for emergency vehicles to and from the premises must be provided. Emergency services, including NSW Police, Fire and Rescue NSW, NSW Ambulance and NSW Rural Fire Services, shall be advised of events no less than 24 hours prior to the event. Emergency procedures shall include consideration of people with disabilities who may have special needs in the case of an emergency. Security staff must be familiar with emergency procedures.

An Emergency Response Plan outlines how the Event Organiser will respond to an emergency at the event. It should be developed in consultation with the NSW Police, Fire and Rescue NSW, NSW Ambulance and NSW Rural Fire Services and other relevant emergency services. The Emergency Response Plan should clearly identify one suitable person who is responsible for managing the emergency response at the event. That person's contact details should be given to all those who may be involved in responding to an emergency.

Erection of structures

Before building any structures at the event, permission from the venue or landowner will need to be sought. Depending on the structure, the Event Organiser may also be required to lodge a building or Development Application with Council or provide certification by an engineer.

For safety reasons you should engage the services of an expert to build any structures required at the event. Structures might include:

- staging
- amusement rides
- lighting rigs
- marquees
- stalls

Evacuation

The event must have an evacuation procedure as part of the risk assessment. For indoor events, the building being used may already have an evacuation procedure in place, however, this is far less likely for outdoor events.

Fireworks

It is illegal to operate fireworks in NSW without a permit from SafeWork NSW. You must apply for the permit from SafeWork NSW at least seven days before the event. The supplier or operator of the fireworks must also hold an appropriate license from SafeWork NSW. If fireworks are planned for your event, you are also required to advise the following organisations:

- local Council at least seven days before the event
- local Fire brigade at least two days before the event
- local Police at least two days before the event

You are also required to seek written approval from:

- the land or property owner where the display will be conducted
- any neighbours who may be affected by the fireworks display.

Ensure the Event Organiser keeps a copy of your permits and approvals available at the event and also for future reference. Detailed guidelines are available at www.safework.nsw.gov.au

In addition, the display of fireworks at an event results in the dispersing of a considerable amount of litter. It should be noted that consideration is given to the number of garbage bins the Event Organiser has access to when cleaning up after the display.

Fire Safety

The Event Organiser should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

First Aid

It is essential that the event has the provision of adequate facilities and qualified personnel to administer first aid. Advice as to the necessary facilities should be sought from qualified First Aid Practitioners. It is also a good idea to ascertain whether any key staff have basic first aid training. Access by Ambulance in an emergency should be considered and must be detailed in the Traffic Management Plan (where applicable).

Food stalls/ Mobile food vans/Temporary Food Stalls

If the event is serving food, the Event Organiser may be required to notify the NSW Food Authority. For more information on notifying the NSW Food Authority phone 1300 522 406 or go to www.foodauthority.nsw.gov.au/f-notification.htm

Food suppliers to the event must comply with the Food Standards Code. Liquor licences also require that food must be available if liquor is served. For more information on the Food Standards Code phone Food Standards Australia on (02) 6271 2222 or go to www.foodstandards.gov.au/foodstandardscode

Temporary food outlets must gain approval under section 68 of the Local Government Act, 1993 from Council. They must comply with the Food Handling Guidelines for Temporary Events', The Food Act 2003 and the FSANZ Food Safety standards. Copies of the food codes are available from Council's Development Services. All outlets shall be established and available for inspection by this Department prior to the event.

Garbage/Recycling

Even small events can generate large amounts of waste. As the Event Organiser, you may be required to submit a "Waste Management Plan" as part of your application for event approval to Council or landowner. For advice on waste management contact Council.

Adequate garbage and recycling facilities must be provided and cater for the anticipated number of people. Council can provide garbage bins for events at a cost. Council encourages the use of recyclable food containers and drink bottles.

Incident Reports

It is advisable to have a system in place at the event to record any incidents or accidents that occur. It is important that everyone working at the event has a clear understanding of how to record incidents and what to do with this record at the end of the event. The information you will want to capture in an incident report depends upon the nature of the event.

A template is provided in the Blayney Shire Council Event Application Package that can be adapted to suit your own needs. Note that, as an Event Organiser, you are required under New South Wales Work Health & Safety legislation to notify SafeWork NSW of any serious injuries or deaths that occur at the event. For more information, phone SafeWork on 13 10 50 or go to www.safework.nsw.gov.au

Lighting

If the event will be held at night or in a dark venue, it is essential to ensure there is enough light to see walkways and exits in case of an evacuation. Consideration should be given to the occurrence of a blackout occurring at your event. It is advisable to have the services of a qualified electrician on site in case problems arise with lighting equipment.

