

PUBLIC EVENT MANUAL 2019



**LIVERPOOL
CITY
COUNCIL**



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Disclaimer: The information provided in this Public Event Manual has been compiled for your assistance. Liverpool City Council does not guarantee the accuracy or completeness of any information contained in this document.

This manual is not a substitute for independent professional advice and it is strongly recommended that event organisers obtain appropriate professional advice relevant to their particular circumstances. Council does not accept any liability for any loss, damage or other injury resulting from its use and reserves the right to make changes, modifications, additions and corrections to the document at any time without notice.

1. INTRODUCTION

Successful events don't happen by chance. They take careful planning and preparation, as well as a great deal of work behind the scenes. This manual is designed to offer general guidelines for event organisers, including information on legal requirements, checklists and useful tips for ensuring your event is successful.

1.1 PURPOSE OF THIS MANUAL

Any large gathering of people is a complex affair and needs careful planning. There are responsibilities and standards that must be met.

It is not just the attendees at an event that count. The event will affect the surrounding areas such as shops, businesses, neighbours, traffic flow and many other elements. Therefore, an event organiser needs to be aware of any current and applicable statutes, regulations, by-laws, and codes of practice relating to an event and how to address them.

The purpose of this manual is to assist you through these responsibilities and advise you of the standards required by Liverpool City Council to ensure your event is safe and enjoyable. It is intended to direct event organisers towards the various sources of help and contacts. It also aims to:

- encourage good practice;
- increase knowledge and understanding of event organisation; and
- assist organisers to ensure their event is a positive experience.

Once you have reviewed this manual and forms, further information can be obtained from Council's Events team by contacting 1300 362 170.

Some event planning considerations that may be required by NSW Government legislation may not be addressed in this public event manual. Please review your application with a Council officer



Applicants are encouraged to read through this guide before completing the event application form online. The event organiser should also meet with Council officers to discuss the event and determine what documentation is required.



1.2 WHAT IS AN EVENT?

For the purposes of this manual, an event is described as a planned activity that is conducted for fundraising, community participation, commercial profit or public celebration in a public space such as a street, park, garden or reserve.

This includes community gatherings, religious celebrations, street parties, festivals and some sporting activities such as fun runs or triathlons.

The kind of events this document is intended to cover includes:

- Art exhibitions
- Arts festivals
- Street parades
- Street marches
- Street festivals
- Moving parades
- Sport and recreation events
- Community markets
- Community celebrations
- Religious celebrations
- Charity or fundraising events
- Hobby/exhibition/shows
- Music events/concerts
- Youth events
- Commercial trade fairs / shows / exhibitions
- Circuses



1.3 KEY EVENT LOCATIONS

Council has identified a number of public venues suitable for hosting events of varying types and scale in the Liverpool local government area.








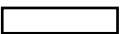

The condition of Council's Global Development Consent (see page 15) for the use of designated venues for temporary events, must be carried out strictly in accordance with Council's Public Event Manual.

To ensure that an event will suit the particular venue, organisers should inspect these locations prior to commencing their application process. It is recommended that venue selection be based on the nature of the event, the appropriate size and space that is required, the number of expected attendees and if it is close to public transport.

The venues designated as event sites are: Woodward Park, Bigge Park, Macquarie St Mall, Hillier Oval, Northumberland Street car park, Bulldogs Land, Haigh Park, Grand Flaneur Beach Park, Heron Park, Angle Park, Whitlam Centre rear car park, Liverpool Library Forecourt and Collimore Park (see maps below and right).

KEY EVENT VENUES IN LIVERPOOL



- | | | | | | |
|--|----------------|---|------------------------------|---|-----------------------------|
|  | Bulldogs Land* |  | Collimore Park |  | Bigge Park |
|  | Hillier Oval |  | Northumberland car park |  | Macquarie St Mall |
|  | Woodward Park |  | Whitlam Centre rear car park |  | Liverpool Library Forecourt |

NOTE:

Hillier Oval and Woodward Park can be used separately or as a combined site.

* Available until 31-12-2019



- Haigh Park
- Heron Park
- Angle Park
- Grand Flaneur Beach, Homestead Park



1.4 EVENT OBJECTIVES

Council will work with stakeholders to develop:

- destinations that attract people to Liverpool City, and
- an events program that celebrates Liverpool's history, culture and diversity and considers sustainability.

Council encourages event organisers to align their proposed event with those objectives.

Each event will also have its own set of objectives. These need to be detailed in a way that allows organisers to assess the success of their event after completion.



Some event planning considerations that may be required by NSW Government legislation may not be addressed in this public event manual. Please review your application with a Council officer



2. EVENT MANAGEMENT AND APPROVAL

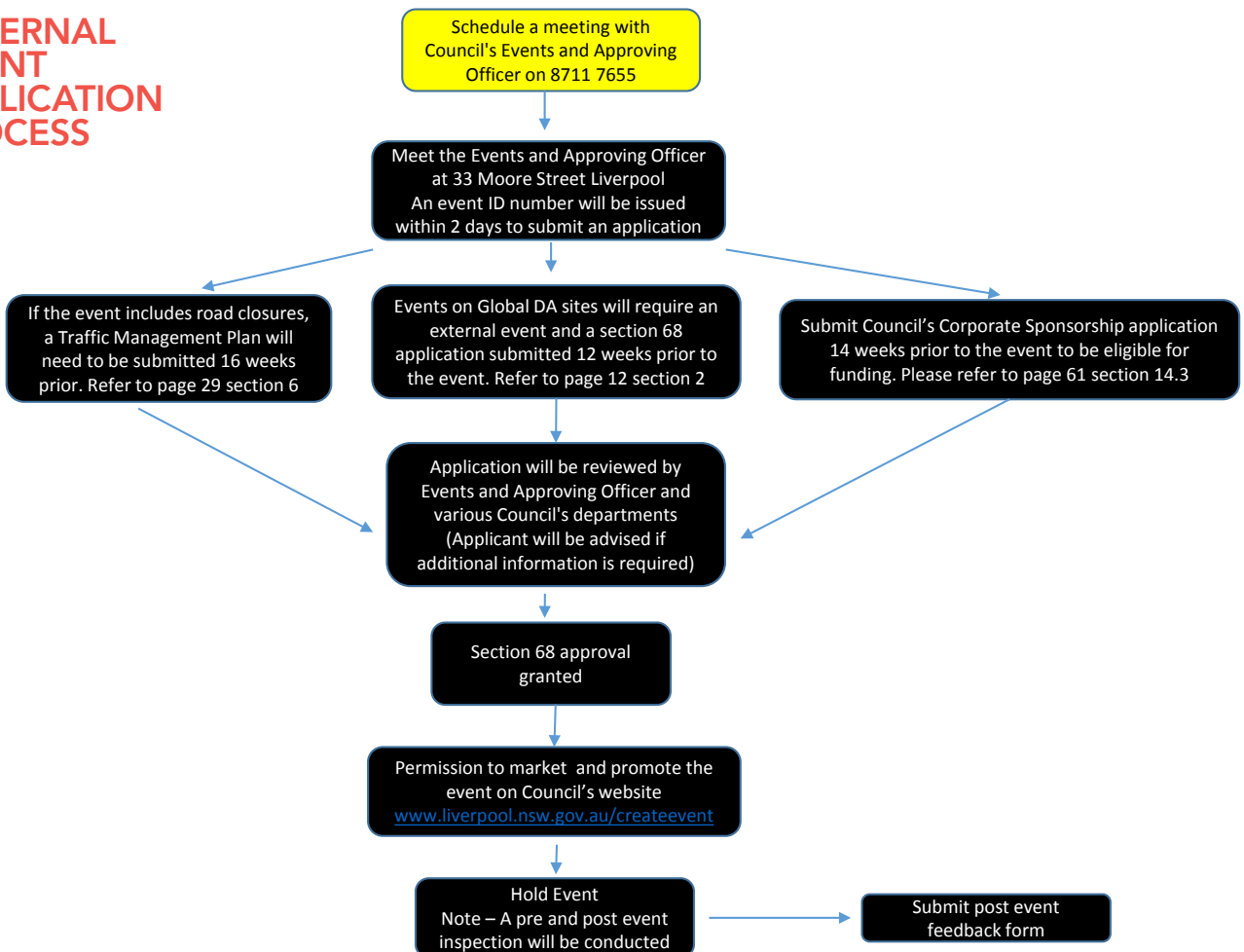
2.1 THE APPLICATION PROCESS

To ensure Council has adequate time to review your submission, request further information and process any permits or licences, applications must be submitted as follows:

- For events expecting more than 300 people, at least 12 weeks prior to the event, and
- For events requiring traffic management approval, at least 16 weeks prior to the event.

