

## Shoalhaven Tourism Advisory Group

**Meeting Date:** Monday, 27 February, 2017  
**Location:** Meeting Room 2 - Ulladulla Civic Centre, Princes Highway Ulladulla

## Attachments (Under Separate Cover)

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## DRAFT Events Policy

*Policy Number: POL16/266  
Adopted: 26/02/2008  
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Minute Number: MIN08.186, MIN09.409, MIN11.493  
File: 21764E  
Produced By: Corporate & Community Services Group  
Review Date:*

TA17.3 - Attachment 1

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## 1. INTRODUCTION

This Event Policy is designed to assist event organisers with the regulations and processes associated with holding an event on all public land under the ownership and/ or control of Shoalhaven City Council (Council).

Council is committed to ensuring that your event is sustainable, meaning your event is:

- economically beneficial to the community;
- socially and culturally responsible; and,
- environmentally well managed.

This Event Policy and Council's Events Liaison Team are available to provide support for you to take your event through the application process to approval.

## 2. APPLICATION OF POLICY

This Event Policy applies to all events conducted on public land where Council is the owner or has management control of the land (including roads used as part of your event). The Policy does not apply where the event is conducted solely on privately owned land. However, Council encourages all events held within the Shoalhaven to use this Policy to assist with successful event planning.

The types of events this policy applies to includes, but is not limited to: festivals, food fairs, exhibitions, sporting activities, annual themed celebrations, markets and circuses. Please note the holding of weddings and private functions on public land is subject to a separate process and policy (insert link) and separate requirements apply to markets (see link).

The size or scale of events this Policy applies to are categorised in the table below, based upon the impact of your event on public land. If your event satisfies more than two of the criteria in a higher category then your event is classed as that size or scale for the purposes of fees and charges (see Section 3.3 of this Policy).

Small	Medium	Large
No disruption is caused to the community, businesses, motorists or other events in the vicinity of the event.	Minimal disruption is caused to the community, businesses, motorists or other events in the vicinity of the event.	Significant disruption is caused to the community, businesses, motorists or other events in the vicinity of the event.

Event duration is 1 day or less.	Event duration is 1-2 days.	Event duration is more than 2 days.
Event (and associated activities) are held in 1 location only.	Event (and associated activities) are held in 2-3 locations.	Event (and associated activities) are held in 4 or more locations.
Minimal power for equipment/lighting required (consistent with that provided by Council as part of hire fee).	Minimal power for equipment/lighting required (consistent with that provided by Council as part of hire fee).	Significant power for equipment/lighting required (above that generally provided by Council as part of hire fee).

### 3. APPLICATION PROCESS

The following 4 step process applies to all events held on Council's public land:

1. Read this Policy & discuss your event with Council's Event Liaison Team  
(ph. 4429 3541 or email: [Events@shoalhaven.nsw.gov.au](mailto:Events@shoalhaven.nsw.gov.au))
2. Submit Event Application Form and associated documentation.
3. Pay any Fees & Charges, and refundable bonds.
4. Approval issued (subject to relevant Terms & Conditions).

These 4 steps are further outlined below.

#### 3.1 Step 1 - Discussion with Council's Event Liaison Team

Council's Event Liaison Team will be happy to discuss your proposal, in the context of the following considerations:

- The suitability of your event type.
- The best time to hold your event.
- The suitability of your event location (including location opportunities you may consider and contingency planning).
- Infrastructure availability for your event.
- The relevant permits and timeframes to gain approval for your event, including the information you will be required to provide to support your application.

Note: In some cases a development application (DA) may be required for your event. You may contact Council's Development Services Team (ph. 4429 3486) to determine this. However, in most cases a DA will not be required and as such the timeframe required for approval can be minimised.

- Availability of financial or "in kind" assistance for charities or not for profit community event holders.
- Discussion of Fees & Charges and bond that may be payable for your event, based upon the size and scale of each event.
- Discussion of Terms & Conditions that may be applicable to your event.
- Access to stakeholder contact details for event notification purposes.

Contacting Council's Event Liaison Team early in your event planning may save you a lot of time and effort. We encourage you to contact us as soon as you know you want to hold an event in the Shoalhaven and the Events Liaison Team can assist from the start.

### 3.2 Step 2 - Event Application Form and Associated Documentation

You can download the Event Application Form here (there will be a digital link to download the form online. See Appendix Item 1 for a copy of the form). Alternatively you can request it from Council's Events Liaison Team as part of Step 1 above.

