



## Guidelines for Planning a Public Event in Cowra Shire



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Council Department	Corporate Services
Contact Officer	Risk Management Officer
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#### Document Review

This document shall be reviewed at four (4) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

#### Revision History

Version	Manex Meeting Date	Responsible Officer
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## **I. Objectives of the Guide**

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

### **I.1 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.

### **I.2 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 and the Environmental Planning and Assessment Act 1979, 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 three (3) 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.

### **1.3 Event Application Timeframes**

Cowra 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 Cowra 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 8 weeks
Class 4 Event	Minimum 8 weeks

## **2. Who Owns The Event?**

There are five potential levels of Council involvement:

### **2.1 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.



## **2.2 Events initiated and managed by, and only involving Council**

Council, including Section 355 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:

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

## **2.3 Council is a participant, not the main organiser**

Council, including Section 355 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.

## **2.4 Council is the venue owner, but not a participant or the event organiser**

As venue owner Council, including Section 355 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.



## **2.5 Council is the main organiser of an event, and other organisations take part**

Council, including Section 355 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:

- Site 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.

## **3. What is Risk Management?**

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

- Identify risks;
- Assess risks;
- Implement control measures;
- 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: Event Application Package for Sample Risk Assessment Matrix



## **4. 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 Cowra 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:

Cowra Shire Council **Event Application Package** that provides useful forms for community groups to use when organising an event which will include the following forms:-

- Event Management Application;
- Pre-event checklist – Part A & B;
- Event Insurance Advice;
- Event Site Plan;
- Risk Assessment and Risk Matrix;
- Notice of Intention to Hold a Public Assembly (must be submitted to local police).

## **5. 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 Cowra Shire Council Event Application to obtain relevant documentation to organise and hold an event.

## **6. Your Event – Things to Consider Guide**

### **6.1 Accessibility (See Annexure - Event Management Application Form Section 8.1)**

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.

### **6.2 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.

### **6.3 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 Cowra 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 Cowra Shire Council Infrastructure & Operations.

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.

### **6.4 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.

### **6.5 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.

### **6.6 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".



## **6.7 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 and Assessment Act 1979, State Environmental Planning Policy 64 (Advertising and Signage) and Local Government Act 1993 approval is required for some forms of signage including street banners.

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). Consideration is to be given to the above legislative requirements which may be applicable for signage on a RMS Road. Generally it is only real-estate and some directional signs that are exempt see State Environmental Planning Policy (Exempt and Complying Codes) 2008.

## **6.8 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) 63402000. 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.

## **6.9 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).

## **6.10 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](http://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](http://www.pcca.com.au/licensing.htm) or call (02) 8569 1111.

### **6.11 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).

### **6.12 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.

### **6.13 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 Cowra Shire area are the Wiradjuri people.

### **6.14 Development Applications**

Concerts, street fairs and special public entertainment events may require either development consent or approval under the Local Government Act 1993 (section 64) and the Environmental Planning and Assessment Act 1979.

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. Lodgment of all required information in the first instance will assist a quick determination by Council. It is advised to discuss your event with planning staff as your earliest convenience.

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 as a result of the assessment process.

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



- Type of event;
- Have you considered the legislative requirements?
- Is the event permissible on the land?
- Are there any environmental factors to be considered – noise and dust etc;
- Safety;
- Waste;
- 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;
- Have you got all of your information?
- This information is used in determining conditions of consent relating to permitted hours of operation.

### **6.15 Disclaimers and Waivers**

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

### **6.16 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.

### **6.17 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.

### **6.18 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.

### **6.19 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.

### **6.20 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.

Council is able to object to the display or impose conditions relating to noise and the proximity to residence, aged care facilities and animal welfare etc and may provide guidance on the timing of the notification to effected neighbouring properties. In making their determination, Council will need to see a risk assessment which is the responsibility of the event organisers to develop.

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;
- CASA may require notification in some cases.

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 need to be notified appropriately of the intended display.

Council will require a self-assessment Fireworks Display Checklist completed to assist with the review of the notification. This is available on the SafeWork NSW website –

<https://www.safework.nsw.gov.au>.

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](http://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.

### **6.21 Fire Safety**

The Event Organiser should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event. Consideration needs to be given if the area or site consent is classed as bushfire prone land.