Location and direction of existing and any additional lighting to be used must be show on the required site plan. Lighting must be directed away from nearby dwellings and should not be located in a position likely to cause a traffic hazard on adjoining roads. At all times lighting must be adequate to enable the safe movement of people through the premises.

Lost Children

For a large event it is advisable to make arrangements for lost children. This could include setting up an area where lost children can be looked after and where carers can look for them; this may be in the events administration office area. Arrangements for children and carers who become separated should be clearly communicated to event patrons. All staff and volunteers working at the event should be aware of the procedures to be followed for lost children. The lost children's area should be staffed with appropriately qualified employees or volunteers.

Note that all people (whether volunteers or employees) working with children must sign a “Prohibited Employment Declaration”. This declaration helps prevent unsuitable persons from working for the event in positions where they have direct, unsupervised contact with children.

Money

Whether the Event Organiser are fundraising or running an event for profit there are money-related issues you need to consider including:

- Gaining a fundraising authority from the Department of Gaming and Racing’s Office of Charity
- Making arrangements for the collection of money at the event:
- Gate collection—is fencing needed?
- Collecting at dispersed locations—how to secure staff and storage?
- Transferring money to a secure location during the event—how often and how best to do this, and where can money be securely stored?

Any staff handling large sums of money at the event must be trained in correct procedures. The Event Organiser should consider whether you will still make a profit at the event after the necessary money-handling precautions have been put in place. The Event Organiser may decide it is not worth your while to collect money at the event.

Noise

It is illegal for offensive noise to emanate from a public place so it is important to carefully consider the impact that noise will have on the surrounding environment. Noise may be a concern to residents living in the vicinity.

Excessive noise can significantly reduce residents’ enjoyment of their home and neighborhood. It is also important to have the ability to adjust noise levels immediately in the event of a noise complaint or a request from authorities. If it is considered that the event is generating offensive noise the Event Organiser can be issued with a warning or fine.

The Event Organiser will need to provide protection for staff and volunteers working in noisy areas. Depending on the equipment being used at the event, qualified sound/audio technicians might be required to operate it. Noise requirements may vary from event to event.

Parking

Where possible, the applicant must provide on-site parking to reduce demand in nearby residential streets. Off-site parking areas should not be in locations which result in large numbers of people walking through residential areas. Promotional and advertising material must advise of the locations of public car parks and nearby available parking. Advertising material should also encourage the use of public transport where services are available. The applicant may be required to provide traffic marshals to ensure safe and efficient parking of vehicles.

For large events, parking arrangements should be shown in the Traffic Control Plan & described in the Traffic Management Plan.

Work Health & Safety

The Event Organiser has a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work. Depending on the nature of the event, the Committee may have certain legal responsibilities in relation to health and safety legislation.

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

- Handling of electricity, gas, and other hazardous materials
- Supplying ear protection for people working in noisy areas
- Operating equipment and machinery and whether licensed operators are required
- Supplying sunscreen and other personal protective equipment for people working at outdoor events
- Providing drinking water for people and volunteers working at events
- Providing adequate training to safely carry out assigned jobs at the event such as: - handling money, moving heavy items, managing and directing traffic, crowd management
- Any directing of traffic must be carried out by an Authorised Traffic Controller. Marshalls may be used to direct traffic in a parking area.

Promotion

One of the major tasks when marketing the event is communicating with the various groups the Event Organisers are trying to attract to the event. Ensure that all media outlets including television, radio and print are utilised to market your event. A media release is a great way to advertise the event free of charge.

Blayney Council's Communication & Media Officer can provide a contact list of media outlets.

Public liability insurance

Council's public liability insurance only covers Council's employees and bona fide volunteers. Contractors and community groups must present evidence of their own current insurance certificate with a minimum of \$20 million public liability, before their services are engaged.

Public liability insurance is required by a number of government agencies and venues and is usually a condition of approval to hold an event. In most cases \$20 million is the amount of cover required by the appropriate agency or agencies listed as 'interested parties' on the certificate issued.

The Event Organiser should also ensure any contractors used have appropriate insurance to cover their activities at the event. A copy of their Certificate of Currency should be obtained. In addition, a copy of the Certificate of Currency from the landowner must be obtained.

It is vital that the Event Organiser seek professional advice about the insurance required to cover the event. The type and amount of cover needed will depend on the nature of the event and the requirements of the landowner or venue where you propose to hold the event.

A condition of approval from the Local Traffic Committee will usually include a requirement to provide a copy of the Certificate of Currency.

Other types of insurances the Committee might need include:

- Workers' compensation
- Motor vehicle insurance
- Property (to cover your own equipment).

