

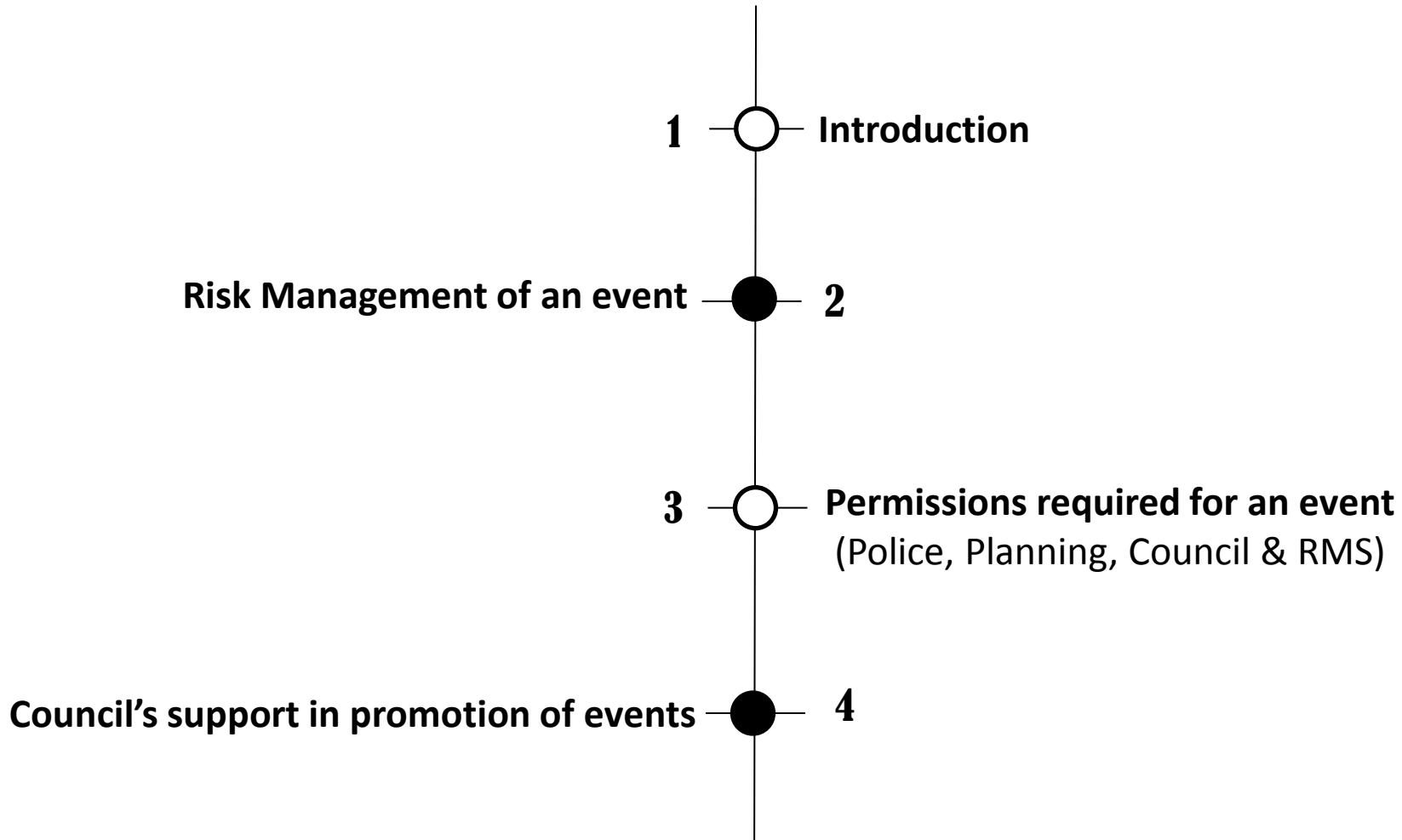
SPECIAL EVENTS WORKSHOP

How to hold a safe event in
Warrumbungle Shire



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Summary of the Workshop Tonight



Background Information of Case Study Used.



Warrumbungle Triathlon Club would like to hold a regional triathlon fund raising event in Coonabarabran.

The Triathlon Club is new and will hold a season launch event where 120 participants & 80 spectators are expected to be involved.

There will also be a jumping castle in the car park and a BBQ where sausage sandwiches and non-alcoholic & alcoholic drinks will be sold to raise money for the club.

Background information continued

- It will need to be located near water, in warmer months but not during the hottest part of the day. Therefore it will be located at Coonabarabran Town Pool, Saturday 5 December, 2020 from 8.00am – 11.00am.
- Tables for event organisers, chairs for participants, jumping castle, microphone, BBQ food and drink, etc. are required.