## **6.22 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).

## **6.23 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](http://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](http://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 Environmental Services Department. All outlets shall be established and available for inspection by this Department prior to the event.

## **6.24 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.

## **6.25 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 Cowra 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](http://www.safework.nsw.gov.au)

## **6.26 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 shown 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.

### **6.27 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 apply through the Services NSW for Working with Children certificate.

### **6.28 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.

### **6.29 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.



### **6.30 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 which is required as part of any Development Application.

### **6.31 Participant Responsibilities and Obligations**

- Must arrive and set up within the designated time;
- MUST attend the Pre-Event onsite induction prior to the commencement of the event or risk not being allowed to participate;
- Responsible for their stall/tent which must be supervised at all times;
- Must ensure that all equipment used for the activity is safe and meets relevant requirements:
  - The stall must be installed to appropriate standards for safety (i.e.: manufacturers standards)
  - Electricity connections - leads must be tagged and weather proof and away from public traffic areas (inaccessible to children);
  - Gas – connections must be checked and set up appropriately and away from public;
  - Amusement devices must comply with minimum requirements for maintenance, operation and method of installation.
- Beware of any areas of risk and ensure stall areas remain safe at all times.
- Comply with industry standards relating to your activity, at all times.
- Must comply with and have copies of, any relevant regulation/ standards applicable to their activity (i.e. Food Handling Regulations, Responsible Service of Alcohol, Amusement Devices, etc.).
- Must immediately notify Coordinator in case of an emergency.
- Ensure that where required, public are asked to sign waiver statements before participating in an activity.
- Must warn public of any inherent risk associated with the activities (Fire, Noise, Hot surfaces, etc.)
- Must pack up at the agreed/designated time to ensure there is no obstruction or inconvenience to the public or any other participant.
- Must ensure the area is left clean and without any damage or risk to the public or any other participant.
- If for any reason you are not able to participate and need to cancel at last minute, please contact the Coordinator as soon as practicable.
- If you need to leave early please notify the Events Coordinator in order to arrange for your departure and moving of equipment and vehicle safely.
- Note that the above list does NOT supersede all other responsibilities, obligations requirements and conditions that form part of your agreement to participate.

*Add or delete relevant or irrelevant points but always err on the side of caution before deleting*

### **6.32 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.

### **6.33 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.

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

### **6.34 Public Liability Insurance**

Council's public liability insurance only covers Council's employees and bona fide Council 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](http://www.localcommunityinsurance.com.au)



### **6.35 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. See Annexure 8.4 Risk Assessment & Risk Matrix Form.

### **6.36 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;
- Non-alcohol events require less security;
- BYO alcohol 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.

### **6.37 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 required when you are:

- Applying to the Council for permission to hold the event where required – Development Application ;
- 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).



### **6.38 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.

### **6.39 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 Cowra Shire Council in writing if any potential threats are identified.

### **6.40 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 calculation for the amount of toilet facilities required at events is contained within the Building Code of Australia (BCA) and Australian Standards.

The Event Organiser should also consider providing:

- The amount of toilet facilities required for the event type and amount of patrons;
- Sanitary bins;
- Toilet facilities that are accessible to people with a disability;
- Baby change rooms and or parenting rooms.

Toilet facilities where alcohol is not available:

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basin
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17



Toilet facilities where alcohol is available:

Patrons	Males			Females	
	WC	Urinals	Hand basins	WC	Hand basin
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

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

#### **6.41 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. Traffic management etc can be managed in the Development Application process however this also can be managed by Council as a separate process were a Development Application is not required.

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 & Operations 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 & Operations 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](http://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 & Operations 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.

If the event isn't being held in daylight hours, sufficient lighting needs to be provided. 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.



### **6.42 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.

### **6.43 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 Cowra 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.

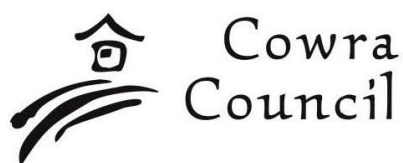
## **7. Resources**

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](http://www.events.nsw.gov.au)

## **8. Annexure – Event Application Package**



## 8.1 Event Management - Application Form



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794  
  
Phone: 02 6340 2000  
Fax: 02 6340 2011  
council@cowra.nsw.gov.au  
www.cowracouncil.com.au

### Event Management Application Form

The Event Management Application should be completed for organised events that are proposed to be held on public open space in Cowra Shire. Please attach additional sheets if your response cannot fit in the space provided. In some cases you may need to also submit a plan showing the proposed location and layout of the event venue. If some of the sections included in this form do not apply to your proposed event simply note "Not applicable".