*The following information will assist to complete Section 7 of your application form:*

#### 3.2.1 Traffic

Events may require a Traffic Management Plan to be prepared by a professional traffic control company. If your event needs a professional plan you will be notified when you make your application. You will need to download the Traffic Management Plan (TMP) template here (there will be a digital link to download the form online published in the document. See Appendix Item 2 for a copy). Alternatively, you can request it from Council's Events Liaison Team as part of Step 1 above.

A TMP should include:

- Event details: Name, date, time, venue, location, anticipated crowd size, event activities, venue description, existing facilities for access and any other relevant information.
- Contact details of organiser: Name of organiser, contact person's name, title and phone number (business and mobile).

- Contact details of contractor: Name of traffic management company, contact person's name, title and phone number (business and mobile).
- Traffic management schedule: Date, time and event schedule.
- Traffic diversion/redirection: Including details of road closures, detours, VMS signs and special event clearway signs.
- Access: Site map with access points for contractors, patrons, stallholders, entertainers, staff, VIPs, local businesses, residents and emergency vehicles.
- Loading and unloading: Details about loading and unloading arrangements for contractors, stallholders, entertainers, staff, volunteers and patrons.
- Parking: Details about parking arrangements for contractors, stallholders, entertainers, staff volunteers and patrons.
- Public safety: Notice of intention to hold a public gathering, liaison with police and security and first aid.
- Notification: Advertising road closures and special event clearways, resident/business letterbox drop, public transport notification-not required and marshalling.
- Traffic control plans: These need to be prepared by an Accredited Traffic Controller. Plans for each road closure point, use of paid police, RMS trained and accredited traffic controllers, use of traffic signal data, water filled barrier placement, change of traffic conditions and special event clearway towing management.
- Contingency plan: For bad weather, accident on site, accident on route, breakdown of vehicles, security of participants and security of VIPs.

### 3.2.2 Waste

You can download a Waste Management Plan template here (there will be a digital link to download the form online published in the document. See Appendix Item 3 for a copy). Alternatively you can request it from Council's Events Liaison Team as part of Step 1 above.

A WMP should include:

- Event details: Name, date, time, venue, location, anticipated crowd size, event activities, venue description, existing number of bins on site (general waste and recycle).
- Contact details of organiser: Name of organiser, contact person's name, title and phone number (business and mobile).
- Site map showing:

- total number, type & size of bins required at the event – including general waste, recycle, cigarette butt bins (if smoking is permitted at your event) and bins for accessibility guests.
- Bin locations - including co-location of general waste and recycle bins in locations such as: entrances/ exits, food & drink areas and near car parks, toilets and walkways.
- signage – well positioned general waste and recycle standard EPA signage to advise patrons of bin locations.
- Details of Additional Bin Provision: who will provide the additional bins? E.g. Contractor or event organiser?
- Contact details of contractor or event organiser: Name of waste company providing bins, contact person's name, title and phone number (business and mobile).
- Waste schedule: Date & time that bins are being delivered and collected/ removed.
- Public safety: WH&S considerations including:
  - bin emptying requirements during events.
  - bin design/ lids to ensure hygiene and reduce risk of spillage/ access by animals.
  - event staff and volunteer training.

### 3.2.3 Toilets

On-site amenities must be available to the public for the duration of your event. The number of toilet facilities required at your event can be calculated as follows, noting that better operation of your event may be achieved by providing additional toilet facilities:

**Toilet facilities for events where alcohol is not available**

No. of Patrons	Male			Female		Unisex Disabled	
	WC	Urinals	Hand Basins	WC	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2	1	1
<1000	2	4	4	9	4	2	2
<2000	4	8	6	12	6	2	2
<3000	6	15	10	18	10	3	3
<5000	8	25	17	30	17	3	3



**Toilet facilities for events where alcohol is available**

No. of Patrons	Male			Female		Unisex Disabled	
	WC	Urinals	Hand Basins	WC	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2	2	2
<1000	5	10	4	16	4	3	3
<2000	9	15	7	18	7	3	3
<3000	10	20	14	22	14	4	4
<5000	12	30	20	40	20	4	4

The above figures may be reduced for shorter duration events as follows:

Duration of Event	Quantity Required
8 hours +	100% (no reduction)
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Separate toilet and handwashing facilities should be made available for food handlers.