Support for Grant Applications

- Community Development Coordinators of each major town within Warrumbungle Shire may be able to assist with seeking and applying for grants.



Timeline: 12 months before the event

Risk Management

A. Planning stage

1. Establish type, size and reason (objective) for Event
2. Establish ownership of Event
3. Seek written (preliminary) approval from Senior Management
4. Establish type of coordination (Individual, Group, Committee, etc.)
5. Go through list of considerations (checklist)
6. List all activities before, during and after the event
7. Conduct risk assessment (including treatments)
8. Develop comprehensive Event Action Plan and timeframes – coordinator/s to monitor actions and keep management informed if any issues or High risks arise
9. Notify Insurer (within prescribed time) and obtain approval of cover
10. Seek final approval (well prior to commencement) – this may not be granted if all issues and actions have not been undertaken or complied with.

Timeline: 12 months before the event



Risk Management

B. During event

1. Complete Pre-Event checklist
2. Conduct induction / site inspection (if applicable)
3. Supervise set up
4. Ensure all participants comply with all requirements
5. Ensure contingencies are in place
6. Monitor activities / incidents during event

Risk Management

C. Post Event

1. Supervise shut down
2. Evaluate event and activities
3. Conduct a debrief with key personnel
4. Documentation
5. Review Action Plan / procedure for future events

Risk Assessment

			CONSEQUENCE		
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High

LIKELIHOOD	RARE	Only ever occurs under exceptional circumstances
	UNLIKELY	Conceivable but not likely to occur under normal operations; no evidence of previous incidents
	POSSIBLE	Not generally expected to occur but may under specific circumstances
	LIKELY	Will probably occur at some stage based on evidence of previous incidents
	ALMOST CERTAIN	Event expected to occur most times during normal operations
CONSEQUENCE	INSIGNIFICANT	First aid only required
	MINOR	Minor medical treatment with or without potential for lost time
	MODERATE	Significant injury involving medical treatment or hospitalisation and lost time
	MAJOR	Individual fatality or serious long term injury
	CATASTROPHIC	Multiple fatalities or extensive long term injury

EXTREME	HIGH	MEDIUM	LOW
DO NOT PROCEED Immediately introduce further control measures to lower the risk Reassess before proceeding	DO NOT PROCEED Review and introduce additional controls to lower the level of risk	Monitor and maintain strict measures	Monitor and Manage

Risk Assessment

[illegible]

Risk Assessment

- What other hazards can we identify and risk assess based on the proposed event?



Image from Photos of Dublin page on Twitter

Police Involvement



Permissions Required for Event

NSW POLICE

- The Police have the fundamental responsibility to prevent crime and to protect life and property.
- When planning or conducting a special event, Police may:
 - Offer advice
 - Establish certain conditions for the conduct of the event, and
 - Maintain public order and management of crowds and traffic.

Schedule 1 Notice to Hold a Public Assembly.

Summary Offences Act 1988 No 25

23 Authorised public assemblies

- (1) For the purposes of this Part, a public assembly is an authorised public assembly if:
- (a) notice, in writing, of intention to hold the public assembly, addressed to the Commissioner, has been served on the Commissioner, and
 - (b) if a form of notice has been prescribed, the notice is in or to the effect of the prescribed form, and
 - (c) the notice contains the following particulars:
 - (i) the date on which it is proposed to hold the public assembly,
 - (ii) if the proposed public assembly is not a procession, a statement specifying the time and place at which it is intended that persons gather to participate in the proposed public assembly,
 - (iii) if the proposed public assembly is a procession, a statement specifying the time at which it is intended that the procession commence and the proposed route of the procession and, if it is intended that the procession should stop at places along that route for the purpose of enabling persons participating in the procession to be addressed or for any other purpose, a statement specifying those places,
 - (iv) the purpose for which the proposed public assembly is to be held,
 - (v) such other particulars as may be prescribed, and
 - (d) the notice specifies the number of persons who are expected to be participants in the proposed public assembly, and
 - (e) the notice:
 - (i) is signed by a person who indicates in the notice that he or she takes responsibility for organising and conducting the proposed public assembly, and
 - (ii) specifies the address of that person for the service on him or her of any notice for the purposes of this Part (which may include an address for the transmission of facsimiles or the sending of emails to the person), and
 - (f) the Commissioner has notified the organiser of the public assembly that the Commissioner does not oppose the holding of the public assembly or:
 - (i) if the notice was served on the Commissioner at least 7 days before the date specified in the notice as the date on which it is proposed to hold the public assembly—the holding of the public assembly is not prohibited by a Court under section 25 (1), or
 - (ii) if the notice was served on the Commissioner less than 7 days before that date—the holding of the public assembly is authorised by a Court under section 26.
- (2) Without prejudice to any other method of serving a notice referred to in subsection (1) on the Commissioner, such a notice may be served by leaving it with any member of the Police Force or such other person as may be prescribed at the address prescribed as the address of the office of the Commissioner.