Please return the completed form to: Private Bag 342, Cowra NSW 2794, hand deliver to Cowra Council offices at 116 Kendal Street Cowra or email to [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au). Should you require assistance in completing the form please contact Council's Risk Management Officer on (02) 6340 2036.

#### 1. Event Application Timeframes

Cowra Shire 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 the event application to Cowra 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 (ie: 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 8 weeks
Class 4 Event	Minimum 8 weeks



## 2. Useful Contacts

Organisation	Phone number	Website
Cowra Shire Council	(02) 6340 2000	<a href="http://www.cowra.nsw.gov.au">www.cowra.nsw.gov.au</a>
NSW Police - Cowra	(02) 6341 5099	<a href="http://www.police.nsw.gov.au/">www.police.nsw.gov.au/</a>
NSW Ambulance	13 12 23	<a href="http://www.ambulance.nsw.gov.au">www.ambulance.nsw.gov.au</a>
Roads and Maritime Services	13 22 13	<a href="http://www.rms.nsw.gov.au">www.rms.nsw.gov.au</a>
NSW Food Authority	1300 552 406	<a href="http://www.foodauthority.nsw.gov.au">www.foodauthority.nsw.gov.au</a>
Department of Industry - Independent Liquor & Gaming	1300 024 720	<a href="http://www.liquorandgaming.nsw.gov.au">www.liquorandgaming.nsw.gov.au</a>



### 3. Description of Event

<input type="checkbox"/> Charitable Fundraiser	<input type="checkbox"/> Promotional Event	<input type="checkbox"/> Street Festival
<input type="checkbox"/> Festival	<input type="checkbox"/> Rally	<input type="checkbox"/> Street Parade
<input type="checkbox"/> Launch	<input type="checkbox"/> Retail Event	<input type="checkbox"/> Market
<input type="checkbox"/> Live Performance	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Other - _____
		_____

Event Name \_\_\_\_\_

Location/Venue \_\_\_\_\_

(subject to availability & approval) \_\_\_\_\_

*Please note some venues may be subject to fees as stated in Cowra Shire Council's current Fees and Charges*

Event Date/s \_\_\_\_\_

Event Time/s \_\_\_\_\_

Setup/Bump in date \_\_\_\_\_

Time \_\_\_\_\_

Clean up/Bump in date \_\_\_\_\_

Time \_\_\_\_\_

Describe the main purpose of your event

Is the event likely to be an annual/recurring event?

Yes ☐

No ☐

Will your event be open to the public?

Yes ☐

No ☐

Expected attendance

No. of Participants ☐

No. of Spectators ☐

Will you charge an entry fee for the event?

Yes ☐

No ☐

*Any event held on Council land or premises must be conducted in accordance with Section 68 of the Local Government Act 1993*



#### 4. Applicant Details

*\* Denotes mandatory field*

Name \*

Organisation \*

Address \*

Town \*

Postcode \*

Phone \*

Mobile \*

Email \*

Website

Facebook

Executive of organising group

Name

Position

Mobile

Name

Position

Mobile

Name

Position

Mobile

If the management of the event is to be conducted by contractors or professional event organisers, please provide details names and contact details for each:

Name

Company

Mobile

Name

Company

Mobile

Name

Company

Mobile

*Contractors may include film crews, fireworks providers, amusement ride operators, bus companies etc.*

#### 5. Council Services Checklist

##### i) Food and Alcohol

Will there be food and/or drinks sold at your event?

Yes ☐

No ☐

*If yes, all Food Vendors must have approval from Cowra Shire Council. All Food Vendors must be issued with a Temporary Food Permit and comply with all relevant food and health regulations.*

Will you be operating a BBQ/s at your event?

Yes ☐

No ☐

Will alcohol be served and/or for sale?

