

APPLICATION FOR COMMUNITY EVENT

FOR COMMUNITY EVENTS

(Where Council is the venue owner, but not a participant or the event organiser)

Please complete this document and provide to Council at least 2 weeks prior to your event.



Contents

APPLICATION FOR COMMUNITY EVENT	3
Introduction	3
GUIDELINES	4
1. Planning your event	4
2. What is Risk Management?	5
3. Your Event – Things to Consider	6
Alcohol	6
Amusement Rides	6
Camping	6
Contingency Plan	6
Emergency Management	6
Fireworks	6
Food stalls/ Mobile food vans/Temporary Food Stalls	7
Garbage/Recycling	7
Insurance Requirements	7
Traffic Management	7
FACILITIES HIRE APPLICATION/AGREEMENT	8
APPENDIX A – Event Site Plan	12
APPENDIX B – Safety Checklist	13
APPENDIX C – Risk Matrix and Corrective Action Table	17
APPENDIX D - Risk Assessment – Additional Event Hazards/Risks	18

APPLICATION FOR COMMUNITY EVENT

Introduction

Bogan Shire Council has developed these procedures as it has an obligation to provide a safe and healthy environment for all users of Council facilities during events. These users being both organisers and participants at the event.

Risk management and safety at these events is the responsibility of the individual or group organising the event, and requires a risk management approach to be applied. Council works together with event organisers to ensure approved Community Events are organised and held safely.

This document is designed as a guide to help event organisers understand Council's requirements prior to holding an event at a Council Facility, to identify hazards and risks associated with the event, and to identify suitable controls to address those hazards and risks. For every event organisers will need to complete a Facility Hire agreement and Covid Safe Plan. Risk Management Plans, Site Plans and Traffic control plans may also be required before the event can proceed and as every event is unique the requirements may differ.

If the event is not a bona-fide Bogan Shire Council community event, facility hire fees will also be applicable to those wishing to use Council's facilities to host their event. Council define a bona-fide community event as one run by community organisation where it is clearly demonstrated that money raised from the event goes back into the community.

GUIDELINES

1. Planning your event

Planning an event is not just about advertising and getting people to attend. Anyone holding an event has a duty of care regarding the health and safety of anyone participating.

It is also necessary for event organisers to ensure appropriate procedures are in place and that accurate records are obtained and kept so that in the event of an incident organisers are in a better position to prove they have undertaken due diligence to ensure the health and safety of all involved. No environment is totally risk free and this should not stop an event proceeding however evidence needs to be kept to show that Risk Assessments have been undertaken by organisers to minimise risk and in the case of an incident they are prepared to act.

Having regard to all the information and processes involved in the planning of and conducting an event, the following questions should be considered and answered in the first instance:

- ❖ Who is the event co-ordinator and has responsibility for the event?
- ❖ What is the event and what activities will be involved?
- ❖ What type of demographic expected to attend eg: families, young, old, animals?
- ❖ What numbers are expected at the event?
- ❖ What are the costs involved to run the event?
- ❖ Where will the event be held?
- ❖ Do I have the required approvals in place before advertising the event?
- ❖ Do I have the infrastructure and personnel available to make the event a success?
- ❖ What type of resources do I require to hold the event eg: staff, plant, equipment, road closure, chairs, tables, marquees?
- ❖ Will there be stall holders? If so, how many and what type?
- ❖ Will there be amusement devices?
- ❖ Will alcohol be served or sold at the event?
- ❖ What type of food or catering will be at the event?
- ❖ Are there performers/buskers at the event?

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

Covid-19 has brought an unprecedented element to preparing for events and currently no events can take place on Council owned land or at a Council facility without consideration of NSW Public Health Orders and a Covid Safe plan.

Depending on the impacts upon traffic and parking a traffic management plan may also have to be submitted to Council (1 month prior to the event). Public liability insurance is a must for any event and a risk management plan may also need to be considered.

Council does not wish to prevent people from holding events in our community or bog them down in paperwork. However, planning an event in accordance with these guidelines ensures that risks are managed by event organisers responsibly.

On-site safety at the event is extremely important. The public expects to be able to enjoy your event in safe and secure surrounds and you and your committee members need to engage Risk Management strategies to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

2. What is Risk Management?

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

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

The following examples are common problems at events to give you an idea of the type of things you would look for when planning your 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 car parks 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 Event Organisers responsibility to ensure that the event complies with Risk Management procedures and all relevant paperwork is completed in a timely manner.

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating consider:

- the consequence - what will happen, the extent of harm; and
- the likelihood - chances or possibility of it occurring.

When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

To assist with the risk assessment process Council has prepared general forms to make the process easier. The process will seem daunting the first time you undertake it, however once you have done the plans initially any subsequent plans will be much easier. For a larger event it may be worthwhile finding someone who is experienced and/or qualified in

events and risk management to assist with your Traffic Management Plans and Risk Management Plans.