*The following information will assist to complete Section 8 of your application form:*

#### 3.2.4 Disability Inclusion and Accessibility

Consideration must be given to disability inclusion and accessibility, as per the *NSW Family & Community Services Disability Inclusion Plan 2015*. A key objective of the *NSW FACS Disability Inclusion Plan* states:

“Physical accessibility is important, but liveable communities are also about the opportunity for social engagement, personal and business interactions, feeling safe and secure and being included in community activities.”

In the case of a community event an “accessibility guest” includes: a person with mobility needs (eg. wheelchair user), a person with sensory considerations, older people, a person with a temporary injury or illness and parents with prams.

It is likely that your event will include “accessibility guests” and as such your completion of Section 8 of your application (and your site plan) will ensure the following four key areas of disability inclusion and accessibility to events are sufficiently addressed:

1. Communication
2. Infrastructure & Transport
3. Disability Awareness Training for event staff
4. Site or Precinct Planning

*The following information will assist to complete Section 9 of your application form:*

#### 3.2.5 Event Sustainability

You can download an Event Management Plan template here (there will be a digital link to download the form online published in the document. [See Appendix Item 4 for a copy](#)). Alternatively you can request it from Council’s Events Liaison Team as part of Step 1 above.

Council supports events that seek to reduce environmental impacts, and opportunities exist for event organisers to work with Council to implement such initiatives. Areas of event sustainability that should be addressed in your Event Management Plan include:

- **Waste Minimisation and Recovery:** Events can often create significant amounts of waste and litter. Key considerations of all waste planning should be reducing the amount of waste and litter created and avoiding disposal of waste to landfill. Over and above requirements for rubbish collection and removal, sustainable waste management should incorporate a waste hierarchy of AVOID, REDUCE, REUSE AND RECYCLE.
- **Reducing Energy and Water Consumption:** Events can be high water and energy consumers. It is important to develop and implement measures to minimise water and energy consumption.
- **Green Transport:** Alternative transport options should be encouraged through event scheduling, siting, facilities provision and promotions. Alternative options should include walking, cycling, public transport, “loop buses” and car sharing. Events should also encourage a reduction in transport servicing for the event through a co-ordinated approach to set-up and clean-up processes.
- **Venue Selection:** Venues or outdoor locations for events should give consideration to being appropriate for the size and type of event. Selecting the right venue will provide a range of sustainability advantages, as well as creating a better event atmosphere.

- Reducing Print Material: Using new technology alternatives to print material, such as email and social media, can provide better sustainability and promotional outcomes. Where printing is required, a few key concepts, including double sided printing, sourcing recycled paper product, using environmentally friendly inks / dyes, and reducing the size of paper used may also significantly reduce resource use.
- Purchasing and Procurement: Purchasing locally, using recycled or re-used goods, and catering using seasonal produce grown locally can achieve significant reductions in waste, transport and cost, as well as providing a boost to the local economy.
- Carbon Management: After following the above principles to reduce impacts and resource use, using a commercial option to offset carbon produced can help to minimise the unavoidable impacts. It also provides a strong “green” image for an event.

### 3.3 Step 3 - Fees and Charges

Events held on Council land will attract a fee for the use of land. The fees and charges applicable to the event are detailed in Council's annual “Fees and Charges” booklet which are adopted annually and published on Council's website here ([link to fees and charges](#)).

You will also be required to lodge an appropriate non-negotiable refundable bond, payable 7 days prior to your event. This bond will be calculated by Council's Event Liaison Team using the following criteria:

- length, type and size of event;
- equipment and other infrastructure to be used at event; and,
- event location.

This bond will contribute to the overall cost to Council if the venue is damaged, needs to be cleaned, you cancel your booking within 14 days of event, event runs over time or if equipment is not returned or is damaged. However, an inspection of the area will be conducted by Council after your event and, if satisfactory, your bond will be refunded in full.

Not for profit community organisations may be eligible for some financial or in-kind assistance. The following policies detail the extent to which Council will support the local community when staging events and the process for the not for profit community organisation to follow:

- Donations Policy ([link to the Policy](#))
- Fee Support/Non-Profit Organisations Policy ([link to the Policy](#))

Events that Council supports (in-kind assistance and provision of infrastructure) are:

- Australia Day events
- Anzac Day events
- Freedom of Entry marches

- NAIDOC Week events
- Christmas events – Carols in the Park

### **3.4 Step 4 – Your Approval and Terms & Conditions**

#### **3.4.1 Applications and Approvals**

Applications for approval of the following can be made to the Council:

- Your Event
- DA (if required)
- Temporary Food Licence
- Temporary Structures approval
- Temporary Road Closures.