Yes ☐

No ☐

*If yes, you are required to provide the appropriate Liquor Licence to Council and ensure those serving alcohol have current RSA accreditation. You must ensure there is free drinking water available.*



Is your event to be held in a designated Alcohol Free Zone? Yes ☐ No ☐

*If yes, you must also make an application to Council at least 3 months prior to your event. You will be required to pay the advertising fees associated with the publication of the suspension of the Alcohol Free Zone via the local newspaper.*

Will your event require security personnel? Yes ☐ No ☐

## ii) Waste and Amenities

Will your event require waste management? Yes ☐ No ☐

Will you require a quote from Council for the provision of waste services? Yes ☐ No ☐

Name (person requesting bin) \_\_\_\_\_

Delivery Date \_\_\_\_\_ Time \_\_\_\_\_

Pick Up Date \_\_\_\_\_ Time \_\_\_\_\_

Delivery/Pick Up Location \_\_\_\_\_

*Council's litter bins are not to be used for waste generated from the event without Council approval to do so. The provision of waste services through Council will come at a cost which will be provided upon request in a quote for private works.*

Guidelines for the number of bins required are listed below:

Bins per 100 attendees	
<b>General Waste</b>	1 x 240L, if <b>no</b> food/drinks are served/sold
<b>General Waste</b>	2 x 240L, if food or drinks are served/sold
<b>Recycling</b>	Dependent on event, may be appropriate

Will you need to organise the use of the venue's public toilets at your event? Yes ☐ No ☐

Will you require additional toilets and amenities, including disability access? Yes ☐ No ☐

Will you require Council to provide cleaning services during your event? Yes ☐ No ☐

*If yes, Council cleaning services will come at a cost which will be provided upon request in a quote for private works.*

Guidelines for the number of toilets required are listed below:

	No alcohol		Alcohol	
People	Male	Female	Male	Female
<500	3	6	11	13
<1000	6	9	15	16



### iii) Electricity & Lighting

Will your event require access to power supply?

Yes ☐ No ☐

*(subject to availability)? (If yes, please provide requirements below)*

☐ 15 amp      No required

☐ 20 amp      No required

☐ 32 amp      No required

Will your event require the use of existing Council lighting?

Yes ☐ No ☐

Will you need to organise additional lighting?

Yes ☐ No ☐

Are you proposing to utilise generators?

Yes ☐ No ☐

### iv) Temporary Structures

Will you be installing or erecting a structure? (e.g. stage, marquee, tent, caravan etc.)

Yes ☐ No ☐

If yes, type of structure, quantity and dimensions in m<sup>2</sup>:

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*The use of any portable structure may require a Development Application if it does not constitute exempt development or have a previous approval. If approval is required, this may take approximately 6 weeks.*

### v) Access and Temporary Road Closures

Will you require the entry of vehicles onto Council property?

Yes ☐ No ☐

If so – when, where and why? *This has implications for public safety and possible damage to reserves*

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Will your event impact vehicle/pedestrian traffic? (This includes any activity on the road, road verge or footpath)

Yes ☐ No ☐



Do you intend to place barriers on the roadway or footpath? (any road closure must be carried out by an authorised traffic controller) Yes ☐ No ☐

If yes, would you like to apply to use Council's barriers? Yes ☐ No ☐

*Charges apply as outlined in Council's fees and charges, barriers must be collected from, and returned to Council's depot*

Are you requesting any road/footpath closures or road/footpath occupation? (this includes any activity on the roadway, road verge or footpath) Yes ☐ No ☐

*If yes, you will be required to obtain approval from Council, Police and in some cases the Roads and Maritime Services (RMS), complete a Traffic Control Plan (TCP) & a Traffic Management Plan (TMP) and submit to the Cowra Shire Council Local Traffic Committee for consideration. Refer to 'Event Management Timeframes' on Event Management Guidelines document.*

## **vi) Noise**

Will your event involve large crowds, the use of PA system/s, or amplified music? Yes ☐ No ☐

If yes, what steps will you take to minimise intrusion into local homes?

---

## **vii) Signage and Promotion**

*Please note signs are not to be fixed to trees or street furniture without written Council approval.*

Will there be signage erected promoting your event at the venue? Yes ☐ No ☐

Will there be signage erected promoting your event at other locations in the Cowra Shire? Yes ☐ No ☐

If yes, please provide details:

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Will your event involve the distribution of pamphlets and/or other marketing/promotional material? Yes ☐ No ☐

What steps will you take to ensure that local residents and businesses are given advance warning of major events?