3. Your Event – Things to Consider

Alcohol

If any event organiser intends to sell alcohol at the event, a liquor licence will need to be applied for from NSW Office of Liquor and Gaming and can be applied for online through Service NSW. Further information can be found on the website at <https://www.liquorandgaming.nsw.gov.au/>.

Amusement Rides

Council is required to give approval for the installation and operation of any amusement rides.

Camping

Generally Council does not permit camping on Council property. Should an event organiser require camping, they must seek written permission from Council. Contact Council's Customer Service Office on (02) 6835 9000 for further information.

Contingency Plan

There are some things that event organisers may be unable to control and will need to plan carefully in case they occur. Some of these things included but are not limited to weather; unexpected number of participants (too many/too few); fire; missing equipment (e.g. chairs that do not arrive); medical emergencies (e.g. heart attack); missing child; staff member with illness or injury so they are unable to work. Include these in the Risk Assessment - Additional Event Hazards.

Emergency Management

If your event is large or complex, a number of emergency services may need to be present. You may also need to develop an emergency response plan in consultation with the Police, Ambulance Service and Fire and Rescue. If so, you must provide a copy of the plan to the police, emergency services personnel and Council.

Fireworks

Under State legislation, fireworks may only be included at your event if they are provided and operated by a pyro-technician who is licensed by SafeWork NSW. For further information visit www.workcover.nsw.gov.au

Food stalls/ Mobile food vans/Temporary Food Stalls

Local councils are generally responsible for the approval of temporary events.

Bogan Shire Council requires an application to be made under Part D (Community Land) of s68 of the Local Government Act 1993 for an Activity approval.

Temporary food stalls need to practice safe food handling and preparation to meet the same food safety requirement as other retail food businesses.

This includes:

- notifying the local council of their business and food activity details
- appointing a Food Safety Supervisor
- meeting the requirements of the Food Standards Code
 - Standard 3.2.2 - Food Safety Practices and General Requirements
 - Standard 3.2.3 - Food Premises and Equipment
 - Part 1.2 - Labelling and other information requirements

Garbage/Recycling

Even small events can generate large amounts of waste. For advice on waste management contact Council.

Insurance Requirements

Council does hold Casual Hirer's Insurance. This only covers a person or groups of persons (not being a sporting body, club, association, corporation or incorporated body) who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

All other users must provide to Council a copy of their public liability insurance cover including the Product Disclosure Statement and Policy Schedule and where necessary must include goods sold/products liability. The minimum indemnity limit is \$20 million. If applicable a copy of Workers Compensation cover must also be provided to Council prior to the event.

Traffic Management

If your event impacts on any road transport, you will need to notify Council and you may be required to develop a traffic management plan. This plan will outline your objectives and strategies for managing proposed road closures, as well as the impacts your event might have on other road users. Please contact Council's Engineering Services department on (02) 6835 9000 for further information.

FACILITIES HIRE APPLICATION/AGREEMENT

Venue:

Address of Venue:

Hirer:.....

Event:.....

Event Manager (EM):.....

EM Address.....

EM Phone:

Hire Date: From: **To:**

Hire Times: From: **am/pm to:** **am/pm**

Type of Event:

Expected no. of attendees:

Conditions of Hire:

1. Council reserves the right not to accept the hire application or to cancel the booking at any time
2. The hirer must pay the required fees and/or security deposit with the signed section of these conditions of hire to Council at least 7 days before the date of the function/event. Failure to do so may result in access to the facility being denied to the hirer
3. A tentative booking shall be permitted subject to confirmation being given by the hirer to Council at least 14 days before the date of the function/event
4. Sub-letting of the facility is prohibited
5. The hirer shall conform to and obey all reasonable directions given by an authorised person in regards to use of the facility
6. A police officer or authorised person shall have access to the facility at any time, notwithstanding any hiring
7. Any hirer not complying with the provisions of these conditions or in any way misconducting themselves may be removed from the facility by an authorised person or a police officer
8. Council takes no responsibility for the property of any hirer whilst at the facility
9. Any motor vehicle driven or parked in the confines of the facility is entirely at the owners risk and no responsibility is accepted by Council for any theft or damage
10. The hirer shall not write on, decorate, placard, cut, damage, or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without permission from Council
11. The hirer shall be responsible and indemnify Council for all loss and damage caused by the hirer's acts or omissions during the period of hire, including but not limited to the costs of any repairs to Council property
12. Where the hirer of the facility is an incorporated entity e.g. sporting club, non-profit organisation, they will be required to have public liability insurance cover for a sum of at least twenty million