You may also require the following additional services to be provided as part of your event. Applications for the following services can be made direct to each respective service provider:

- Temporary Event Liquor Licences (Office of Liquor Gaming and Racing)
- User Pays Police (NSW Police)
- Road Occupancy Licence, Special Event Clearways (Roads and Maritime Services)
- St John Ambulance or other first aid provider
- NSW Ambulance Service
- Fireworks Permit
- Roads & Maritime Services (RMS)

#### **3.4.2 Terms & Conditions**

The approval issued by Council's Event Liaison Team for your event will be a "Event Permit" or a "Temporary Event Licence".

The terms & conditions listed below are the standard conditions. Relevant standard conditions will be attached to your approval and you will be required to comply with those conditions. Additional conditions may be applied to specific events where appropriate.

#### **Indemnity and Insurance**

1. The event organiser occupies and uses the venue at the event organiser's own risk and will take all reasonable precautions to prevent personal injury or property damage arising from the event.
2. The event organiser shall indemnify Council against any claims for injury to persons or damage to property arising out of the event.
3. The event organiser must effect, maintain and submit a current copy of your APRA Approved insurance Certificate of Currency for Public Liability. Public Liability insurance coverage needs to be to the minimum amount of \$20million, have the following wording included under interested parties - 'Shoalhaven City Council and the Minister

administering the Crown Lands Act are noted as interested parties for their respective rights and interests' and clearly note the policy expiry date (please note – this is only a phone call to your insurance company and they will be able to email the amended Certificate directly to you)

4. It is the responsibility of the event organiser to ensure all engaged contractors, sub-contractors etc. as part of the event also hold the applicable public/products liability insurance.
5. Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with your event installed in a venue. All infrastructure and equipment that is at the venue is at the event organiser's risk.

#### **General**

6. Event organisers must undertake adequate measures to ensure that the venue is protected from damage, including:
  - (a) Inspection of structures, infrastructure, in-ground sprinklers and the like for safety before use of the venue. Any unsafe areas should not be used, and should be reported to Council immediately.
  - (b) Protection of grass, garden beds, trees in high traffic areas including stalls, food, beverage and merchandise sale areas.
  - (c) Tree pruning and or trench digging is not permitted in any reserve/ public land.
- (d) Council may have underground services (eg: water mains and electricity) located within the bounds of the venue. You must not install stakes, star pickets, pegs or the like without first consulting Council about location of services.
- (e) No signs or other structures are to be attached to trees unless approved by Council as part of the event.
- (f) No glassware is permitted to be used.
7. For the removal of doubt, the venue must be left in the same condition as it was in prior to the event and the event organiser may be charged for any remedial or work or additional cleaning required to achieve this.
8. The event organiser is at all times responsible for the good order, conduct and behaviour of those persons attending the event.
9. The duration of the event, including set up and pull down, must be scheduled to minimise the amount of time the venue is not available for public use.

10. Your booking does not include the exclusive use of the remainder of the venue. You must cause minimum inconvenience to local residents and to other persons wishing to use the reserve/ public land. The rights of the general public to have free and unrestricted access to the reserve/ public land must be respected.
11. The event organiser is responsible for ensuring that adequate toilet facilities are available for all participants, including accessibility guests, as outlined in Section 3.3.3 of the Event Policy. Consideration needs to be given for peak season tourism visitation requirements.
12. The event organiser shall provide to Council the contact number of a responsible person who may be contacted on the day of the event.

#### **Communications/Stakeholder Notification**

13. This approval is conditional upon the event organiser complying with the following notification and consultation requirements:
  - (a) No less than 3 weeks prior to event, the event organiser must provide the Council with documented evidence of notification with the residents and businesses within the immediate vicinity of the event.
  - (b) No less than 3 weeks prior to the date of the event, the event organiser must notify (in writing) residents and businesses within the immediate vicinity of the event. This notification must include the following details:
    - i. The name and date and time(s) of the event, including set up and pull down.
    - ii. The event purpose.
    - iii. A description of the event including infrastructure/equipment.
    - iv. Number of expected participants.
    - v. Any expected disruptions to residents and businesses.
    - vi. Road closures.
    - vii. Any changes to public transport arrangements.
    - viii. A contact name and number of the event organiser.