Timeline: at least 6 months before the event

Case Study Example...

What you need to complete:

A contact: Name and address

Who they are representing: e.g. Coonabarabran Triathlon Club

Date of the event: e.g. December 2020

What type of event: Is it a public assembly/ parade/

Class of event: 1, 2, 3 or 4 (explained in further detail by RMS tonight)

Details of event: Including numbers of participants, vehicles and or floats involved, bands musicians, entertainment at event.


Security for the event

If animals are involved in the event

Any other specific requirements

Police need to be informed as early as possible. It is not appropriate to talk to any police officer but to ensure you liaise with a Sergeant or above.

Timeline: at least 6 months before the event



Permissions Required for Event

NSW POLICE

- **User pays**
- Police charge user pays fees where "it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."



Permissions Required for an Event

PLANNING

- Section 68 and use of banners for an event
- Requirements for stages or structures for an event



Timeline: 6 months before the event

Case Study Example...

TEMPORARY EVENT SIGNS

To be exempt development the sign must:

- Not result in more than one banner and one other type of temporary sign facing any road frontage; and
- Not have a surface area of more than 6m², and
- Be located wholly within the boundaries of the property or, if attached to a building, fence or wall, not project more than 100mm from the building, fence or wall, and
- Not be higher than 5m above ground level, and
- Not be permanently fixed to a building , fence or wall, and
- If advertising a commercial or retailed event – not be constructed or installed in a residential zone; and
- Not be illuminated; and
- Not be displayed earlier than 14 days before the event; and
- Be removed within 2 days after the event.

If a temporary event sign is to be located on Council footpath or road reserve a Section 68 approval will be required from Council.

Case Study Example...

- GENERAL REQUIREMENTS FOR TEMPORARY USES

To be exempt development it must:

- Have the consent in writing of the owner of the land;
- Not restrict any car parking or any vehicular or pedestrian access;
- Not redirect flow of surface or ground water or cause sediment to be transported onto any adjoining property;
- Not result in damage to any protected tree;
- Be covered by a policy of insurance taken out by the person carrying out the development that covers public liability;
- Have an approval for the use of the land related to the purpose of the temporary structure, unless the use of the temporary structure is specified as exempt development or is ancillary to the principal use of the land.

Case Study Example...

- A Development Application is required if:
 - The event or temporary structures associated are not considered to be exempt under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*;
- Development consent may be granted for development on land in any zone for a temporary use for a maximum period of 52 days (whether or not consecutive days) in any period of 12 months.

Talk to Council's Town Planner at least 4 months prior to an event to see whether Development consent is required.

Permissions Required for an Event

ENVIRONMENT HEALTH- FOOD

- Temporary Food Stalls
- Food Safety Supervisor
- Food Act Standards
- Handwashing facilities
- Temperature control
- Designated people for designated roles
- Labelling



Permissions Required for an Event

ENVIRONMENT HEALTH- TOILETS

- Building Code of Australia
- Local Government Act – Section 68 Approval
- Indoor/outdoor
- Sewer/unsewered?
- Annual or one off?



Permissions Required for an Event

ENVIRONMENT HEALTH-MEDICAL AND LICENCING

- Designated area
- Remoteness to be taken into consideration
- Counselling? Particularly in relation to drug use
- Fireworks- Service NSW + Council
- Festival Numbers- music festival licensing
- <https://www.liquorandgaming.nsw.gov.au/operating-a-business/music-festival-licence>



Permissions Required for an Event


ENVIRONMENT HEALTH- WATER QUALITY

- Private water suppliers to have Water Quality Assurance
- Program
- Site map
- Private Water Supplies, Department of Health
- <https://www.health.nsw.gov.au/environment/water/Pages/private-supplies.aspx>

PERMISSIONS REQUIRED FOR AN EVENT

TECHNICAL SERVICES

Process involved if the event is on or near a road, or if a road is directly impacted from an off-road event

- 
- Application to Council- letter, risk management plan, copy of public liability (min \$20 million) & Transport Management Plan (TMP).
 - Council may provide assistance to prepare a Traffic Control Plan (TCP), if need be.
 - Application sent to the Traffic Committee (3rd Thursday of the month, February - November) & RMS if a Regional and State road is impacted.
 - Traffic Committee minutes are sent to Council's monthly meeting for approval (4th Thursday of the month).
 - Council endorse/reject recommendation, RMS provide response (if need be).
 - Letter sent by council to event organiser on the outcome.



Timeline: at least 4 months before the event

PERMISSIONS REQUIRED FOR AN EVENT

TECHNICAL SERVICES

If additional services are required by Council, then include that request in the letter of the application.