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Would your event like to utilise Councils managed banner pole sites located around the shire (providing that your organisation/entity meets the definitions outlined in the Community Banner Poles Usage conditions). If yes, you will need to fill out the Application form – Community Banners.

Yes ☐ No ☐

A What's On events listing is available on Council Tourism's website <https://events.visitcowra.com.au/>

### viii) Risk Management

It is an important component of event planning that risk management is used to identify potential risks and hazards that may impact on an event or its participants. The use of a framework for risk management can assist event organisers to this end. Cowra Shire Council encourages your organisation to develop risk management strategies to help identify and mitigate risks and to have on hand for the benefit of your insurers and the governing authorities if required.

*Guidelines for the number of First Aid personnel required is listed below. Each event must be attended by at least one suitably qualified First Aid Officer. The Ambulance Service of NSW should be advised of major events.*

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2

Who is the person nominated to engage emergency services or authorise an evacuation?

Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

What is your Emergency Evacuation Plan?

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**For any event, your strategies for emergency/risk management must comply with Australian Standards AS/NZS ISO 3100/2009. The location of the Emergency Muster Point and details of the nominated person who can authorise an evacuation must be communicated to all those involved with the event.**

What is your contingency plan for bad weather?

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*Public events require a wet weather contingency plan, even if it only details the method of liaison with Council staff to determine the condition of reserves after rain, the placement of signs at the venue, phone calls to radio stations etc.*

Will amusement devices (e.g. jumping castle/s, mechanical ride/s) or other entertainment (performers or attractions) be in operation at your event?

Yes ☐ No ☐

Type and number of devices:

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*Apart from a 'small' jumping castle, all amusement device owners must hold a Section 68 Approval issued by Cowra Shire Council. Applications must be received at least five working days before the event, please contact Council for this application form.*

## **6. Other Information**

Will there be animal involvement at your event?

Yes ☐ No ☐

*If yes, you must comply with all provisions of the Exhibited Animals Protection Act, 1986.*

Will your event involve the movement of any aircraft or drones?

Yes ☐ No ☐

Will there be goods (other than food) for sale at your event?

Yes ☐ No ☐

Will there be fireworks at your event?

Yes ☐ No ☐

Will you be fundraising as part of your event?

Yes ☐ No ☐

Will the event involve any professional filming or photography?

Yes ☐ No ☐

## **7. Access and Equality Compliance**

Is the site accessible for wheelchairs and for people with disabilities?

Yes ☐ No ☐

Does the promotional material for the event specify if the event is wheelchair accessible?

Yes ☐ No ☐

For large public events: will appropriate accessible toilets be provided?

Yes ☐ No ☐

Road/carpark closures: is adequate and suitable accessible parking incorporated on the site plan?

Yes ☐ No ☐



[illegible]



## 9. Required Documentation

In order for your request to be processed, please ensure you also provide the following documentation:

1	<b>Certificate of Currency of Public Liability Insurance</b> to a minimum of \$20 million and noting Cowra Shire Council as an interested party.	√
2	<b>Site Plan (if applicable)</b> depicting everything you plan to bring or utilise at the venue, such as: barricading/fencing, stalls and marquees, stages, toilets, rubbish/recycling bins, signs/banners, lights/lighting towers, PA/speakers, entry and exit points, parking, power, first aid and emergency muster points.	√
3	<b>Traffic Management Plan including a Traffic Control Plan (if applicable)</b>	√
4	<b>Risk Assessment</b> outlining all applicable risks and control measures.	√
5	<b>Liquor Licence (if applicable)</b>	√



## INDEMNITY & DECLARATION

I, \_\_\_\_\_ hold Cowra Shire Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of council, its servants, agents or employees either solely or in contribution thereto.

I am authorised by the nominated organisation/club/school/association to make this application. I understand that my organisation/club/school/association are required to undertake a risk assessment safely inspection and audit of the Council property along with completing a risk assessment prior to each use. I understand that I must only use the Council property if it is safe to do so and must leave the council property in a clean and tidy condition, including all associated facilities. I understand that if Council is required to clean or conduct any repairs due to damage or neglect caused by the applicant, the applicant will be invoiced. I agree to ensure that if the Council property is used at night, the level of lighting is appropriate for the intended purpose and agree to turn off all lighting immediately after the event or use of Council property has ceased.

I understand that only approved line marking agents can be used on Council property and I must obtain Council approval for any signage erected. I agree not to sub-let any Council property or facility. I agree to ensure children using Council property are supervised by an adult and agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained.

I agree to comply with any requirement set by Council as part of the Conditions of Approval for the event and will comply with any direction of Council in relation to the Council property (e.g. closures due to wet weather and maintenance).

I am authorised to provide this release to Council on behalf of the nominated organisation/club/school/association from all claims made against Council by any person resulting from activities held on Council property.

Name (Block Letters)

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Signature

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Date

---



## 8.2 Event Management - Pre-Event Checklist – Part A & B



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2000  
Fax: 02 6340 2011  
[council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  
[www.cowracouncil.com.au](http://www.cowracouncil.com.au)

### Event Management - Pre-Event Checklist

#### Part A

This checklist serves to ensure all aspects of the event have been considered and dealt with appropriately. It must be completed at least two weeks prior the event.

Answers to all questions, where applicable to your event, must be YES. If the response is NO, then an appropriate explanation must be provided and endorsed by the organiser/coordinator of the event.

Add any other controls that are required as a result of your Risk Assessment.

Prior to Event (check at least two weeks prior to the event):		YES	NO	NA
1	<b>Approval</b> by senior management for the event confirmed			
2	<b>Risk assessments</b> conducted on all activities and forwarded to Risk Management Coordinator			
3	<b>Insurance</b> confirmations from <b>ALL</b> equipment suppliers, <b>ALL</b> stall holders and <b>ALL</b> other participating groups obtained			
4	Appropriate approvals required / obtained (Traffic Committee, RMS, Police, Council approval, etc.)			
5	Induction prior to event organised with all volunteers, stall holders, staff etc. Designated tasks clearly outlined			
6	Personnel/volunteer register, to be signed by those working on the day, prepared			
7	All <b>stall holders</b> and <b>entertainers</b> agreements signed			
8	An accurate <b>diagram</b> of the grounds and location of each activity including public access, parking, key points, etc. prepared			
9	<b>Council requirements:</b> Information provided to each stall holder/participating group			
10	Confirmation received from <b>ALL</b> participating groups that they will comply with Council requirements in respect of their stall area/activity			
11	<b>Amusement Devices:</b> All licenses, log book and certificates of operation obtained and sighted?			
12	Amusement Devices: <b>Tickets</b> have disclaimer printed on the back			
13	All <b>services and facilities</b> such as toilets, disabled access, equipment storage, etc. appropriate			
14	<b>Onsite inspection</b> undertaken of the ground/facility to ensure it is suitable and in a satisfactory condition to hold the event			
15	<b>Catering</b> (if applicable) organised			
16	<b>Stall holders</b> requirements have been determined and met			



<b>Prior to Event</b> (check at least two weeks prior to the event):		<b>YES</b>	<b>NO</b>	<b>NA</b>
17	<b>Disclaimers:</b> Included in the agreements made with participating groups. Displayed on the grounds on the day where appropriate			
18	<b>Waivers</b> prepared for activities involving participation from members of the public (where applicable)			
19	<b>Contingency Plan</b> prepared			
20	<b>Emergency Plan:</b> a. Meeting point in the event of an emergency requiring evacuation identified b. Line of communication contact list prepared and provided to all personnel including stalls and activity organizers (Ensure the list includes contacting a designated Senior manager of council) c. Access organised to phones, CB radio, Walkie talkies etc. d. Firefighting equipment available and competent personnel to use it?			
21	<b>First Aid</b> kit available and a trained person to act as first aid officer present on the day? (For a large event it is recommended that St John Ambulance be present)			
22	<b>Weather Watch:</b> Monitor weather forecasts in the period leading up to an outside event			
23	<b>Designated children area:</b> Where applicable, signpost and highlight parental responsibility to actively supervise children at all times			
24				
25				

**Form Completed by:**

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>

**Supervisor/Manager:**

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>



## Part B

This checklist is used to ensure all aspects of the event have been considered and dealt with appropriately. It must be completed prior to the commencement of the event. If the event is held over more than one day, this checklist must be completed at the commencement of each day.