(there will be a digital link to download a notification letter template online published in the document. [See Appendix Item 5 for a copy](#))

14. The event organiser must also notify and consult with the following agencies as relevant - NSW Police Service, NSW Ambulance Service, St John Ambulance, NSW Health, State Rail, NSW Fire Brigade, RMS and local or effected Hospitals.

#### **Emergency and Risk Management**

15. The event organiser's strategies for emergency and risk management must comply with Australian Standards AS/NZS ISO 31000/2009.

#### **Waste**

16. Council encourages event organisers to minimise waste at events and promotes recycling of waste. Waste minimisation, recycling and waste management for the event activities must be delivered in accordance with the Waste Management Plan submitted to and approved by Council.
17. The event organiser must ensure that the venue and the surrounding area is maintained in a clean and tidy condition throughout the event, including the set up and pull down phases, and is returned immediately after the event to the same condition (to Councils standard) as it was in prior to the event.

#### **Traffic, Roads, Parking & Access**

18. Traffic management for the event activities must be delivered in accordance with the Traffic Management Plan submitted to and assessed by Council.
19. Vehicular access to the venue is restricted to the time required to load and unload materials. No vehicle will remain on the venue except for this purpose unless approved by council.
20. Vehicles must be parked in designated parking areas only.
21. Authorised vehicles must be escorted through the venue and not exceed walking pace.

#### **Noise**

22. No public address (PA) system or electronically operated sound equipment shall be used unless approved by Council as part of the event.
23. The sound generated by the event shall be controlled and activity must not result in the transmission of 'offensive noise' as defined in the Protection of the Environment Operations Act 1997 [at the nearest affected receiver].

24. If, during the event, substantiated complaints or breaches of noise conditions occur, the event organiser must immediately reduce the noise to ensure the event complies with the noise levels specified in the noise conditions above.

#### **Fireworks/ Pyrotechnics**

25. No fireworks shall be allowed within the confines of the venue unless approved by Council as part of the event. Evidence of the pyrotechnics company's WorkCover certificate, public liability insurance, risk assessment for the use of fireworks at the event and a site plan showing exclusion zones shall be provided to Council.

#### **Food**

26. The preparation and sale or provision of food and all food vendors must comply with Council's requirements (including all approvals and permits) for the operation of temporary food stalls including but not limited to: Council's health conditions, the NSW Food Authority, the Food Act 2003, Food Regulations 2010, Council's Food Standards Code and relevant insurances. Drop sheets, port-a-floor or a similar non-permeable, non-slip matting must be placed under all cooking and serving areas.
27. No gas barbeques shall be allowed within the confines of the venue unless approved by Council as part of the event.
28. No open flames shall be permitted within the confines of the venue unless approved by Council as part of the event.

#### **Income/Fundraising/Sales**

29. The collection of monies and/or selling of goods shall not be allowed within the confines of the park/open space unless approved by Council as part of the event. Please note: approvals may be required to fundraise, please check with [Office of Liquor and Gaming](#) for more information.

#### **Pamphlets/ Promotional Items**

30. The distribution of pamphlets and or other marketing/promotional collateral material via letter box drops or at the event location shall be permitted by Council as part of the event; subject to Council's receipt and approval of copies of all collateral material being distributed including final versions of images and text. Where possible all pamphlets and or other marketing/promotional collateral should contain the following messaging "Please dispose of litter appropriately". Please note: it



is illegal to distribute flyers on cars or on telegraph poles throughout the Shoalhaven.

#### **Alcohol**

31. Alcohol can only be consumed on public land if you have a valid liquor licence and Council approval. A Temporary Event Liquor Licence and or extension of an existing Liquor Licence are required for all events serving alcohol. Evidence of liquor licence for the event must be supplied to Council, the NSW Police and displayed at your event.
32. Some public land has been declared an “alcohol free zone”. No alcohol is permitted within these areas.

#### **Music**

33. A licence is required to use live music and or recorded music at the event if that music is protected by copyright.
34. The person who authorises the playing or performance of music at any event is responsible for obtaining the appropriate licences from the Australasian Performing Right Association (APRA) and the Phonographic Performance Company of Australia (PPCA).

#### **NSW Police**

35. The NSW Police shall be notified of your event.

#### **Camping**

36. No camping is allowed on any public reserves except for showgrounds or by Council approval. Fees can apply for camping at these locations.