- dollars (\$20,000,000) for any one occurrence. An insurance certificate of currency including the Product Disclosure Statement and Policy Schedule along with an event risk assessment or risk management plan must be attached with the signed sections of this agreement
13. All hirers must prepare Covid Safe plans and register them online with an emailed copy to Council
 14. The hirer shall not bring into, be found in possession of, sell or consume intoxicating liquor in the facility without the necessary licences and Council approval
 15. The hirer shall enforce the following requirements within the facility:
 - No alcohol unless permission is obtained from Council, if alcohol is to be sold a liquor licence is required
 - Where alcohol is to be served, security will need to be provided on the ratio of 1 guard to 100 persons (1:100) or as per your licence conditions approved by Liquor and Gaming NSW.
 - Alcohol must be served in cans or plastic cups (no glass permitted)
 - All doors are to be checked before leaving including fire exit doors
 - No smoking is permitted in the facility
 - No confetti to be used in or around the facility
 - All electrical appliances are to be switched off before vacating the facility
 - No furniture is to be dragged across floors
 - Conduct likely to cause damage is not permitted
 - There shall be no interference with furniture and equipment not belonging to the hirer and not forming part of the hire agreement
 16. All fittings and equipment are to be left as found and the facility is to be left in a clean and tidy condition. The provision of cleaning equipment is the responsibility of the hirer. Recyclable materials are to be placed into the correct waste disposal bins
 17. All vehicles admitted to the facility and surrounds are to be driven and parked so that no damage is caused to the facility or to the detriment of the public
 18. Use of the facility later than 12.00 midnight Sunday to Thursday inclusive and 1.00am Friday and Saturday is not permitted
 19. The hirer of the facility must ensure that the users of the facility are familiar with the location of all emergency exits and equipment

In the event the hirer fails to comply with any of the conditions under this Facilities Hire Application/Agreement, and without prejudice to and reserving any other remedy available to Council under this Facility Hire Application/Agreement and/or at law, Council reserves the right to cancel the hire of Council's property by the hirer and/or make any deduction from the hirer's security deposit (billed to the event organiser) that Council deems fit in its absolute discretion.

Attachments

The following attachments are included at the back of this Facility Hire Application/Agreement that will assist in planning your event and address your risk management requirements. Traffic control plans may also be required and Council will advise you if this is necessary;

Appendix A – Event Site Plan

Appendix B – Safety Checklist

Appendix C – Risk Matrix and Corrective Action Table

Appendix D – Risk Assessment – Additional Event Hazards/Risks

This section must be signed and returned to Council together with the required fees and/or security deposit (if applicable) at least 7 days prior to the function/event. Failure to do so will result in access to the facility being denied to the hirer.

I/we undertake that I/we will at all times in the future indemnify the Bogan Shire Council and their agents, servants and employees and keep them fully indemnified against all actions, liabilities, proceedings, claims and expenses in respect of any injury or damage suffered by me/us or any person present at my/our invitation or my/our knowledge, permission or authority arising out of or connected with my/our use of the facility. Without limiting the generality of this indemnity, I/we accept that it includes breaches of duty by the occupier of the facility or any other duties imposed by law upon the Bogan Shire Council, its agents, servants or employees in respect of the facility or the presence of my/our group at the facility.

Insurance:

I/we have attached a copy of the Public Liability Insurance certificate of currency and if staff are employed Workers Compensation Policy. (Where applicable)

Policy No:

Insurer:

Amount:

Risk Assessment/Management Plan & Covid Safe Plans: (see point 12 & 13 Conditions of Hire)

I/we have attached a copy of the event risk assessment or risk management plan

I/we have completed Covid Safe Plans and registered them online with a copy email to Council

Liquor Licence:

I/we have attached a copy of the liquor licence

I/we have attached a copy of the RSA certificate/s

Not required (no alcohol to be sold or consumed)

Security has been arranged (minimum 1 guard to 100 persons)

Equipment Hire: (If required)

Tables (specify number required).....

Chairs (specify number required).....

Other items
.....

Hire Fees: (If applicable)

Deposit Paid

.....
(Please print full name)

Of
(Full address)

Representing

.....
(Organisation if applicable)

As hirer of the

..... (Facility)
on

..... /...../..... Acknowledge having read and accepted the conditions of hire.

Signed:

Date:

Please return all required documents via email to admin@bogan.nsw.gov.au
or in person over the counter at 81 Cobar St, Nyngan, 2825.

Approved for Hire:

Name:

Position:

Signature:

Hire Fees Waived: (Authorisation by General Manager)

Signed:

APPENDIX A – Event Site Plan

A site plan is a map of the event site which is given to event personnel and patrons, showing information such as venue entry and exit points, amenities, first aid locations, emergency information and contact details. It is invaluable in the event of an emergency, especially for first responders such as security and the emergency services who may not be familiar with the event location.