From time to time Council may call for Expressions of Interest (EOI) from event organisers interested in holding events in the city area over a specified period of time. Details of the EOI will be advertised and applications will be assessed as a group.

EXTERNAL EVENT APPLICATION PROCESS





CHECKLIST OF DOCUMENTS REQUIRED AS PART OF AN EXTERNAL EVENT AND SECTION 68 APPLICATION

1. Check venue availability
2. Submit an External Event Application
3. Casual Hire Booking Form
4. Section 68 - Temporary structure/food stall or vans
5. Mechanical Ride Operator Work-Cover Certificate, Engineers Certificate, Current Public Liability Cover
6. Health Business Registration for all food outlets at event
7. Event Public Liability Cover - \$20 Million
8. Detailed site plan
9. Traffic Management Plan
10. Event Risk Assessment
11. Marketing Plan
12. Waste Management
13. Letter of Police and Emergency Notification
14. Emergency Evacuation Plan
15. Accessibility Plan
16. Fireworks Permit – There are designated locations for fireworks and time restrictions
17. Letter from charity if fundraising

2.2 FEES AND CHARGES

An initial event application fee will be payable when lodging the event application. This fee is non-refundable if the event is cancelled or not approved.

During the approval process other fees and bonds may be set along with conditions determined by the nature, scale and time of the event.

Fees and bond conditions can only be determined after the application is assessed. Other fees may apply, subject to the conditions of venue hire and the number of days the venue is used.

Some examples of the requirements that fees and charges cover are:

- Park hire;
- Key bonds;
- Damage deposit bond;
- Road occupancy;
- Food outlet inspection/s;
- Use of Council's power, lighting and water; and
- Site fee.

For a list of current fees and charges, visit <https://bit.ly/2TCNlmZ>

Regardless of the scale of your event, if you are installing temporary structures such as food stalls, gazebos, stages, or mechanical devices, you are required under the *Local Government Act* to complete a Section 68 application form. This form is included as part of the external event application. For more information on temporary structures, see page 48.

Any bond charged will be refundable in whole or in part, following an on-site inspection of the site after the event by a Council officer, who will determine compliance with Council's conditions.

2.3 PROCESSING YOUR APPLICATION

An external event application must be submitted at least 12 weeks prior to the event or 16 weeks if traffic management approval is required.

Council has a responsibility to ensure that events in streets, halls, parks or gardens are properly organised and safely managed. An early application will give Council more time to assist you and will give you more time to organise a successful event and fulfil all legal requirements.



EVENTS APPROVAL PROCESS GLOBAL DA SITES

In order to facilitate the holding of events at the designated venues, Council has approved what is known as a Global Development Application (DA), which contains the standard conditions to conduct an event at those locations. This means that individual development applications are not necessary. Details of the conditions of the Global DA can be found at www.liverpool.nsw.gov.au.

STAGE 1:

Meeting 1

- Schedule a meeting with Council's Events and Approving Officer on 8711 7655

STAGE 2:

Meeting 2

Return and meet with Council Officer to review supporting material before submitting online.

- If your application meets the conditions during the second meeting you can submit your application online (Stage 3) and upload your documentation and supporting material;
- In some circumstances, you may be asked to revise or update information contained in your initial application; and
- If the uploaded application does not contain the changes requested the application may be refused.
- If you are seeking sponsorship for your event please advise the Events and Approving Officer as an event ID will be required to make a submission at least 14 weeks prior to the event. More information <https://liverpool.smartygrants.com.au/sponsorshipFY19>

STAGE 3:

- Submit application and make necessary payments online including venue booking forms and supporting material; and
- If your application is successful, an Event Permit will be posted or emailed to you, along with a tax invoice itemising bond, fees and charges.

Council or the delegated Council officer may refuse an application if:

- Your completed application is not received within the specified notification period;
- The Liverpool Police, NSW Roads and Maritime Services, Liverpool Fire & Rescue, Liverpool Ambulance Service or the NSW WorkCover Authority have an objection to your event;
- Another event has already been granted an Event Permit on the same day in the same location;
- The requested location does not have the capacity to support your event;
- Council is not satisfied that all the required application and planning processes have been adequately completed; and
- Council believes your event poses an unreasonable risk to public safety.

For events on non-Global DA sites please contact the Duty Planner on 1300 362 170 to obtain planning advice.

If your application is successful, an event permit will be posted or emailed to you, along with a tax invoice itemising bond, fees and charges

2.4 EVENT DOCUMENTATION

Coordinating an event often requires the participation of many stakeholders. Given the complexity of event organisation, it is vital that you maintain good records of the planning, implementation and evaluation process.

Suggested documents to be kept include:

- Decision-making processes – minutes of meetings, confirmation emails, notes made at meetings;
- Permits/approvals – any licences, approvals, consents, etc. you receive to conduct your event;
- Any plans/formal documentation such as:
 - Transport management plan
 - Emergency response plan
 - Event site plan
 - Risk management plan
 - Emergency response plan/ Evacuation plan
 - Waste management plan and
 - Marketing and communications plan;
- Event program;
- Event running sheets;
- Production schedules;
- Building/owner consent from landowner/venue manager;
- Key communications and notes about outcomes;
- Contracts – any agreements made with suppliers, authorities, performers, staff, volunteers etc;
- Marketing and communications;
- Public Liability Cover; and
- Notification of fireworks displays

Note: If you are planning to operate drones for commercial purposes, aerial footage permits are required. For more information see www.casa.gov.au/aircraft/landing-page/flying-drones-australia

It is advisable to keep your documentation for a period of time after your event in case of any legal actions taken against the organiser(s) or other requests for information.

2.5 EVENT MANAGEMENT PLAN

An Event Management Plan is a document that comprehensively describes all the issues that have been addressed in planning the event. The key purposes of an event plan are to:

- Allow everyone involved to be very clear on what is being proposed and to get them all moving in the one direction;
- Have complete documentation of the event that can provide authorities with the necessary information so that the event can be approved with the required licences and permits; and
- Ensure future committee members and event managers know how things were done previously.

An event plan needs to address a range of considerations such as transport management, community safety and security, electrical and gas safety, environmental management and sustainability, amenities, temporary structures, service of food or liquor, amusement operator requirements and signage/advertising.

Depending upon the scale of your event, Council's event application form (and associated documentation) may fulfil the role of an Event Management Plan for your circumstances.

2.6 SITE PLAN

A map or plan of the event site or venue is a necessary communication tool for the event organiser. A site plan provides an overview of your event, clearly shows where it will be staged, displays the entrances and exits, and facilities. For smaller events a simple grid map is sufficient. For a larger festival an aerial photograph with the features identified on it could be used. Site plans are required when:

- Applying to government agencies and other regulatory authorities for special licences and approvals needed to stage your event;
- Identifying potential risks;
- Providing information for emergency services e.g. location of potential hazards, emergency vehicle access;
- Communicating location points to staff, volunteers, sub-contractors and key stakeholders; and
- Applying for a Development Application Temporary Use of Land to stage your event.

Council will make available aerial images of the designated venues. For larger scale events, you may consider developing a number of smaller site plans for specific planning procedures.

Note: It is a condition of Council that no advertising for events is permitted until after an Event Permit has been granted.

3. COMMUNITY AWARENESS AND COMMUNICATIONS

It is important to consider how you will communicate with people both in the lead-up to and during your event.

Who you need to speak to will depend on the nature of your event. They may include:

- People who will be affected by the event, that is, non-event stakeholders (e.g. local residents, businesses, motorists, churches, hotels, motels) as well as those attending the event;
- Approval bodies;
- Your local Council;
- People you would like to attend your event;
- Suppliers;
- Potential sponsors;
- Media;
- Emergency Services; and
- Police.

There are many sustainable marketing and promotion methods available to help reduce the use of resources and to minimise waste. These should be considered at each stage of event planning.