#### **Fires**

37. Fire restrictions that are in force during the event shall be complied with.

#### **Temporary Structures**

38. No temporary structures shall be located within the confines of the public land unless approved by Council as part of the event.
39. No amusement rides shall be erected or installed on public land unless approved by Council as part of the event.
40. The temporary structures must be erected and secured in accordance with the manufacturers / structural specifications to ensure they are structurally sound and can withstand likely wind

in the locality and any likely live loadings and also comply as follows:

- (a) Separate certification shall be provided by the installers, for the structures, confirming installation in accordance with the relevant specifications. The certificates are to be provided to the Council. There is a form amusement operators will need to complete. [\(link to the form\)](#)
  - (b) Stage structures are not to be loaded in excess of those loadings recommended by the suppliers and/or manufacturer.
- 41. Electrical services serving the stage and/or associated structures shall meet with the requirements of AS/NZS 3000 & 3002 and be certified by a licensed electrical contractor prior to the commencement of use. There is to be NO SMOKING in ANY structures, and appropriate signage is to be displayed in conspicuous locations throughout the site.
  - 42. All mechanical and electrical installations including generators, electrical cabling and any mobile structures are to be surrounded or covered by appropriate physical barriers so as to prevent unauthorised access by the public at all times, and to protect ground laid cabling from being trip hazards, during public occupation of the site.
  - 43. All structures, to which members of the public may be allowed access are to be supervised by responsible and authorised event representative at all times when occupied by the public.
  - 44. All structures must be weighted and or 'pegged' as approved by council.
  - 45. It is recommended that the event organiser contact the "Dial Before You Dig" organisation, on telephone '1100', to ascertain the location of any underground services which may be affected by installation of the structures.
  - 46. Any proposed security fencing must be designed and installed to accommodate expected crowd loads.
  - 47. Adequate hand held fire extinguishers must be available at all times during operation of any electrical or electronic device, and are to be available at all times during operations.
  - 48. The structures and surrounds are to be maintained in a clean and tidy manner at all times, all waste and general rubbish is to be cleared on a regular basis.

#### **Fees and Charges/Refunds/Cancellations**

49. The event organiser agrees to pay all fees and charges (including bonds) for the use of the public land to Council.
50. Once an application has been received and processed, cancellations are only accepted in writing. No Event Application Fees refund will be issued for cancellations that are received less than 14 days prior to the event date. A review of fee refunds can be requested for extenuating circumstances. Reviews must be received in writing to council.
51. Bonds will be released back to the event organiser within 14 days after the scheduled date of the event subject to and inspection by Council and the public land being returned to its original condition.

**Appendix**

1. [EVENT APPLICATION FORM](#)
2. [TRAFFIC MANAGEMENT PLAN TEMPLATE](#)
3. [WASTE MANAGEMENT PLAN TEMPLATE](#)
4. [EVENT MANAGEMENT PLAN TEMPLATE](#)
5. [NOTIFICATION LETTER TEMPLATE](#)

## 1. EVENT APPLICATION FORM



### Event Application Form

Please return 90 days in advance of your event, marked to the attention of:  
Events Liaison Officer at [Events@shoalhaven.nsw.gov.au](mailto:Events@shoalhaven.nsw.gov.au) or PO Box 42, Nowra, NSW, Australia, 2541

#### 1. EVENT DETAILS

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

Event Location: \_\_\_\_\_

Event Day/s & Date: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Pull Down Date: \_\_\_\_\_

Is this a pre-approved event? Yes ☐ No ☐

If Yes, please clearly state in the Event Details (Section 3 of this form) what has changed and provide relevant attachments.

Has Council (Development Services Section ph. 4429 3486) reviewed your event to ascertain if your activity requires a Development Application? Yes ☐ No ☐

Name of Planner: \_\_\_\_\_

#### 2. APPLICANT DETAILS

Name of Event Organiser: \_\_\_\_\_

Organisation/Company: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone & Mobile: \_\_\_\_\_

Is this organisation a registered charity? Yes ☐ No ☐

If yes, please quote registered charity number: \_\_\_\_\_

Is the event being held in conjunction with another company / organization? Yes ☐ No ☐

Please provide details and level of involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I declare that all the information in the application is to the best of my knowledge, true and correct.