APPENDIX B – Safety Checklist

Hazards	Risk Rating	Initials Checked	Additional Actions Required
1. Event Access			
Entry/exit areas are clear and accessible			
Adequate emergency entry/exits points for emergency services			
2. Traffic Flow			
Clearly defined areas/paths for traffic - separated from pedestrian traffic			
Provision of safe passage for emergency vehicles through pedestrian traffic			
Controlled traffic flow and adequate signage provided			
Traffic management staff/volunteers wear high visibility vests			
Adequate parking areas for expected vehicle numbers attending event			
Adequate parking supervision			
3. Amenities			
Adequate toilets and hand washing facilities			
Availability of drinking water for staff and attendees			
Adequate facilities for food catering preparation and clean up			
Adequate shade from sun			
Adequate number of waste bins organised			
Removal of waste during/after event			
4. Event Signage			
Adequate signage for entries, exits, toilet facilities, waste bins etc			
Adequate signage for hazardous/restricted areas			
Clearly signed first aid facilities and fire extinguisher locations			

Hazards	Risk Rating	Initials Checked	Additional Actions Required
5. Event Emergency Procedures			
Emergency response plan documented and in place			
Emergency response personnel trained to carry out plan for event emergency			
Current site maps available to all staff/volunteers, emergency services and other relevant parties			
6. Fire Prevention			
Suitable fire extinguishers/fire blankets in appropriate areas, tested and in date			
All staff/volunteers aware of the fire evacuation procedures for planned event			
Control over the use of flammable liquids LPG i.e. in catering and demonstrations			
7. First Aid			
First aid stations suitably located, clearly signed and accessible			
First aid facilities suitable for type of event			
Effective means of communication provided between event personnel and first aid facilities or personnel			
8. Electrical Power			
No double adaptors or piggy back plugs used			
All portable electrical equipment including power leads, power boards have been inspected, tested and tagged			
Adequate protection of public from electric shock and trip hazards			
All electrical leads and electrical equipment placed in safe locations			
All leads, plugs etc are protected from weather, water or other liquids			

Hazards	Risk Rating	Initials Checked	Additional Actions Required
Generators if used are placed in a safe location and are fenced from public			
9. Permits, Licensing and Registrations			
Fireworks - no fireworks will be permitted unless special permission sought from Council and approval provided by SafeWork NSW			
Alcohol - liquor licence application made if selling alcohol			
What non alcohol options made available to attendees			
Food - adequate hand washing stations			
High risk foods stored below 5 degrees C			
Cooked food kept above 60 degrees C			
Tongs and disposable gloves used when handling food			
Police advised of event			
Emergency Services advised of event			
10. Marquees, Vans and Other Temporary Structures			
Marquees, tents, food vans or other structures are erected/pulled down safely, sited securely and do not encroach on thoroughfares			
11. Noise			
The event will include amplified music, speeches etc - if yes what control measures will be used to minimise disruption to nearby residents			
Residents in close proximity notified of event			
12. Working at Heights			
Permission is obtained from Council to erect banners or other large display items			
Ladders are well maintained and suitable for work undertaken and weight (industrial rated)			

Hazards	Risk Rating	Applies/Checked	Additional Actions Required
Assistance of second person is provided where required (e.g. holding ladder for stability, carrying etc)			
Right type of equipment is used for height access jobs (ladder, cherry picker etc)			
13. Manual Handling			
All staff/volunteers are trained to assess each task and use safe techniques when lifting or carrying			
Loads are delivered as close as possible to area using vehicle or mechanical aids			
14. Weather Conditions			
Current BOM information is checked for adverse weather conditions			
Weather conditions are planned for and monitored, e.g. non slip mats, shade, sunscreen, drinking water			
Winds speeds monitored and inflatable structures cease operation when wind speed reaches 40km per hour			
15. Person Protective Equipment (PPE)			
Correct PPE is provided if required (e.g. gloves, aprons, high visibility vests)			
16. Security			
Appropriate levels of security arranged			
Cash handling safety procedures made			
Crowd control measures used			
Adequate lighting provided including car parking areas			

APPENDIX C – Risk Matrix and Corrective Action Table

Risk Matrix

	Consequences				
Likelihood	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

Proposed Corrective Action

Risk Level	Action Required
Extreme Risk 23 - 25	This rating level is not acceptable Report immediately to Senior Management; Consider alternate activity unless appropriate controls are implemented Develop specific Treatment/Action Plan for immediate implementation to address extreme risks Allocate actions and budget for implementation within one month Report to Senior Management on effectiveness of control
High Risk 14 - 22	Develop and implement a specific Treatment/Action Plan for high risks Consider alternate activity unless appropriate controls are implemented Allocate actions and budget to minimise risk; monitor implementation Report to Senior Management on effectiveness of control
Medium Risk 6 - 21	Develop and implement a specific Treatment/Action Plan for medium risks Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation Management to consider additional controls
Low Risk 1 - 5	Accept and Monitor low-priority risks Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms

