



Managing Your Event

A Guide for Organisers



Disclaimer:

Lithgow City Council does not take responsibility for the content of this document; it serves only as a guide to prospective organisations seeking access to Council properties for the purpose of an event.

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INTRODUCTION

Events form an important component of community life delivering social and economic gains. To ensure the smooth running and safety of an event, organisers must undertake careful planning and preparation.

This Information Pack is designed to assist in the planning of your event, activity, stall or function that will take place on Lithgow City Council land. It is important that right from the start of the planning process, your committee is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you should have public liability insurance, this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants and suppliers.

It should be noted that this guide is only a starting point for event organisers. It is not a manual showing you how to organise an event – it outlines some of the issues you may need to address. A valuable resource for information regarding managing events can be found by going to the Events NSW website.

<https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. 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 it.

On pages 13-15 of this document there is an Event Application form; the form should be submitted to Council as soon as possible when you commence planning your event. You can also request a meeting with relevant Council staff to assist or advise you on what maybe required.

Event Safety Checklist

(This event Safety Checklist is required to be returned to Lithgow City Council, in the following format. Please tick box as required. If any item is not satisfactorily met, please explain why. This form is required to be submitted one month prior to the event)

Event Name: _____

Event Date: _____

Assessment Completed
by: _____

Signature: _____

Date: _____

General Events

- Have you considered key operational staff? Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, suitable for prams and pushchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable stewards?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?

- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?
- Do you have an emergency plan? Does it cover everything? Has it been viewed by the Council's WHS Officer? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Do you have insurance cover?
- Please note that, apart from emergencies, the emergency services may charge if you ask them to be present at your event.
- Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food & drink you will be offering?
- You need to identify critical steps in food preparation or handling and put in suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information.
- Have you provided Council's Environmental Health Officer a list of food vendors and their insurance details? You will also need to arrange inspection times and fee collection with Council.
- It is advisable that you have a system in place to cater for children who have been dislocated from their guardians. Depending on the type / size of the event, a specific lost children service may be required.
- Are Pyrotechnics or Fireworks displays involved as part of the event? A permit is required from WorkCover and approval from Council.
- Have you considered procedures for how to deal with large sums of money? Issues such as transferring and collecting of money securely
- Have you considered copyright issues?

- Are you intending to serve alcohol? Applications for a limited licence should be made at least 28 days in advance of the event to the Office of Liquor Gaming & Racing. Police, local councils, residents and other interested persons can lodge a submission in relation to a liquor licence application.

Traffic Management and Traffic Control Plans

In addition to the general safety checklist items, the following issues should be considered when organising events. In all cases event participants must comply with the Road Transport (Safety and Traffic Management) Act 1999 and the Australian Road Rules.

The link below has information on Special Events. These documents are a resource to help organisers of special events plan for traffic management.

<https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf>

- Events that will impact local and/or highways require Council and NSW Police approval. Any event where the highway is involved must also have written approval from the RMS.
- The applicant must supply a written application to Council. This application must include the following:
 - Evidence of minimum \$20 million public-liability insurance cover in respect of the event with Lithgow City Council interests duly noted.
 - A map showing the proposed roads to be used will be submitted to Council for approval prior to the event being conducted including any signposting.
 - A traffic control plan shall be submitted to Lithgow City Council for approval prior to the event.
 - If a highway is to be used, written approval from the RMS is required.
 - Council will inform the NSW Police Service seeking their written approval prior to the event taking place and any additional conditions.
 - Council will provide a written response – this maybe a refusal or approval with conditions attached. These conditions may include the requirement to:
 - provide a traffic management plan for the event
 - evidence of risk assessment as presented in this Information Pack
 - public advertising of the event/road closures
- A briefing by the organiser of the event must be conducted prior to the event with all competitors and marshals being informed of their responsibilities and safety aspects for the event.
- Changes in the route. Make sure you obtain approval from Lithgow City Council for any changes to your route. Make sure that everyone taking part knows about the changes through the marshals or signs.
- Timeframes for Council approval

In general, it is good practice to lodge the formal application to Lithgow City Council at least four months before the event is to be held. Council require even more notice, especially if it is a major event. Lithgow City Council recommends this 6 month period because applications will need approval from the Traffic Advisory Local Committee.

The report from the Traffic Advisory Local Committee will be sent to Lithgow City Council for a full endorsement by Council. This period also allows time to obtain approvals from other agencies such as the Environment Protection Authority or the NSW Police Service

If the application is rejected, there is still time to arrange amendments to the plan or seek an alternative venue.