- I also understand that if the information is incomplete, processing of the application may be delayed or more information may be requested.

Signature of Event Organiser: \_\_\_\_\_ Date: \_\_\_\_\_

<b>3. EVENT DETAILS</b>	
Set Up Start Date & Time: _____	Set Up Finish Date & Time: _____
Pull Down Start Date & Time: _____	Pull Down Finish Date & Time: _____
Daily Event Start Time: _____	Daily Event Finish Time: _____
Estimated Daily Attendance: _____	Target Audience: _____
Aim of Event: _____	
Number of Committee Members/Staff/ Volunteers: _____	
Is this event: Community (Free) <input type="checkbox"/> Commercial (for Profit) <input type="checkbox"/> Other <input type="checkbox"/>	
Is this an annual event? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please quote next year's proposed date/s and location: _____	

  

<p>If additional public land (such as a beach, car parks, public roads, showgrounds, halls etc) other than the event location nominated above is required for the event please include details below</p> <p>Location/Address: _____</p> <p>Set Up Start Date &amp; Time: _____ Set Up Finish Date &amp; Time: _____</p> <p>Pull Down Start Date &amp; Time: _____ Pull Down Finish Date &amp; Time: _____</p> <p>Location/Address: _____</p> <p>Set Up Start Date &amp; Time: _____ Set Up Finish Date &amp; Time: _____</p> <p>Pull Down Start Date &amp; Time: _____ Pull Down Finish Date &amp; Time: _____</p> <p>Location/Address: _____</p> <p>Set Up Start Date &amp; Time: _____ Set Up Finish Date &amp; Time: _____</p> <p>Pull Down Start Date &amp; Time: _____ Pull Down Finish Date &amp; Time: _____</p>
---

  

<b>4. EVENT SITE PLAN</b>	
Please attach a site plan (to scale) of your entire event, clearly indicating (where applicable):	
<input type="checkbox"/> Entry/ Exit Points	<input type="checkbox"/> Food & Drink Counters (incl. alcohol sales where applicable)
<input type="checkbox"/> Wide Entry/ Exit Points for Accessibility Guests	<input type="checkbox"/> Food & Drink Counters for Accessibility Guests
<input type="checkbox"/> Emergency Evacuation Points	<input type="checkbox"/> Stallholder Locations
<input type="checkbox"/> Emergency Vehicle Entry/ Exit Points	<input type="checkbox"/> Marquees & Other Temporary Structures eg. stages, generator
<input type="checkbox"/> Internal Pedestrian Flow Paths	<input type="checkbox"/> Additional Lighting/ PA or Other Sound Systems
<input type="checkbox"/> Designated Parking Areas	<input type="checkbox"/> Additional Bins/ Waste Management Measures
<input type="checkbox"/> Parking Areas for Accessibility Guests	<input type="checkbox"/> Toilets
<input type="checkbox"/> Traffic Management Measures	<input type="checkbox"/> Toilets for Accessibility Guests
<input type="checkbox"/> First Aid Stations	<input type="checkbox"/> Amusement Rides
<input type="checkbox"/> Designated Viewing Areas for Accessibility Guests	<input type="checkbox"/> Fireworks Exclusion Zone/ Pyrotechnics
<input type="checkbox"/> Security Personnel Locations	<input type="checkbox"/> Barricades/ Temporary Fencing

## 5. COUNCILS CALENDAR OF EVENTS

If you would like your event assessed by the Tourism Team for inclusion on Council's Tourism website please complete the information below. Your event will need to be Tourism based to meet the criteria.  
Please provide a short promotional outline of the proposed activities for your event.

Event Contact Person: \_\_\_\_\_

Contact details: \_\_\_\_\_ Public Start Time: \_\_\_\_\_

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

## 6. EVENT INSURANCE

Insurance Company (must be APRA approved <http://www.apra.gov.au/GI/Pages/new-or-renewal.aspx>):

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

Insurance Policy No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Please attach a current copy of your APRA Approved Insurance Certificate of Currency for Public Liability to the amount of a minimum of \$20million, with the following sentence included: **"Shoalhaven City Council and the Minister administering the Crown Lands Act are noted as interested parties for their respective rights and interests"**. Note: this will only require a phone call to your insurance company and they will be able to email the amended Certificate directly to you.