Council recommends event organisers and staff:

- Avoid paper waste by minimising the use of printed material. Alternative methods should be considered such as social networking sites, email, websites or an advertisement in the local newspaper;
- If printing is necessary, recycled paper and double sided options should be used;
- Encourage the use of electronic communication such as email, projectors or electronic signage;
- Reuse signage and banners where possible, for example, place dates and times in a way that can be removed or changed;
- Promote sustainability requirements to the public; and
- Highlight the important outcomes of sustainable event management at all stages of event planning and implementation.

Posters and banners are not permitted on Council property. The installation of banners and posters is also not permitted on Roads and Maritime Services property such as bridges and fencing.



3.1 ABORIGINAL PEOPLE

Liverpool City Council acknowledges the original inhabitants of the Liverpool area, the Darug and Dhurawal Aboriginal peoples.

Aboriginal and Torres Strait Islander ceremonies and acknowledgements

At official Council ceremonies Council acknowledges Aboriginal and Torres Strait Islander people as the traditional owners of their lands by including Aboriginal and Torres Strait Islander people. This is done by using local customary protocols such as Welcome to Country and by encouraging the flying of the Aboriginal and Torres Strait Islander flags (where appropriate and practicable).

The traditional custodians of the land of the Liverpool LGA are the Darug and Dhurawal Aboriginal people.

Welcome to Country should be included, where possible, at all civic events and ceremonial functions attended by members of the public and representatives of government departments. The Welcome to Country should be extended by an Elder of the relevant Aboriginal community or a locally recognised Aboriginal community spokesperson.

Acknowledgement of Country is where other people acknowledge, and show respect for, the Traditional Custodians of the land on which the event is taking place. This acknowledgement is a sign of respect and should be conducted at the beginning of a meeting, event or ceremony.

Acknowledgement of Country may also take place when traditional Elders are not available to provide an official Welcome to Country.

The appropriate Acknowledgement of Country wording to use is as follows:

“I would like to acknowledge the traditional custodians of the land on which we meet and their ancestors past and present; the Cabrogal Clan of the Darug Nation. I also acknowledge that this land was accessed by peoples of the Dhurawal and Dharuk Nations.”

The Smoking Ceremony is to be conducted by Aboriginal people with specialised cultural knowledge. The ceremony purpose is to cleanse the space in which the ceremony takes place. Given the significant nature of the ceremony, smoking ceremonies are usually only performed at major outdoor events, or as appropriate for a civic event or function.

Advice should be sought from the Councils Civic Events Coordinator or Council’s Aboriginal and Torres Strait Islander Community Development Worker on the appropriateness of conducting a Smoking Ceremony at an event or function.

For further information please refer to Council’s Civic Events and Ceremonial Functions Policy.

3.2 MARKETING AND COMMUNICATIONS

An overall Marketing and Communications Plan should cover the period prior to and during the event.

One of the key elements is a Marketing Schedule which should be submitted to Council as part of your event application.

Social and digital media play an important role in event marketing and communications.

If you want your event flyer or promotional material to have the Liverpool City Council logo on it, permission must be obtained from Council's communications team prior to printing.

Planning ahead and developing strategies on how best to use social media will assist event organisers in selecting the most appropriate platform and conversation to have with the event audience.

Social media can also help convey messages to the public about traffic, transport and health and safety at the event, and is a sustainable option.

Tips on marketing your event are included throughout this manual.

Once an Event Permit is granted, the event can be advertised on Council's website.
www.liverpool.nsw.gov.au/createevent





Note: Public notification of an event may be required and those conditions are detailed in this manual.

Cultural and social events can help celebrate and showcase the diversity and fabric of a community. They can also support the growth of different groups within a community.

This is a snapshot of the people of the Liverpool City area:

- Liverpool is a young city with 32 per cent of its population younger than 25 years;
- Liverpool has a higher proportion of families with children than neighbouring councils in the Sydney region;
- Aboriginal and Torres Strait Islander people represent 1.5 per cent of the population, the same as the Greater Sydney average;
- 40.7 per cent of the city's population was born overseas. They come from more than 100 different birthplaces; and
- 51.9 per cent of people speak a language other than English at home, the top being Arabic, Vietnamese, Hindi, Spanish and Serbian.



4. MAKING YOUR EVENT ACCESSIBLE

When planning an event, it is a legal requirement to consider the access needs of people with a disability. With more than 16 per cent of the NSW population living with some form of disability, making your event more accessible can bring substantial commercial benefits.

The most effective way of ensuring access for everybody is to consider it at the initial planning stages of your event. Developing an access plan can help you to identify any features that would make it difficult for people with a disability to access your event and ensure that your event is accessible to the greatest possible number of people.

Promoting an event's accessibility may also be an attractive prospect for supporting partners or sponsors.

People with particular access needs might be:

- Someone with hearing or vision impairment;
- A person in a wheelchair;
- A person with intellectual disability;
- A parent pushing a stroller; or
- An older person.

For further information about accessibility, please refer to the link below or contact Council's Community Development Worker (Aged & Disability)
<https://www.and.org.au/pages/event-checklist.html>

Things to consider to make your event accessible include:

- Wheelchair access;
- Hearing loops or Auslan (sign language) interpreters for people with a hearing impairment;
- Public or private transport to and from your event;
- Special parking areas for people with a disability and families with strollers;
- Accessible facilities such as toilets and food and drink counters;
- Special viewing areas;
- Regular resting spots along entrance and exit paths; and
- Information in large print and/or Braille for people with a visual impairment.

If you're providing event information on a website, consider designing it so it can be read by people with a visual impairment.

For information on designing accessible websites, visit www.and.org.au





As an event organiser for a popular local community event, we have tried to incorporate access considerations into our planning over the last few years. We have noticed a significant increase in attendance by people with a disability and their families and friends, as well as parents with prams and older members of the community.

Source: Event Starter Guide

5. SUSTAINABLE EVENTS

Council encourages all events held in its area to be organised and conducted in a sustainable manner; that is, be planned and managed in a way that takes into account environmental, economic, social and cultural considerations when making decisions.

This means taking into consideration the following:

- Waste minimisation and resource recovery
- Energy conservation;
- Water conservation;
- Biodiversity conservation;
- Greenhouse gas abatement;
- Transport and accessibility;
- Corporate responsibility;
- Local community;
- Value for money; and
- Safe work practices.

Sustainability is addressed throughout this document. Overall, event organisers and staff must ensure that there is minimal damage to the natural environment (that is, air, water, noise and surrounding land environments) according to the *Protection of the Environment Operations Act 1997*.

Sustainable transport options for accessing the event include:

- Encouraging the public to walk;
- Encouraging the public to ride a bike;
- Using public transport; and
- Car pooling.





In conducting the event, you should take all reasonable and practical measures to ensure it is sustainable and has minimal environmental impacts. These include:

- Preventing the release of any material that may cause environmental harm to land, water or waterways via the stormwater system;
- Ensuring that liquid spills are cleaned up immediately using sawdust and other absorbent materials and bagged and disposed of accordingly; and
- Preventing the release of materials into the air such as dust, fumes or smoke.



6. TRANSPORT MANAGEMENT

Initially you should approach Council's Events and Approving officer on 87117655 about possible traffic and transport issues that may arise from your event. Council's Events and Approving officer can advise who you need to speak to and the documentation you may need to provide.

Most events currently held in the Liverpool Council area are not large enough to require a complete Transport Management Plan. Such documents are usually required where all modes of transport, including private vehicles, taxis, buses and trains are affected.

It is strongly recommended that traffic management plans and traffic control plans are drafted by a certified traffic control organisation. It should include the management of traffic conditions and parking.

However, if your event requires any partial or full closure of a major or minor road, then it will require a Traffic Control Plan (which is a part of a Transport Management Plan).



6.1 TRAFFIC CONTROL PLAN

A road occupancy application may be required for your event. It is available at Council's website or a copy can be obtained from Council's customer service officers.

The application is to include copies of traffic control plans (TCP) prepared by the Roads and Maritime Services (RMS) authorised person and a copy of public liability insurance indemnifying Council of any traffic-related incidents. The TCP is to include details regarding alternative traffic arrangements, impact on on-street parking and contingency plans if necessary.

It is noted that based on the scale of the event and road closure requirements, approvals from the NSW Police Force, RMS's Transport Management Centre and local bus companies may also be required. Utility organisations are to be advised at least seven (7) days prior to the event. Advertisements in local papers may also be required.

For detailed information please refer to Council's Roads, Traffic and Parking guide www.liverpool.nsw.gov.au/services/roads-traffic-and-parking and RMS's Special Events Guide which can be accessed at www.rms.nsw.gov.au

6.2 ROAD CLOSURES

If your event requires the closure of any public road you will be required to submit a Traffic Control Plan. This must be submitted to Council 16 weeks prior to the event to allow for referral to the Local Traffic Committee, Council and for advertising.

As part of your TCP, you will be required to notify the following:

- Residents and businesses;
- Police;
- Ambulance;
- Fire & Rescue;
- NSW bus companies; and
- Taxi companies.

Council can place a notice in the public notice section of the local newspaper providing details of the road closure (a fee may apply).

A template for a Transport Management Plan (including a Traffic Control Plan) can be downloaded from the RMS website at www.rms.nsw.gov.au or call 132 701.



6.3 PARKING

It is important you provide enough parking to accommodate the anticipated number of attendees, as well as for people working at the event. If your event is not accessible by public transport you will need to provide additional parking spaces.

You may be able to use existing parking facilities at the event location, or set up a special area for parking or liaise with local parking stations in the vicinity of the event.

If you are setting up a special parking area, you must contract trained traffic marshals to ensure the smooth flow of traffic in and out of the event.

When planning where to locate parking areas, ensure you:

- Provide easily accessible parking spaces that are close to the event for people with a disability or other special access needs;
- Indicate parking areas and vehicle entrances and exits on your site plan;
- Allow access for emergency vehicles; and
- Include the location of parking in all your communications before the event.

Events held in Woodward Park Precinct will require a traffic marshal on the corner of Hoxton Park Road and Gill Avenue providing access for emergency vehicles from NSW Ambulance Liverpool Superstation.

Council's Parking Officers will patrol the event and issue penalty notices to any illegally parked vehicle.

6.4 PUBLIC TRANSPORT

Making your event accessible to public transport has many advantages, including:

- Reduced congestion on roads around the event;
- Fewer parking facilities required for private cars; and
- Making your event more accessible to people who cannot travel by car.

Also consider co-ordinating public transport that is accessible to people with special access needs.

If you are holding a large event, contact the relevant transport agencies to discuss co-ordinating transport services to and from your event. These include:

- Interline Bus Services at www.interlinebus.com.au or phone (02) 9605 1811;
- Sydney Trains visit www.transport.nsw.gov.au/sydneytrains or phone 1300 038 500;
- Taxi Council of NSW, which coordinates taxi services, on (02) 9332 1266 or visit its website at www.nswtaxi.org.au or email it at info@nswtaxi.org.au.

Note: ALL local emergency services must be advised of any road closures prior to the event.

7. HEALTH

7.1 FOOD

All food businesses must comply with the *Food Act 2003*, *Food Regulation 2015* and the *Australia New Zealand Food Standards Code*.

Where food is to be prepared and/or sold, temporary food stalls must be constructed and operated in accordance with the NSW Food Authority's "Guidelines for Food Businesses at Temporary Events" dated June 2016 and any subsequent revision approved by the NSW Food Authority.

All mobile food vending vehicles must be constructed and operated in accordance with the NSW Food Authority's "Guidelines for Mobile Food Vending Vehicles" dated January 2017 and any subsequent revision approved by the NSW Food Authority. Further information is available on the NSW Food Authority's website, www.foodauthority.nsw.gov.au.

Mobile food vending vehicles operating on Council owned and controlled land must comply with the conditions prescribed within the Liverpool City Council Mobile Food Vehicles Policy, adopted February 2017, available on Council's website. Liverpool City Council's authorised officers may inspect food stalls and mobile food vending vehicles to assess compliance.

All retail food businesses must notify Council of their food activity details. The food business notifications shall be completed in the approved Health Business Registration form and include all information specified in the Food Safety Standards. The completed notification form/s shall be compiled by the Event Organiser and be submitted to Council at least 30 days prior to the commencement of the event.

The notification form titled 'Health Business Registration Form' is available on Council's website at www.liverpool.nsw.gov.au

If food is being sold at your event, you or the temporary food stall operators should review the Guidelines for Food Businesses at Temporary Events, as part of your event planning.

Consideration should be given to:

- Purchasing fresh, locally produced foods in-season or food that is labelled "Fair Trade"
- Food with minimal packaging;
- Vegetarian options;
- Limiting the use of plastic bags and polystyrene;
- Providing washable/reusable crockery and cutlery or where this is not possible, items made with biodegradable materials; and
- Offering napkins made of recycled materials.

Failure to comply with these legislative requirements may result in on-the-spot fines and/or prosecution. Council may also refuse to allow a food stall to trade if any requirements are not met.

In accordance with Council's approved fees and charges, an inspection fee will apply to each food stall or mobile food vending vehicle inspected by Council's Authorised Officer.

Payment of food safety inspection fees shall be made in full to Council (Account No: 301069.000.1126) seven days prior to the event. Food businesses will not be permitted to trade at the event if payment is not received by the due date.

All food businesses shall ensure that there is a sufficient supply of electricity for food handling activities, hot/cold food holding and heating water. In addition, food businesses shall provide their own facilities capable of delivering a supply of warm and hot running potable water (i.e. safe for human consumption) required for the preparation of safe and suitable food.

A Food Safety supervisor shall be appointed to every stall and/or mobile food vending vehicle processing and selling food that is ready-to-eat, potentially hazardous (that is, needs temperature control) and NOT sold and served in the supplier's original package.

Further information can be obtained in the Guideline to Food Safety Supervisor

Requirements published by the NSW Food Authority. A copy of the Food Safety Supervisor certificate shall be presented to Council's Authorised Officer upon request.

Equipment Safety

Stallholders and vendors must ensure that all equipment including, but not limited to, gas appliances and cylinders, are compliant with current standards. A fire extinguisher and fire blanket shall be supplied in any vehicle or stall where cooking or heating processes occur.

Note: Copies of the NSW Food Authority's Guidelines for Food Businesses at Temporary Events dated June 2016 and Guidelines for Mobile Food Vending Vehicles dated January 2017 and any subsequent revision approved by the NSW Food Authority must be distributed to each food business attending the event.

7.2 LIQUOR/ALCOHOL

Council gives preference to alcohol-free events on Council property.

The simplest way to sell, serve or supply alcohol at an event is to engage a licenced beverage management service. Alternatively you can apply for a special event liquor licence through the Department of Liquor and Gaming.

For further information please visit www.liquorandgaming.nsw.gov.au.

7.3 WATER

Drinking water needs to be available/for sale to attendees, participants, staff, volunteers, contractors, and performers at your event particularly if:

- You are expecting large crowds;
- The weather is likely to be hot;
- Participants are required to walk a long distance, for example in a parade; and
- Participants may be affected by heat exhaustion.

The water is to be fit for human consumption.

Refillable containers/water jugs should be made available for water consumption using reusable and/or recyclable cups rather than bottled water where possible. Water stations are highly recommended.

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

7.4 TOILET FACILITIES

Organisers should ensure that there is an adequate number of toilet facilities at your event for the number of attendees you are expecting. If there are not enough permanent toilet facilities at the event site, you will need to provide portable toilets. If using portable toilet facilities, speak to a reputable supplier about issues such as:

- Number needed;
- Placement; and
- Emptying, including frequency and operational issues such as gaining access.

Organisers will also need to provide unisex toilet/s for people with access needs.

Where Council's public amenities are used during an event, a cleaning fee/bond may be required as part of the approval process.

7.5 WASTE MANAGEMENT

Even small events can generate large amounts of waste. Careful consideration is required when planning how to manage waste during and after your event to ensure a safe and healthy environment.

Waste can be described as "Any type of discarded, surplus or abandoned substance that is deposited in a way that causes an alteration in the environment. Waste may be processed, recycled, re-used or recovered."

The event organiser must have a waste management plan in place that aims to achieve waste reduction in the following order:

- Avoidance;
- Reduction;
- Reusing;
- Recycling; and
- Disposal.

The aim of such a plan is to prevent the build-up of waste on site and to provide for the efficient and safe removal of waste. Instruction must be given to staff on the hazards associated with waste and safe handling methods.

It is the event organiser's responsibility to clean up the area after an event. Any mess left will be cleaned by Council and charged to the event organiser.

Key issues for you to consider are:

- Waste receptacles – type, adequate quantity and placement;
- Emptying of receptacles – frequency, operational issues (Example: will waste trucks be able to access the necessary areas at your event);
- Separate recycling at your event for bottles (plastic and glass), cans and clean paper/ cardboard that enables the public to separate their recyclables to divert waste from landfill; and
- Include clear and consistent signage to assist with the separation of waste.



Council's Sustainability Educational Officer has valuable information to assist you with a waste management plan. The NSW Environmental Protection Agency has developed useful resources to help you plan and implement an effective waste management and recycling program at your event. You are encouraged to download a copy of their Waste Wise Events Guide at www.epa.nsw.gov.au

Council will deliver up to 20 standard rubbish wheelie bins free of charge to the event site and will collect the 20 bins post event. Damaged bins and disposal of contents will be charged to the organiser. The event organiser is responsible for supplying additional bins specifically for rubbish generated at the event site and surrounding areas. Bin quantities will be determined by the nature of the event and the number of attendees.

Consideration should be given to:

- Reducing the quantity of waste generated by the event, for example, choosing products with minimal packaging;
- Using only sustainable catering products, such as reusable or biodegradable and recyclable crockery and cutlery;
- Including waste management costs in the event budget;
- Ensuring vendors are advised of waste procedures;
- Monitoring stallholder compliance with waste management practices; and
- Ensuring that all waste and recyclables are disposed of appropriately.

7.6 NOISE

Events can create noise levels much higher than normal. Music, amplifiers, refrigerators, generators and crowds all contribute. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

You must properly consider the placement of your stage/performance area/s to assist with this (including directing speakers away from nearby residents and businesses). It is recommended that you use sound level monitoring equipment throughout the event. Any amplified sound must comply with the *Protection of the Environment Operations Act 1997*.

Events have the potential to create a noise nuisance. If your event is generating offensive noise, regulatory action may be taken under the *Protection of the Environment Operations Act 1997*.

A noise management plan should be developed with an acoustic consultant to identify appropriate measures to reduce noise impacts from the event. Noise pollution from events probably causes the majority of complaints from the surrounding community to authorities. If your event is generating offensive noise, you could be issued with a warning or a fine.

Events can commence no earlier than 7am and conclude by 10pm at most venues, except Council's Events.

Please check with Council's Events and Approving officer for possible exceptions.



8. COMMUNITY SAFETY AND SECURITY

Community safety and security at events is essential. Different types, scale and scope of events require different levels of security which should be determined as part of your risk assessment; for example, crowd control, cash and equipment protection, and an area for lost children and lost property.

Council (in its capacity as land owner if the temporary activity takes place on Council land) and the NSW Police may have special requirements and if so, you will be advised during the assessment process.

8.1 CROWD MANAGEMENT

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security. Even an event with small numbers of people can become crowded and require security. It all depends on the capacity of the venue where the event is held and the type of event being planned.

If security officers/crowd control officers are required, it may be worth researching the requirements of other events of a similar size and type.

The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons. The main responsibilities to consider are crowd safety and control, cash protection, equipment protection, the procedure for confiscated or prohibited items and emergency procedures. Developing a security plan with the security provider will clarify roles and responsibilities of the security staff.

Ensure that the security staff are experienced in crowd control and are adequately briefed by the organisers prior to the event. Also ensure that the security staff remain on duty at the conclusion of the event until an orderly dispersion of the patrons has occurred.



8.2 RECOGNITION OF EVENT PERSONNEL

At an event it is important to be able to clearly and quickly identify authorised personnel.

Identifying authorised personnel through accreditation can be simple or complex depending on the nature of your event. Some ways of accrediting authorised personnel include:

- Providing staff/volunteers/suppliers/contractors with colour-coded tags that are visible at all times; or
- Provide staff/volunteers/suppliers/contractors with a colour-coded, vest or uniform.

8.3 LOST CHILDREN

At any event you must allocate an area for lost children. This area must be staffed by appropriately qualified staff or volunteers.

A clear communications plan must be in place with instructions about what children and carers should do if they become separated. The instructions should be clearly communicated to everyone attending the event via flyers, over the Public Address System and with signage. All staff and volunteers working at the event should also be aware of the procedures that must be followed if they find a lost child.

A “Working with Children Check” is mandatory for anyone in child-related work, whether paid or voluntary. It involves a national criminal history check and review of findings of workplace misconduct. An individual must apply and pay for their own check (exemptions apply). The result is either a clearance to work with children for five years, or a bar against working with children.

The check is fully portable, meaning it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

To find out more about the “Working with Children Check” and how to make an application, visit www.kidsguardian.nsw.gov.au, email check@kidsguardian.nsw.gov.au or call (02) 9286 7219.



8.4 FIRST AID

It is vital that you provide adequate facilities and qualified practitioners to administer first aid. If an event is being held on water you will also need to have qualified water safety personnel present.

Organisers should seek advice from qualified first aid practitioners about the facilities needed. There are a number of first aid suppliers to events including St John Ambulance and Paramedical Services Pty Ltd. For information on St John Event Services, visit www.stjohnnsw.com.au

8.5 SIGNAGE

Signage at the event is extremely important. This is a list of signs which may be required:

- First aid;
- No smoking areas;
- Security/Police;
- Entrances and exits;
- Accessible toilets;
- First aid posts;
- Water locations;
- Parking;
- Accessible parking;
- Information centre;
- Rules relating to alcohol sale and consumption;
- Lost and found property;
- Lost children area;
- Public transport pick up/set down;
- Smoke-free areas;
- Sponsors and advertising materials; and
- Bag check at entry points.

When planning signs, check whether there are any restrictions on the placement of signage where the event is being held. You should also ensure that all signage is identified on the event's site plan.



8.6 LIGHTING

If the event is to be held at night or in a dark venue, ensure there is enough light to see exits in case of an evacuation.

For larger events, consider using portable lighting towers and backup generator/s to provide adequate lighting in case of a power outage and to maintain public safety.

Council requires all additional electrical installations to be certified by a licensed electrical contractor. Council does not provide lights and power for external events. Some sites may have limited power access and it is advisable that event organisers must bring their own power supply, for example light towers and generators.

If the event is using Council lighting sources, fees and charges may apply.

ENERGY USE

Event organisers and staff should ensure that suppliers are using modern technology that is energy efficient and that they design systems that reduce energy usage. To help reduce unnecessary use of power, the following should be considered:

- Using natural ventilation in preference to air conditioning;
- Using environmentally friendly equipment such as biodiesel fuelled/low emission generators; and
- Powering events by green energy where possible to offset the greenhouse gas emissions associated with an event.

8.7 ELECTRICAL, GAS AND MATERIAL SAFETY

If there are hazardous materials at the event such as electricity, gas, chemicals, fireworks, etc. seek expert advice about safe storage and use.

Clearly identify these items in your risk management plan and communicate the management procedures to all staff/volunteers/contractors, etc. who may come into contact with them. Other issues to consider include:

- The use of reputable suppliers;
- Ensuring items such as gas cylinders and generators have been tested and are in good working order;
- Always read and follow manufacturers' instructions;
- The safe placement of items such as generators, cylinders, etc;
- Ensuring you have clearly identified the placement of any hazardous materials on your site map;
- Backup plans in case of equipment failure (for example generators); and
- Location of fire extinguishers, if applicable.

Council requires that all installations be certified by a licensed expert in the handling of electricity, gas, etc. All extension leads must be tested and tagged by a licensed electrician or competent person as per Australian Standards AS3760.

It is advisable to have an expert present at the event in case of equipment failure or an emergency.

8.8 FIREWORKS

Firework displays can ONLY be held at Hillier Oval, or Chipping Norton Lakes although other sites may be considered in consultation with Council's Events and Approving officer.

A Fireworks Permit must be obtained from SafeWork NSW. If fireworks are being conducted by a well-known fireworks company then a copy of their general permit from SafeWork NSW is required.

A current public liability policy (certificate of currency) with a minimum of \$20 million indemnity is also required from your pyrotechnics company.

As the event organiser you are required to advise the following organisations:

- Local Fire and Rescue NSW;
- Local Police;
- Civil Aviation Authority where fireworks are in any airport approach zone;
- Any other applicable agencies (SafeWork NSW can provide advice on which agencies need to be contacted); and

- If the proposed event is to be held on non-Council land, written authorisation from the land/property owner will be required for the display to take place. Neighbouring residents affected by the display will need to be informed prior to the event.

The Workcover Permit and other documentation must be provided to Council and attached to your application. Visit www.safework.nsw.gov.au or call 13 10 50 for more information.

The Workcover Permit and other documentation must be provided to Council no later than 14 days prior to the event taking place.

For detailed information about the operation of fireworks and the permits required, visit www.safework.nsw.gov.au or call 13 10 50

Note: Fireworks displays are NOT PERMITTED during a total fire ban. Visit the NSW Fire Service website www.rfs.nsw.gov.au for up-to-date fire bans in your local area.





8.9 WEATHER

As the event organiser, you should consider the possible effect of a variety of weather conditions on the event. Be prepared for their impact/s and how they are to be managed should any of the following occur: extreme heat, high winds, heavy rain or hail and extreme cold.

In the case of extreme weather conditions it may be necessary to cancel or postpone your event to ensure the safety and security of those present. Therefore, you should establish the following before the event:

- Conditions for cancellation/postponement;
- Who is responsible for deciding to cancel/postpone;
- When to make the decision about cancelling/postponing;
- How staff, volunteers, performers and event attendees will be advised; and
- Contingency plans if the event is still able to go ahead.

If you are running an event to generate income you may want to consider insurance that will protect you against loss in the case of cancellation.

It is advisable to monitor weather forecasts in the lead-up to your event so you can plan for the predicted weather conditions.

8.10 DEALING WITH MONEY

Whether you are fundraising or running an event for profit, the following money-related issues will need to be considered:

- Processes for the collection of money at your event – are you collecting money at a gate and do you need to install fencing?
- Security issues associated with storage and transfer of money;
- How regularly you need to transfer money to a secure location during the event; and
- Where you can securely store money at your event.

Any staff handling large sums of money at your event must be trained in correct procedures.

You should contact SafeWork NSW at www.safework.nsw.gov.au for more information regarding this topic.

8.11 ANIMAL MANAGEMENT

The legislation relating to events which involves the use of animals is controlled by the NSW Department of Primary Industries.

For information on keeping animals at events, visit www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/exhibit.

Council's Animal Management Policy at 2015 outlines the community requirements for the keeping of animals within the city and events.



9. RISK MANAGEMENT

9.1 RISK ASSESSMENT AND MANAGEMENT

On-site safety at events is very important. A risk management plan is required for all events, in order to ensure the safety of all participants.

Regardless of the scale of your event, it is compulsory that a risk assessment be submitted with your event application.

Your attendees expect to enjoy your event in a safe and secure environment. All potential hazards must be identified during planning and solutions implemented.

A Risk Management Assessment is required under the *Civil Liability Act 2002* and the *Work Health and Safety Act 2011* (you may also need to check the WorkSafe NSW Risk Management Manual). Event organisers have a duty of care to provide a safe workplace for workers to ensure that other persons are not put at risk.

Event organisers may be personally liable for injuries sustained if inadequate safety control measures were in place and potential hazards were not managed appropriately.

Proper risk management includes:

- Protecting the event owner and partners;
- Protecting the reputation of the event;
- Complying with insurance requirements; and
- Minimizing civil claims and law suits.

THE BASIC PRINCIPLES AND PROCESSES IN RISK MANAGEMENT ARE:

IDENTIFY HAZARDS



ASSESS RISKS



IMPLEMENT CONTROLS



MONITOR PERFORMANCE



Here are some examples of typical hazards at events and what you need to look out for when conducting your event risk assessment. Include them (and any others) in the Risk Assessment:

- Holes in the ground or in footpaths;
- Marquee pegs in thoroughfares;
- Electrical leads in walkways;
- Damaged or untested/untagged electrical equipment;
- Overcrowding in car parks, or mixing vehicle and pedestrian traffic;
- Emergencies, fire, medical or bomb threat;
- Uneven stage floor or performance space;
- No hand washing facilities at food handling;
- Stalls or petting zoos;
- Alcohol-affected behaviour; and
- Gas appliances.

This identification process helps you to clarify the key components of your event and also allows you to plan a response in case an emergency situation does arise. Other types of hazards risks that may arise will depend on the nature of the event, including:

- Handling money;
- Crowd control;
- Extreme weather;
- Fireworks; and
- Preparing and handling food.

There is an Australian Standard for risk management (AS/NZS ISO 31000:2009). For more details visit www.standards.com.au. Call Standards Australia on (02) 9237 6000.

Safework NSW is the state workplace health and safety regulator and offers advice on improving health and safety. For more information relating to risk management visit www.safework.nsw.gov.au or call 13 10 50.

9.2 EMERGENCY MANAGEMENT AND RESPONSE PLAN

All events must have a written Emergency Management and Response Plan (EMRP). While risks must be assessed and mitigated prior to and during an event, there will always be the potential for an incident to occur.

Once the plan has been developed, it should be provided to all event organisers, key stakeholders, police and emergency service personnel.

For major events, the plan should be developed in consultation with NSW Police, Fire and Rescue NSW, NSW Ambulance and any other relevant emergency services.

When completed, copies of your EMRP need to be distributed to:

- Emergency services;
- Council;
- Any other organisations working with you to stage the event e.g. transport providers;
- Staff/volunteers/contractors; and
- Suppliers who will be present at the event.

The EMRP should clearly identify one 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.

The contents of your EMRP will depend on the nature of your event and should include:

- A chain of command identifying who is responsible for decision-making;
- Description of roles played by those involved with the emergency response;
- Evacuation procedures;
- Crowd management plan;
- Site plan identifying location of emergency response area/s;
- Access for emergency vehicles; and
- Evacuation assembly area/s.

A communications plan should also be prepared that outlines who needs to be contacted in an emergency, including:

- Families of people involved in a serious incident;
- Employees, volunteers, contractors, etc;
- Media;
- Details of key stakeholders and how you will contact key stakeholders. For example a two-way radio, mobile phone, email;
- Details of who is the media spokesperson for the event; and
- How to communicate with people attending the event.

9.3 INCIDENT REPORTS

Everyone working at the event needs a clear understanding of how to record incidents and the process to follow at the end of an event. One way to do this is to have incidents reporting processes in place.

An incident may arise from a business or public activity such as:

- How a work activity is organised (e.g. inadequate safety precautions);
- How equipment or substances are used (e.g. amusements, rides, catering equipment, exposed cabling or machinery);
- Condition of the location/venue (e.g. trip hazards, uneven paths or ground); and
- Actions of someone who is not a worker at the event (that is, attendee).

It is important for most organisations to retain incident reports for a minimum of six years in the event of potential future claims against the event organiser.

SafeWork NSW has detailed information and fact sheets on reporting requirements for incidents that occur in a workplace or public venue. Event organisers are encouraged to review that material. Visit www.safework.nsw.gov.au.



10. TEMPORARY BUILDINGS AND STRUCTURES

When planning your event you need to ensure that you follow Council's requirements for the temporary use of land and/or erection of temporary structures as set out in the Liverpool Local Environmental Plan 2008. This provides for the temporary use of land, as long as your event does not compromise the land's future development, or have detrimental economic, social, amenity or environmental effects.

TEMPORARY STRUCTURES AND MECHANICAL DEVICES

Regardless of whether an event is covered by Council's Global DA process, all events must submit an application for a Section 68 for assessment of temporary structure under the *Local Government Act 1993*.

Note that there are some exempt devices under the Act, including jumping castles, which are required to produce public liability cover and tethering details for inflatables.

Temporary structures include:

- Mobile and constructed stages;
- Mobile food vans;
- Amusement rides;
- Lighting rigs;
- Marquees or gazebos;
- Temporary food stalls;
- Public amenities; and
- Gas appliances.

If there are any changes to the original approval, such as the introduction of new structures and rides to the event, then Council must be notified before the event takes place.

Events not covered under the Global DA must submit a Development Application. 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 12 months. Events which have prior approvals, and for which changes are sought, must

submit an application for Section 68 approval and Section number 4.55 application under the *Environmental Planning and Assessment Act 1979*. If there are any changes to the original consent which may include event dates, location or layout of event, these applications must be completed.

In order to grant consent for the temporary use of lands, Council must be satisfied that the temporary use (including location of structures):

- Will not prejudice any subsequent carrying out of development on the land;
- Will not adversely impact on any adjoining land or the amenity of the neighbourhood;
- Will not adversely impact on environmental attributes or features of the land, or increase the risk of natural hazards that may affect the land; and
- Will not prevent the land from being restored to its prior condition, as far as practicable.



CERTIFICATIONS

If you are leasing equipment from a supplier, it is recommended that structural certification is obtained from the supplier, prior to the goods being booked.

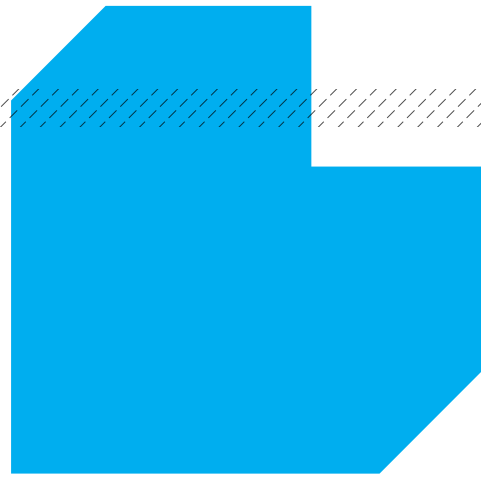
10.1 STAGES AND MARQUEES

Depending on the structure, you may also need to provide an engineers report that certifies the equipment is compliant and details any limitations of use.

For safety reasons only engage professionally qualified personnel to build any structures required.

Development standards for tents, marquees or booths for community events are listed in Clause 2.120 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Standards for temporary signage are found in Clause 2.103 of that instrument.



10.2 AMUSEMENT OPERATORS

If your event involves providing amusement devices you will need:

- A copy of a current SafeWork NSW registration for the device (except for exempt devices);
- A certificate of current insurance or indemnity for the device indicating date of cover, device, description and value of cover available (minimum of \$20 million);
- Device's current annual maintenance reports submitted to SafeWork NSW.
- A site plan indicating the proposed location of the device (the site plan is to indicate any slope that may affect the set-up area);
- A copy of the set up and erection instructions/ guidelines;
- Tethering details for inflatables;
- Details of the type, fixing and location of any area available to patrons that exceeds a height of one metre above the adjoining finished ground level, walkway, landing or platform; and
- A brief statement indicating what precautions will be taken to ensure public safety.

10.3 MOBILE FOOD VEHICLES

Mobile food vehicles require:

- Food Safety Supervisor Certificate (FSS);
- Insurance;
- Food inspection; and
- Health registration.

10.4 ADVERTISING SIGNS AND BANNERS

Temporary signage is defined in Council's Development Plan (DCP) 2008.

Signs must not be displayed earlier than 14 days before the event and must be removed within two days after the event.

You should also check the information on Council's website to ensure that your proposed signage complies with the standard conditions under the Liverpool City Council Development Control Plan.

The hanging of banners across Roads and Maritime Services bridges requires approval from RMS. Contact RMS general enquiries on 13 22 13.

It is a condition of Council that no advertising for events is permitted until after an Event Permit has been granted.



11. VOLUNTEERS

Volunteers can provide invaluable assistance when coordinating and running an event. The Liverpool Volunteer Resource Centre may be able to assist you with engaging volunteers for your event. Visit www.lvrc.org.au or call (02) 9601 6825.

A good way to find volunteers for events is to approach your local service clubs or organisations such as:

- Lions Clubs, www.lionsclubs.org.au;
- Rotary, www.rotary.org.au;
- Scouts and Rovers, www.scouts.com.au;
- NSW Centre for Volunteering, www.volunteering.com.au; and
- Liverpool Volunteer Resource Centre, www.lvrc.org.au.

A reference, police check or other checks may be required, depending on the role that is assigned to a volunteer (eg. Working With Children Check). However, volunteers should always be asked permission before carrying out such checks.

While volunteers can provide invaluable help, you need to be aware of your rights and responsibilities in relation to volunteers, such as:

- Appropriate orientation and training should be conducted to ensure volunteers are able to do their assigned job effectively;
- Professional advice should be sought about the type of insurance required to cover volunteers; and
- Volunteers are entitled to the same Work Health and Safety conditions that are provided to paid employees (see Section 13.4 on page 58).

For more detailed information about volunteer insurance and the rights and responsibilities of organisations and volunteers visit www.volunteering.com.au or call the NSW Centre for Volunteering on (02) 9261 3600



12. MUSIC AND PERFORMERS

This section outlines issues you will need to consider prior to engaging performers or using live music and/or pre-recorded music at your event.

12.1 COPYRIGHT

Most music is protected by copyright. If you are having live or pre-recorded music at your event you are required to obtain a copyright licence at least 72 hours prior to the event.

If you are having live music you will only require a licence from the Australian Performing Rights Association (APRA).

Pre-recorded music (either a recording or music video) is protected by two types of copyright. If you are using recorded music at your event you may need to obtain a licence from both APRA and/or the Phonographic Performance Company of Australia.

For more information about APRA's event licences visit www.apra.com.au and click "music users", or call (02) 9935 7900.

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

LOCAL AND IMAGES COPYRIGHT

Copyright also applies to the use of images, including photographs and logos used for promotional purposes. Before printing or using images on social media, make sure that you have permission to use images and logos from other organisations, even those which may be funding or providing support for your event.

Liverpool City Council logos must not be used without Council consent. Contact Liverpool City Council's Communications department for conditions of use.

For further information regarding legal advice and copyright, contact the Arts Law Centre of Australia on (02) 9356 2566, toll-free 1800 221 457 or visit www.artslaw.com.au



12.2 OTHER CONSIDERATIONS

Other key considerations include:

- Ensuring that the performers have the necessary insurance to cover their activities while at your event;
- Ensuring that your event has all the necessary insurance to cover the performers while they are at your event;
- Ensuring the health and safety of performers at your event; and
- Ensuring there is a written contract with all performers at your event. Check with a legal adviser about the contents of a performer's contract.

FLYING DRONES AND REMOTELY PILOTED AIRCRAFT IN AUSTRALIA

Permission must be obtained to fly drones over public spaces and using them for filming.

The Civil Aviation Safety Authority sets conditions for safe use of drones or remotely piloted aircraft, as defined in the Civil Aviation Safety Regulations Part 101. Notification and registration is required. For details, visit www.casa.gov.au.

13. LEGAL

13.1 INTRODUCTION

Underpinning all aspects of an event are the legal issues. Your event must have comprehensive public liability insurance. Legal advice, based on the scale and nature of the event, should also be obtained.

Most events require a set of formal contracts covering:

- The event company;
- Entertainers;
- The venue;
- Suppliers (for example security, audiovisual and caterers); and
- Sponsor(s).

For smaller events, these details may be arranged by letters of agreement.

Depending on the type of event, you may require various licences and permits from a range of organisations, in addition to Council, as detailed in other sections of this guide.



13.2 PUBLIC LIABILITY INSURANCE

Managing a public event includes ensuring the safety of event organisers, event staff and/or volunteers, contract staff and the public. A \$20 million public liability insurance policy is required in every instance, although some events may require higher cover.

The Council's public liability insurance policy CANNOT be extended to cover external groups or businesses. Your organisation will need to produce a Public Liability Certificate of Currency, at least 14 days prior to the date of the event, following site confirmation. The event will not be permitted to commence without such a policy in place.

If other organisations are participating in the event, it is important to ensure they also have appropriate public liability insurance.

The public liability cover must be submitted with any application and should indemnify council from any loss as a result of the event.



13.3 OTHER INSURANCES

Even though Council has its own public liability policy and may own the building your group or business is occupying or hiring, it does not mean that your group or business is covered by Council insurance.

Buildings and contents owned by Council are fully insured by Council. Contents purchased or supplied by occupiers which are donated or given to Council are fully insured by Council.

Council CANNOT insure property which is owned by others. Contents purchased or supplied by occupiers which remain the property of the occupiers are not insured by Council and cash kept on premises by occupiers is not insured by Council. Council is not responsible for any equipment used and/or provided by the event organiser, participants or attending businesses.

The event organiser is responsible for ensuring that all parties involved in the organisation and running of the event have suitable insurance cover. Council is not responsible for any personal injury to event personnel and requires indemnification from the event organiser should any claims be made against Council. A copy of the personal accident/worker's compensation certificate should be supplied, where required.