Site Plans

As you are coordinating your event you should develop a site plan. A site plan provides an overview of your event, clearly shows where it will be staged and displays the entrances and exits, facilities, etc. This document is invaluable when you are: providing information for emergency services e.g. the location of potential hazards, emergency vehicle access, etc. The content of your site plan should reflect the various aspects of your event. Some suggested inclusions are locations of:

Structures

- the stage and other structures, such as mosh pits, barriers, etc
- the communication centre/command HQ
- entertainment areas
- restricted access areas
- liquor outlets
- approved liquor consumption areas
- no-alcohol (dry) areas
- food vendors/stalls
- toilets
- sound and lighting control points

Access

- emergency access
- all entrances and exits
- routes around and through the event used by vehicles
- paths and lighting for pedestrians
- parking
- parade route
- area for media working on the event

Facilities

- fire-fighting equipment
- water points
- areas for lost children
- electricity
- gas cylinders
- seating arrangements
- security guards
- waste receptacles
- first aid facilities
- facilities for people with a disability

This is not an exhaustive list. Your site plan should reflect your particular event's characteristics.

RESOURCES

The following websites provide resources that may be helpful in the organisation of events and planning to minimise risks for events:

- Lithgow City Council
Providing information on events management for the Lithgow region
www.tourism.lithgow.com
- Crowded Places Self-Assessment Tool
<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-self-assessment-tool.pdf>
- RMS
Information on traffic arrangements for special events
<https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf>
- Events Starter Guide
Resource for producing a safe and well managed event
<https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>
- NSW Food Authority Website
www.foodauthority.nsw.gov.au
- Our Community
Information on running a community group, including WH&S responsibilities – under insurances
www.ourcommunity.com.au
- Phonographic Performance Company of Australia Limited (PPCA)
Established in 1969, the Phonographic Performance Company of Australia Limited is a national, non government, non-profit organisation that represents the interest of record companies and Australian recording artists.
www.pcca.com.au
- Australian Performing Rights Association (APRA)
The Australian Performing Rights Association (APRA) The applicant is responsible for paying the appropriate fees.
www.apraamcos.com.au

Risk Definition and Classification

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

Corrective Action Table

Risk Level	Action Required
Extreme Risk 23 - 25	<ul style="list-style-type: none"> • This rating level is not acceptable • Report immediately to event organiser; • Consider alternative 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 event organiser on effectiveness of control
High Risk 14 - 22	<ul style="list-style-type: none"> • Develop and implement a specific Treatment/Action Plan for high risks • Consider alternative activity unless appropriate controls are implemented • Allocate actions and budget to minimise risk; monitor implementation • Report to event organiser on effectiveness of control
Medium Risk 6 - 21	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Accept and Monitor low-priority risks • Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms

Sample Likelihood and Consequence Descriptors

Likelihood Descriptors

Rating	Description
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 Descriptors

MASTER CATEGORY	RATING	DESCRIPTION
Financial	Insignificant	Negligible financial loss (< \$10,000); no impact on program or business operations
Financial	Minor	Minor financial loss (\$10,000 - \$50,000); minimal impact on program or business operations
Financial	Moderate	Significant financial loss (\$50,000 - \$500,000); considerable impact on program or business operations
Financial	Major	Major financial loss(\$500,000 - \$1M); severe impact on program or business operations
Financial	Catastrophic	Extensive financial loss (\$1M+); loss of program or business operation
WH & S	Insignificant	First Aid only required
WH & S	Minor	Minor medical treatment with or without potential for lost time
WH & S	Moderate	Significant injury involving medical treatment or hospitalisation and lost time
WH & S	Major	Individual fatality or serious long term injury
WH & S	Catastrophic	Multiple fatalities or extensive long term injury
Public Liability	Insignificant	First Aid only required; minimal loss to organisation
Public Liability	Minor	Some medical treatment required; medium loss to organisation
Public Liability	Moderate	Significant injury involving medical treatment or hospitalisation; high loss to organisation
Public Liability	Major	Severe injuries or fatality to individual; very high loss to organisation
Public Liability	Catastrophic	Multiple fatalities or extensive long term injuries; worst case loss to organisation

MASTER CATEGORY	RATING	DESCRIPTION
Reputation	Insignificant	Isolated, internal or minimal adverse attention or complaint
Reputation	Minor	Heightened local community concern or criticism
Reputation	Moderate	Significant public criticism with or without media attention
Reputation	Major	Serious public or media outcry; broad media attention
Reputation	Catastrophic	Extensive public outcry; potential national media attention
Natural Hazards	Insignificant	Minimal physical or environmental impact; isolated hazards only; dealt with through normal operations
Natural Hazards	Minor	Minor physical or environmental impact; hazards immediately controlled with local resources
Natural Hazards	Moderate	Significant physical or environmental impact; hazards contained with assistance of external resources
Natural Hazards	Major	Major physical or environmental impact; hazard extending off-site; external services required to manage
Natural Hazards	Catastrophic	Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required
Political & Governance	Insignificant	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations
Political & Governance	Minor	Contained non-compliance or breach with short term significance; some impact on normal operations
Political & Governance	Moderate	Serious breach involving statutory authority or investigation; significant failure of internal controls; adverse publicity at local level
Political & Governance	Major	Major breach with formal inquiry; critical failure of internal controls; widespread adverse publicity
Political & Governance	Catastrophic	Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened
Contractual & Legal	Insignificant	Isolated non-compliance or breach; negligible financial impact
Contractual & Legal	Minor	Contained non-compliance or breach with short term significance and minor financial impact
Contractual & Legal	Moderate	Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact
Contractual & Legal	Major	Major breach with fines and litigation; long term significance and major financial impact
Contractual & Legal	Catastrophic	Extensive fines and litigation with possible class action; threat to viability of program or service

Should any incident occur on Council property Lithgow City Council will be required to sight all risk mitigating documents developed by event organisers. It should be noted that these attachments are a guide only and are a starting point for event organisers outlining some of the issues you may need to address.

Sample Event Risk Assessment

Event Name:			Event date:			Organiser:		Ph#		
Event location:			Date of Assessment:			Activity:				
Ref No.	Hazard A hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.	Risk Description (What could happen with the task you are undertaking?)	Risk Assessment			Risk Owner	Treatments/Controls put in place	Residual Risk Assessment		
			Likelihood	Consequence	Rating			Likelihood	Consequence	Rating
01	Electrocution	There is a risk that a person may be electrocuted from poorly installed or maintained electrical equipment resulting in injury or death.	Possible	Major	High (18)	Stall Holders	All electrical leads and appliances to have current certification and testing tags (refer Market Stall Registration Form – Appendix 9.4 of Operation Manual). All electrical leads to be off the ground and not exposed to water	Unlikely	Major	Med (13)
02	Fire/explosion	There is a risk that the public may be injured in the event that there is a fire or explosion due to faulty gas cylinders or cooking equipment located close to flammable materials	Possible	Major	High (18)	Stall Holders	All gas cylinders to have current inspection stamp Fire fighting equipment to be readily accessible Cooking facilities to be located away from flammable materials. (e.g.: hay bails)	Unlikely	Moderate	Med (11)
03	Food poisoning	There is a risk that a person/people may contract food poisoning from contaminated food or unhygienic food handling	Unlikely	Moderate	Mod (11)	Stall Holders	Stall holders must comply with Australian National Food standards and health regulations.	Unlikely	Minor	Low (4)
04	Traffic incident	There is a risk that a member of the public could be injured by stall holder vehicles	Possible	Major	High (18)	Stall Holders	Stall holders to abide by setup and set down times as per registration form and TMP.	Unlikely	Moderate	Med (11)

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			Likelihood	Consequence	Rating			Likelihood	Consequence	Rating	
05	Inadequate Medical Facilities for the crowd numbers or nature of the activities	There is a risk that lack of first aid/medical facilities result in severe injury	Unlikely	Moderate	Med (11)	Event organiser	SES controllers available as first aid personnel St Johns ambulance officer in attendance First Aid post established and erect signage	Unlikely	Minor	Low (4)	
06	Adverse Weather	There is a risk that adverse weather conditions could cause an injury or ill health	Possible	Minor	Med (10)	Event organiser	Alternate indoor/under cover venue Postpone / Cancel event if required.	Unlikely	Insignificant	Low (2)	
07	Crowd Behaviour	There is a risk that poor crowd behaviour could result in injury to public from violence.	Rare	Minor	Low (3)	Event organiser	Alcohol free zones Police presence Security personnel Traffic Controllers	Rare	Insignificant	Low (1)	
08	Setting up and dismantling of stalls	There is a risk that the public may be injured by stall holders when setting up or dismantling of stalls.	Possible	Minor	Med (10)	Stall holders	Stall holders must have there stalls setup prior to public arriving to the event or have controls to keep people away from their stall when setting up or dismantling	Rare	Insignificant	Low (1)	



Lithgow City Council
180 Mort Street
LITHGOW NSW 2790
026354 9999

Event Application

Organisers Information:

Date of application:

Company / Organisation:

Contact person:

Position within the organisation:

Title: Mr. Mrs. Ms Dr.

Last Name:

First Name:

Address:

City:

Postcode:

Daytime Telephone:

Mobile:

Email:

Fax:

Event Information:

Event Name:

Event Address:

Events Date:

Has this event been held before? Yes /No

If yes please provide details

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE.

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009

Event Description and please note if this is a charity event:

-

Estimated average daily attendance:

Event bump-in date and time:

Event start date and time, list each day if over multiple days:

-
-
-

Event finish date and time, list each day if over multiple days:

-
-
-

Event bump-out date and time

Event Insurance Information:

Insurance Company:

Type and amount of cover:

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Merchandising, Food and Beverage Information:

Will there be stall holders at your event? Yes /No

If "Yes" please provide details:

Traffic Management:

Will any part of the event including parking be held on or could impact public roads?

If yes please provide details

Alcohol:

Will you be serving alcohol? Yes /No

Entertainment:

Will there be music or live entertainment at your event?

Yes /No

If "Yes" please provide details:

Amusement devices or fireworks:

Will there be amusement devices or fireworks at your event?

Yes /No

If "Yes" please provide details:

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Application must be submitted to Lithgow City Council for consideration.

Mail to:

**Lithgow City Council
PO Box 19
Lithgow NSW
2790**

Please list any requests for Council assistance or equipment:

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