Jardine Lloyd Thompson provides specific insurance policies for community groups. Visit www.localcommunityinsurance.com.au

Risk Assessment

The Event Organiser must carry out and provide a written risk assessment to Council as the first step in planning the event. This will ensure the event has adequate health and safety measures in place. The Committee will need to identify if there is adequate trained personnel involved, that the correct equipment is being used and that the correct safety parameters have been put into place.

Security

Security at a large public event is an increasingly important issue. Aspects of venue, patron and staff security must be considered in the early stages of your event planning process.

Advising Police of your event and inviting them to do regular patrols is highly recommended but it must be noted that these patrols will only occur if the policing resources are available at the time. For large events of significance, a fee may be charged for this service.

You must ensure any special security measures are in place for example, if you have VIPs at your event, or large amounts of cash.

Factors to consider in determining security risks include:

- Number of people
- Type of crowd and expected potential for anti-social behaviour
- Time of day
- Alcohol, non-alcohol events require less security. BYO events generally represent a higher risk of anti-social behaviour than licensed events
- Previous history of inappropriate behaviour

It is recommended that you discuss possible risk reduction strategies and the number of security guards required by the event, with the NSW Police well in advance of your event.

Site Plan

As you are coordinating the event, a site plan will often be required. A site plan provides an overview of your event, clearly shows where it will be staged, and displays entrances and exits, and facilities.

This document is invaluable when you are:

- Applying to the local council for permission to stage the event
- Applying to government agencies and other regulatory authorities for special licenses and approvals needed to stage the event
- Identifying potential risks
- Providing information for emergency services e.g. the location of potential hazards, emergency vehicle access, etc.
- Considering crowd management.
- The site plan is separate to a Traffic Control Plan (where required).

Stewards/marshals

The Event Organiser should consider having people with particular expertise at the event site to deal with situations that might arise and to have enough stewards for the size of your event. The number of stewards and marshals the event needs will depend on several factors such as if the event is indoors or outdoors, how many children are likely to attend, the time, the weather and so on. Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed. Stewards & Marshals must not be used to direct traffic on public roads, as this can only be undertaken by Authorised Traffic Controllers.

Terrorism

Organisers must identify if their event is a culturally significant event or they are in receipt of any information that would suggest that the event may be targeted by politically motivated violence. Please see the resource list attached in particular the self-audit assessment tool that will assist organisers in determining the need for added security measures.

If any threat has been received by the organisers they are to contact NSW Police immediately and be guided by them. Organisers are to notify Blayney Shire Council in writing if any potential threats are identified.

Toilet facilities

Adequate toilet facilities must be provided for the duration of the event. Facilities for people with disabilities may also be required. If there is not enough permanent toilet facilities at the site the Event Organiser may need to provide portable toilets. Details of existing and additional facilities are to be submitted with the Event Application.

The Event Organiser should also consider providing:

- sanitary bins
- toilet facilities that are accessible to people with a disability
- baby change rooms and or parenting rooms.

The Council can provide cleaning services and toilets for nominal fees upon request.

Traffic Management Plan & Traffic Control Plans

The closure of roads and streets, even for a short time, has the potential to create significant disruptions to local residents, businesses and visitors.

A Traffic Management Plan highlights exactly what the Event Organiser plans on doing to ensure safety to minimise this disruption. A Traffic Management Plan must be submitted to Council's Director Infrastructure Services well prior to the event (approx. 6 months). The Traffic Management Plan must detail the sign posting, proposed detours, resourcing of barricaded intersections, etc.

Assistance in preparing this plan can be provided by Council's Infrastructure Services Department. An application to close a road will then go to the Traffic Committee for consideration. The NSW Police and RMS must also provide their concurrence to the road closure.

Traffic management is an extremely important but frequently overlooked aspect of event management. The RMS have developed a comprehensive booklet entitled "Traffic Management for Special Events". This is a very comprehensive guide to compiling Traffic Management and Traffic Control Plans for special events. This RMS document can be viewed on the RMS website www.rms.nsw.gov.au and following the "special events" link.

Unfortunately in the current world political climate organisers of event's must also consider vehicle barricades to prevent the alarming trend of unwanted persons disrupting

events by use of motor vehicles as a weapon or medium of interference. Please see resource links to provide simple audit tools for vehicle borne disruption risks.

If the event is likely to have an impact on the road network it is necessary to complete a full Traffic Management Plan (e.g. for a street carnival). In this case the Event Organiser should first contact Council's Infrastructure Services Department. Some events may not have an impact on the road network and thus will not require such a comprehensive Traffic Management Plan. In this case it is essential to at least complete a list of issues relating to traffic and transport and some sort of information relating to how your event intends to deal with these issues.

Don't hold the event in the dark – bad visibility and tiredness increase the risk. Whenever possible the event should be held in a park, sports ground or on footpaths away from the road. Events on local highways require Council and NSW Police approval. Any event where the highway is involved must also have written approval from the RMS.

VIPs

It is important that you invite the relevant VIP to the event in plenty of time. Most of these people book their schedule in advance and the Organising Committee may be disappointed if this causes them to miss the opportunity to attend the event. A VIP is best booked directly by the Organising Committee in writing to the person.

To book the Mayor, a Councillor or the General Manager for the event you will need to provide an invitation in writing to Council.

Water

It is vital that the Event Organiser make drinking water available to attendees, participants, staff, volunteers, contractors and performers at the event particularly if:

- You are expecting large crowds
- The weather is likely to be hot
- Participants are required to walk a long distance e.g. in a parade
- There is the chance participants will overheat

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

Weather

The impact of weather on the event will depend on the activities you are coordinating. It is very important to carefully consider potential weather impacts especially in the colder months in Blayney Shire and to include them in the risk assessment.

The Organising Committee should also have in place arrangements to deal with conditions such as:

- heat - provision of shelter, water, first aid, sun cream and mosquito repellent
- wind - provision of shelter, ensuring structures and dangerous items are secure
- rain - provision of shelter, protecting electrical leads and wiring
- hail - provision of shelter
- cold - provision of shelter and warmth.

In the case of extreme weather it may be necessary to cancel or postpone the event to ensure the safety and security of those present. So, before the event, the Organising Committee should establish:

- Conditions for cancellation/postponement
- Who is responsible for deciding to cancel/postpone
- At what time you need to make a decision about cancelling/postponing an event
- How you will advise staff, volunteers, performers and people planning to attend the event of the cancellation/postponement
- Contingency plans if the event is still able to go ahead.

Resources

The New South Wales Government Premiers Department have produced a useful Events Starter Guide. A copy of the guide can be downloaded from www.events.nsw.gov.au

In addition, other beneficial resources can be located at:

Community Builders www.communitybuilders.nsw.gov.au

RMS www.rms.nsw.gov.au

Department of Tourism, Sport & Recreation www.dsr.nsw.gov.au

Easygrants www.ourcommunity.com.au

ANZCTC - Australia's Strategy for Protecting Crowded Places from Terrorism
<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/Australias-Strategy-Protecting-Crowded-Places-Terrorism.pdf>

ANZCTC – Crowded Places Security Audit
<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-security-audit.pdf>

ANZCTC – Crowded Places Self-Assessment Tool
<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-self-assessment-tool.pdf>

NSWPF – SAFE PLACES Vehicle management
https://www.emergency.nsw.gov.au/media/admin/713/_/jt9q27drigbsco8ssk/Guidelines_NSWPF_SafePlacesVehicleManagement.pdf

Annexure A: Sample Risk assessment.

Sample Risk Assessment Tools

Risk Analysis

This is the process of considering the consequences and likelihood of a risk to determine the level of risk using the Risk Descriptors and Risk Matrix.

Consequence Rating

When analysing the consequences of a risk or unwanted event, consider the level of impact in relation to each of the consequence categories described in the Consequence Rating Table. Consequence is the outcome, injury, loss, gain, damage or any other unwanted outcome if the risk eventuates.

Likelihood Rating

This describes how likely that a risk or unwanted event will eventuate. Likelihood can also be described as probability or frequency determined by referring to statistics, documents, skills and knowledge, past risk assessments and experiences.

LIKELIHOOD	ALMOST CERTAIN	Expected to occur in most circumstances or occurs regularly.	>90% - 100%
	LIKELY	Will probably occur.	>60% - 90%
	POSSIBLE	May occur at some time.	>20% - 60%
	UNLIKELY	Could occur at some time.	>10% - 20%
	RARE	Only occur in exceptional circumstances.	>0% - 10%

Objective	Risks (not limited to list)	Controls	Person Responsible	Risk Rating			Is risk acceptable?	Additional Controls (what we can do to minimise risk)	Person Responsible	Adjusted rating with controls			Is additional treatment required?
				Likelihood	Consequence	Rating				Likelihood	Consequence	Rating	
	Traffic (Example)	Nil	Committee	Likely	Major	Extreme	No	Traffic Management Plan, Car park	Committee	Very Unlikely	Major	Medium	No
	Alcohol (Example)	Nil	Committee	Likely	Major	Extreme	No	Licencee assistance, Additional Security, No Glass Policy	Committee	Very Unlikely	Major	Medium	No
	Public												
	Crowd control												
	Weather												
	Medical Emergency												
	Food												
	Security												