Conditions subject to change.

Examples of other insurances that may be needed are:

- Public liability insurance of any sub-contractor;
- Public liability insurance and contact details of all participants in the event;
- Volunteers' insurance;
- Workers' compensation;
- Motor vehicle;
- Property and equipment;
- Professional indemnity; and
- Personal/accident income protection.

Check to ensure that any existing insurance policies cover:

- Volunteer/worker personal accident;
- Public liability;
- Motor vehicle; and
- Professional indemnity liability.

Insurance advice for community-based (not-for-profit) organisations can also be obtained from the Community Underwriting Agency, a specialist insurance provider. For details visit www.communityunderwriting.com.au or call (02) 8045 2580.

13.4 WORK HEALTH AND SAFETY

You are obliged to provide for the safety of all attendees, and appropriate care, safety and training of all personnel working at the event, including volunteers and students.

One method of promoting safety in a workplace is conducting a risk assessment to identify:

- Potential hazards associated with the work;
- The job steps in doing the work;
- Controls to eliminate/minimise the hazards; and
- People responsible for ensuring the controls are in place.

During your risk assessment, identify any potential hazards for volunteers and performers, as well as employed staff, and take steps to minimise those risks.

Management practices must also be in place to ensure the people have the skills to complete the job safely. There must be a suitable level of supervision to ensure that tasks are completed as documented.

For detailed information about work health and safety issues call SafeWork NSW on 13 10 50 or visit www.safework.nsw.gov.au

13.5 WAIVERS/ DISCLAIMERS

Many personnel at an event may not carry their own public liability insurance cover (such as volunteers, students, etc).

It is important to develop a risk waiver form that can be distributed to these personnel. This waiver form should state that the event organiser is indemnified from any liability. However, this cannot exclude negligence for any harm that may be suffered while working at the event.

The waiver form should state that by participating in the event the person agrees to do so at their own risk. However, waivers and disclaimers do not exempt you as the organiser from a duty of care to volunteers and students.

Note: You should seek legal advice when developing waiver documents.

Council will also require an Indemnity/Hold Harmless Agreement in favour of Council to be provided with the Event Application.



13.6 SUPPLIER/CONTRACTORS' CONTRACTS AND AGREEMENTS

Prior to the contract, the event organiser will need to design a supplier's brief. It is advisable to create a template for a number of briefs to ensure that all requirements are covered.

The process prior to engaging any supplier/contractor should include checking that:

- Public liability insurance and worker's compensation certificates are current;
- Contracts / agreements have been reviewed by an independent lawyer;
- References of the supplier are current; and
- Cancellation policies and procedures are compatible with those of your event.

13.7 FUNDRAISING

If you are seeking to obtain donations or otherwise raise funds at your events you will need to contact NSW Fair Trading and complete the relevant forms (Intention to fundraise). There are fundraising controls that must met.

If you are fundraising for a registered charity, you may fundraise under the charity's authority. To do this, you must obtain the written permission of the charity.

Fundraising can include:

- Requesting donations;
- Requesting sponsorship;
- Running lotteries and competitions; and
- Supplying food or other goods and services (for example, at a fete).

To be granted an authority to fundraise there are a number of conditions you must meet including:

- Providing adequate information to the public about the purpose of the fundraising;
- Not allowing children under the age of 13 to collect funds;
- Banking of money raised through fundraising;
- Keeping records and audits of accounts; and
- Providing details of paid donations or sponsorship provided to you by Council during a 12 month period.

For more information call NSW Fair Trading on 13 32 20 or visit www.fairtrading.nsw.gov.au

14. SPONSORSHIP

14.1 GAINING SPONSORSHIP

When deciding who to approach for sponsorship, consider which businesses can best provide the resources or services that you are seeking. They should be a good fit with your event and many companies now have sponsorship guidelines which are usually found on the company's website.

Key steps in obtaining sponsorship include:

- Having a clear sponsorship invitation or 'teaser';
- Targeting selected businesses and organisations;
- Arranging meetings;
- Tailoring a sponsorship proposal for each organisation you have approached;
- Preparing a written agreement once sponsorship has been secured, including clear objectives (have a legal person review a draft);
- Nominating one contact person from your organisation to liaise with the sponsor/s;
- Regularly updating your sponsor/s about progress of the event; and
- Providing the sponsor/s with a report after the event.

14.2 RECOGNITION OF SPONSORS (ADVERTISING)

As the event organiser, you may like to think about the ways you will acknowledge different levels of sponsorship, such as partners, major sponsors, sponsors, major supporters, or supporters.

Including the logos and slogans of your sponsors in all your promotional material is critical in gaining ongoing support for your event.

There are rules around advertising signs and they are outlined in Section 10.4 of this guide.



14.3 COUNCIL SPONSORSHIP OF EVENTS

Corporate sponsorships by Council are financial contributions to organisations or groups for programs or events that take place within the Liverpool Local Government Area. They can build or enhance the reputation and brand of Liverpool City Council in accordance with Council's Community Strategic Plan.

Sponsorship applications must address the priorities of Council's Corporate Sponsorship policy and its Community Strategic Plan.

Events taking place on Council property must ensure they have first obtained event approval from Council's Events team. Applications can be submitted by visiting liverpool.smartygrants.com.au

For further information visit www.liverpool.nsw.gov.au/community/grants/sponsorship to view the policy, or contact Council's Community Development Worker (Funding and Support).

15. EVALUATING YOUR EVENT

Your event coordination role does not end when everything is packed away at the end of the day!

It's a good idea to evaluate your event and assess what worked, what didn't and where improvements could be made. Suggestions for event evaluation include:

- Conducting an attendees survey;
- Asking attendees if they know who the sponsors were. If large numbers of people associate the sponsor with the event, this can provide valuable information when renegotiating sponsorships the following year;
- Holding a debrief meeting with stakeholders such as staff, regulatory authorities, volunteers, emergency services, sponsors;
- Sending out evaluation sheets to key stakeholders, seeking feedback from suppliers, performers, venue managers and security staff as well as those directly involved with co-ordinating the event; and
- Evaluating the event against the events objectives.

15.1 ATTENDEE SURVEY

Liverpool City Council is keen to better understand the economic impacts of events on the city. To do so, event organisers are requested to conduct a short survey of attendees and provide a report on the responses to Council within six weeks of the event being held.

It is recommended that survey forms be distributed to at least 10 per cent of attendees. Wherever possible, completed surveys should be collected at the time of the event.

15.2 OPERATIONAL ASSESSMENT

Council is also keen to monitor the application, approval and management process of events. This is to help improve the overall experience of event managers and attendees at its designated venues. To this end, a short questionnaire is to be completed after the event and submitted to Council within six weeks of the event.



16. REFERENCES

Division of Local Government, NSW Department of Premier and Cabinet, Developing a Council Community Events Policy – A Toolkit for NSW Councils, 2011, Nowra

Launceston City Council, Emergency Management Planning for Public Events, 2012, Launceston Protocol and Special Events Unit, NSW Department of Premier and Cabinet, Event Starter Guide

Redland City Council, Holding Events in Redlands - Event Information Kit, 2013

Thanks to Blue Mountains City Council's Events Co-ordinator for advice and guidance.

OTHER RELEVANT INFORMATION CAN BE FOUND

<http://www.legislation.nsw.gov.au/#/view/act/1993/30>

<http://www.legislation.nsw.gov.au/#/view/act/2011/10>

http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/

http://www.austlii.edu.au/au/legis/nsw/consol_act/poteoa1997455/

http://www.austlii.edu.au/au/legis/nsw/consol_reg/lgr2005328/

The NSW Government also has a useful Event Starter Guide. For details visit www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/



ADVICE AND ASSISTANCE FROM COUNCIL

Events organisers are encouraged to contact Council for assistance with application procedures and advice.

Email: externaleventpermit@liverpool.nsw.gov.au

Phone: 02 8711 7655

TIME FRAMES

To ensure Council has adequate time to review your submission, request for further information if required and process any approvals and licences. Applications are to be submitted at least three months prior to the event.




**LIVERPOOL
CITY
COUNCIL**




LIVERPOOL CITY COUNCIL

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 NRS 133 677 (for hearing and
speech impaired callers only)