On the day of the event		YES	NO	NA
1	<b>Personnel:</b> a. Checked adequate numbers of staff and or volunteers are available on the day b. All staff and volunteers have signed the Personnel/ Volunteer Register c. All staff and volunteers have been given clear instructions on their roles for the day d. An appropriate roster for relief of personnel has been developed e. All personnel have been provided with appropriate PPE where required f. Drinking water is available for staff and volunteers g. All staff and volunteers will apply manual handling procedures where applicable			
2	<b>Induction:</b> All participants and guests have been inducted to the site and warned of risks			
3	<b>Stage, lighting</b> (if applicable) has been appropriately installed and checked by qualified personnel			
4	<b>Public Access</b> has been appropriately signposted			
5	<b>Parking area</b> has been appropriately signposted and guarded. Accredited Traffic Controllers have been organised			
6	A special parking area has been made available to dignitaries if applicable			
7	<b>Speed zones</b> and road appropriately signposted as per TCP/TMP. <b>Traffic Control</b> organised and implemented as required by the TCP/TMP			
8	All other signage securely placed as per TCP/TMP			
9	<b>Food Stalls</b> have copy of and are complying with Food Handling procedures			
10	<b>Alcohol</b> distributors have copy of and are complying with Responsible Service of Alcohol requirements			
11	All <b>structures</b> have been installed securely in accordance with requirements			
12	All guy ropes etc. are securely fastened and roped off from public			
13	<b>Power:</b> All electrical connections are set up as required and safely away from public areas or roped off as applicable			
14	<b>Electrical equipment</b> is appropriately tagged			
15	All equipment within and near stalls is safely placed and secured			
16	<b>Gas cylinders</b> and any other explosive equipment placed away from public			
17	<b>Litter</b> control: Adequate number of waste bins strategically placed			
<b>Other issues specific to your event</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>
19				
20				
21				
22				



On the day of the event		YES	NO	NA
22				

**Completed by:**

Name	Position	Signature	Date

**Supervisor/Manager:**

Name	Position	Signature	Date



### 8.3 Event Management – Insurance Advice Form



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2000  
Fax: 02 6340 2011  
council@cowra.nsw.gov.au  
www.cowracouncil.com.au

#### Event Management - Insurance Advice Form

*Note: That additional information may be requested by Statewide Mutual after reviewing the following information.*

Name of Event			
Council Contact			
Phone		Fax	
Email			
Date of Event			
Location			
Is the Council or its Committee the Organiser or is it a participant only ie. putting up road barriers, controlling traffic etc.?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:			
Is the Committee organising the event a bona fide S355 Committee of Council		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes – Name of Committee			
If no – then they should have their own insurance – refer to <a href="http://www.communityinsurance.com.au">www.communityinsurance.com.au</a>			
Is the Committee of Council an Incorporate Body?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:			
If yes, then the event cannot be covered by Statewide and separate Liability Insurance should be arranged			
Comments:			



Event brochure, program and/or list of activities to be attached to correspondence to JLT?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If less than 21 days' notice of the event is given there may be difficulty in getting confirmation from Statewide Mutual as agreement may need to come from the Statewide Mutual Reinsurers in London		
Are there any paid entertainers or amusement devices and, if so, has their liability policy been confirmed and risk assessment of their activities been obtained?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have waivers been arranged and in particular, signed by parents if participants is under 18 years and attached to correspondence to JLT?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Date sent to JLT		
<p><b>IMPORTANT NOTE:</b></p> <p><i>Please check with your Council's Account Manager before completing this form</i></p>		



## 8.4 Event Management - Event Sit Plan



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2000  
Fax: 02 6340 2011  
council@cowra.nsw.gov.au  
www.cowracouncil.com.au

### Event Management – Event Site Plan

The site plan should include information on activity areas, stall sites, parking locations, first aid stations, Coordinator office, information relating to the evacuation plan (including emergency access and meeting points) and any significant landmarks (i.e. river, roads, etc.)




## 8.5 Event Management – Risk Assessment & Risk Matrix Form



Cowra Shire Council  
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Cowra NSW 2794

Phone: 02 6340 2000  
Fax: 02 6340 2011  
council@cowra.nsw.gov.au  
www.cowracouncil.com.au

### Event Management – Risk Assessment & Risk Matrix Form

Division/Dept		Branch/Section/Program			Activity				
Consulting Group				Date of Assessment					
Ref No.	Hazard	Risk Description	Risk Category	Risk Assessment			Controls required to mitigate risk	Actions required to achieve controls	Risk Owner/ Person Responsible
				Likelihood	Consequence	Rating			
eg.		There is a risk that ... could happen resulting in ...	Public Liability	Possible	Major	High (18)			
01									



Risk Matrix					
Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium 8	High 16	High 20	Extreme 23	Extreme 25
Likely	Medium 7	Medium 12	High 17	High 21	Extreme 24
Possible	Low 5	Medium 10	High 15	High 18	High 22
Unlikely	Low 2	Low 4	Medium 11	Medium 13	High 19
Rare	Low 1	Low 3	Medium 6	Medium 9	High 14

Corrective Actions Table	
Risk Level	Action Required
Extreme Risk 23 - 25	<ul style="list-style-type: none"> <li>This rating level is not acceptable</li> <li>Report immediately to Senior Management</li> <li>Consider alternative activity unless appropriate controls are implemented</li> <li>Develop specific Treatment/Action Plan for immediate implementation to address extreme risks</li> <li>Allocate actions and budget for implementation within one month</li> <li>Report to Senior Management on effectiveness of control</li> </ul>
High Risk 14 - 22	<ul style="list-style-type: none"> <li>Develop and implement a specific Treatment/Action Plan for high risks</li> <li>Consider alternative activity unless appropriate controls are implemented</li> <li>Allocate actions and budget to minimise risk; monitor implementation</li> <li>Report to Senior Management on effectiveness of control</li> </ul>
Medium Risk 6 - 13	<ul style="list-style-type: none"> <li>Develop and implement a specific Treatment/Action Plan for medium risks</li> <li>Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation</li> <li>Management to consider additional controls</li> </ul>
Low Risk 1 - 5	<ul style="list-style-type: none"> <li>Accept and Monitor low-priority risks</li> <li>Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms</li> </ul>



## 8.6 Event Management - Notice of Intention to Hold a Public Assembly



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2000  
Fax: 02 6340 2011  
council@cowra.nsw.gov.au  
www.cowracouncil.com.au

### Notice of Intention to Hold a Public Assembly

**Must be submitted to local police**

Taken from NSW Police website [https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

#### Summary Offences Act 1988

To the Commissioner of Police

I, \_\_\_\_\_  
Name  
Of \_\_\_\_\_  
Address  
On behalf of \_\_\_\_\_  
Organisation  
notify the Commissioner of Police that on the \_\_\_\_\_  
Day  
of \_\_\_\_\_  
Month/Year

it is intended to hold:

#### **Either:**

(a) a public assembly, **not being** a procession, of approximately \_\_\_\_\_  
Number  
persons which will assemble at \_\_\_\_\_  
Place  
at approximately \_\_\_\_\_ am/pm  
Time  
and **disperse** at approximately \_\_\_\_\_ am/pm  
Time

#### **Or:**

(b) a public assembly, **being** a procession, of approximately \_\_\_\_\_  
Number  
persons which will assemble at \_\_\_\_\_  
Place  
at approximately \_\_\_\_\_ am/pm  
Time  
and at approximately \_\_\_\_\_ am/pm  
Time  
the procession will commence and shall proceed \_\_\_\_\_

*Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached*



2. The purpose of the proposed assembly is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *state purpose*

3. The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

\*(i) There will be \_\_\_\_\_ *(number)* of vehicles and/or\* floats involved and their type and dimensions are as follows:

\_\_\_\_\_  
\_\_\_\_\_

\*(ii) There will be \_\_\_\_\_ *(number)* of bands, musicians, entertainers etc entertaining or addressing the assembly.

\*(iii) The following number and type of animals will be involved in the assembly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*(iv) Other special characteristics of the proposed assembly are as follows:

\_\_\_\_\_  
\_\_\_\_\_

4. I take responsibility for organising and conducting the proposed public assembly.

5. Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Signed: \_\_\_\_\_

Capacity/Title: \_\_\_\_\_  
*Delete as applicable*

Date: \_\_\_\_\_

\* Delete as applicable