Additional services include:

- Extra otto bins
- Use of electricity
- Additional amenity resources



A Road Occupancy Licence is applied for by Council through the RMS portal and the application is sent to RMS seeking their concurrence.

The TC recommend that council approve this event and the minutes are sent to the next Council meeting 3 weeks later.

Council receive the TC minutes as well as supporting information about the event and decide to support and approve this event and fund costs associated with having staff erect signs.

RMS also email their concurrence for the event to include use of a Regional and State road.

In July a letter of approval is then sent to the Triathlon Club along with Council's standard conditions.

What is standard conditions for closure or use of a road to conduct a street event?

It is a set of conditions, set by council, that are required to be followed. Not all conditions apply to every event and the conditions that need to be followed for an event will be acknowledged in the letter of approval by council.

The entire list of standard conditions for closure or use of a road to conduct a street event will also be attached with the letter of approval.

PERMISSIONS REQUIRED FOR AN EVENT

ROADS & MARITIME SERVICES



Transport
**Roads & Maritime
Services**

Timeline: at least 4 months before the event

Promotion of the Event

- Events should be promoted to increase attendance.
- Promotion is also required to inform the community on roads that will be impacted by an event.
- Along with the Community Development Coordinator, Council's Manager of Economic Development and Tourism can assist in promoting the event.

Timeline: at least 1 month before the event



Channels of Promotion



Channels of Promotion

- Website
- Facebook – WSC and VIC
- Posters
- Word of mouth – VIC's (local and within other councils), CDC's
- Newspapers – informing and promoting
- Meetings/forums – 'other business'



HINT: Have your material prepared

Submitting your event to WSC tourism website

<http://www.warrumbungle.nsw.gov.au/tourism/events>

Home / Events

Event Calendar

There are a variety of unique events held in the Warrumbungle Region throughout the year. From celebrating the region's love of astronomy to hosting concerts in some of Australia's most stunning scenery, you will find everything from 150 year old horse events to bush poetry celebrations. The Warrumbungle Region really has an event for everyone. If you have a community event for the Warrumbungle Region and want to advertise it for free on our Calendar of Events just send the details through the **Submit Your Event** form. Please make sure your attached photo is in a JPeg form as the website WILL NOT ACCEPT a word document or PDF file for the photo

Submit Your Event

Tell us about your event

Fill out this form to send us the details of your event, or return to the [Event Calendar](#).

Is this a NEW event or are you submitting an UPDATE to your event?*

☐ NEW ☐ UPDATE

Event name and dates

Event Name*

Start Date*

End Date

Category and location

Choose a Category

Choose a Category

Region*

Choose a Region

Location

Event contacts

Email*

Telephone

Website

Image and additional information

Is this an Annual Event?

☐ NO ☐ YES

Please ensure that image files you upload are at least **2048px (W) x 1536px (H)**.

Thumbnail Image

 Browse...

Event Description*

Mandatory field(s) marked with *

SUBMIT

What your event will look like on the website:



Coonabarabran
Townlife Market
27/01/2019 - 31/12/2019
[VIEW DETAILS](#)



Tom Curtain - Speak Up
Tour
31/01/2019 - 31/01/2019
[VIEW DETAILS](#)

Event on website

Tom Curtain - Speak Up Tour

Jan 31, 2019 - Jan 31, 2019

Location: Warrumbungle Mountain Motel

Phone:

Email: admin@katherineoutback.com.au



Multiple Golden Guitar winner and horseman extraordinaire Tom Curtain will be performing his Katherine Outback Experience show of real horse training and working dog demonstrations followed by a live music performance. Where: Warrumbungles Mountain Motel, 882 Timor Road, Coonabarabran, NSW When: Thursday 31 January 2019 from 6:00-8:30pm Food/Drinks: No BYO. Cash bar with food and drinks available for purchase. What to Bring: Wear appropriate clothing for outdoor event | BYO seating and picnic blankets Cost \$32.74 Ad Tickets: via Eventbrite




Promo/Event Support

- PA system
- Raffles/fundraising
- Banner poles



Case Study example

How the Economic Development Tourism (EDT) Manager would help in this situation?

- Prepare posters advertising Triathlon
- Prepare photos and text Facebook (different audiences)
- Make contact with EDT Manager or VIC to assist advertising
- Upload event to the website – correct photo format
- Local fundraiser approved to sell at the VIC
- EDT Manager forward promotion material to surrounding councils
- Event program to VIC – open 7 days and can assist with ‘on-the-day enquiries’
- Book the PA system and banners for registration table
-    on the day for **post-event marketing!**

Q & A



THANK YOU FOR ATTENDING THIS WORKSHOP!