## 7. PUBLIC SAFETY INFORMATION

### Police

Have the Police been notified of the event? Yes ☐ No ☐

If Yes, please provide the name of Station and Officer notified: \_\_\_\_\_

If No, please advise why police notification is not required: \_\_\_\_\_

### Security

Will there be security personnel at the event? Yes ☐ No ☐

If Yes, number of security on-site and how will they be identified?: \_\_\_\_\_

If No, please advise why security personnel are not required: \_\_\_\_\_

### Fireworks/ Pyrotechnics

Will there be fireworks at the event? Yes ☐ No ☐

If Yes, please provide the following:

Company: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

For use of fireworks at the event please attach a current copy of the company/pyrotechnicians:

☐ WorkCover Certification ☐ Public Liability Insurance ☐ Risk Assessment ☐ Site Plan indicating the exclusion zone

<b>Amusement Ride</b>					
Will there be amusement rides at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If Yes, please provide the following:					
Company:	_____		Start Time:	_____	
			Finish Time:	_____	
Please confirm that you have sighted the Amusement Device Operator's current WorkCover certificate, Council Permit and public liability insurance (include the exact name of each of the rides that will be provided at your event) .					
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Will any amusements use Council power or water?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, please provide name of ride and details: _____					
<b>Medical Assistance</b>					
Will there be medical/ ambulance assistance at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If Yes, please confirm that you have sighted the certification of the medical/ ambulance assistance.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>Animals</b>					
Will there be live animals at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If Yes, please confirm you have sighted the provider's current WorkCover certificate and public liability insurance.					
Type of animals:	_____	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Communication/ Stakeholder Notification</b>					
Have residents and businesses in the immediate vicinity been notified (in writing) of your event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<a href="#">(insert link to template letter in Policy)</a>					

<b>8. EVENT STALLHOLDERS</b>						
Number of Stalls:	_____	Will you be serving alcohol at your event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, please provide Liquor Licence No.: _____						
Types of Stalls: _____						
Please confirm that you have sighted relevant insurance details of all Food Vendors and Stallholders.						
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Food Vendors are required to hold a Temporary Food Licence issued by Council						
<a href="http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=FM13/19">http://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=FM13/19</a>						

<b>9. EVENT OPERATIONS</b>									
<b>Traffic</b>									
Will your event impact on, require or create:									
Public roads:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Existing Parking:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Road Closures	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Pedestrian Traffic	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes (to any of the above), please prepare and attach a Traffic Management Plan (TMP) for your event. The requirements of a TMP are included in the Events Policy <a href="#">(insert link)</a> .									



#### Road Safety Equipment

Council can provide LIMITED road safety equipment to Community Events with a bond being held to cover lost or damaged equipment eg. barricades, traffic control equipment etc

Yes ☐ No ☐

If insufficient equipment is available at time of request, it is the responsibility of the organizing body to obtain this equipment from an external source.

#### Waste

Number of bins on site: \_\_\_\_\_ Number of Bins Required: General Waste \_\_\_\_\_ Recycle \_\_\_\_\_

If the number of bins required is greater than the number of bins on site please prepare and attach a Waste Management Plan (WMP) for your event. The requirements of a WMP are included in the Events Policy ([insert link](#)). **Please note** that peak Tourism seasons may require additional facilities.

#### Toilets

Number of Toilets on site (including toilets for accessibility guests): \_\_\_\_\_

Number of Toilets required (including toilets for accessibility guests): \_\_\_\_\_

Toilet requirements are included in the Events Policy ([insert link](#)). If the number of toilets required is greater than the number of toilets on site you are required to provide the additional toilets for your event. **Please note** that peak Tourism seasons may require additional facilities.

#### Noise & Lighting

Will you require Council Power and/or Lighting?:

Yes ☐ No ☐

Please specify locations of power and/ or lighting on the event site: \_\_\_\_\_

Will P.A. systems or amplified music be operating during the event?

Yes ☐ No ☐

If Yes, please specify times and source of noise at locations shown on site plan: \_\_\_\_\_

#### 10. DISABILITY INCLUSION & ACCESSIBILITY

Consideration must be given to disability inclusion and accessibility, as per the NSW Family & Community Services *Disability Inclusion Plan 2015*. In the case of a community event an "accessibility guest" includes: a person with mobility needs (eg. wheelchair user), a person with sensory considerations, older people, a person with a temporary injury or illness and parents with prams.

To supplement the information shown on your site plan, please attach written evidence to show how you have addressed the following in the context of your event. Further information on the points below is included in the Events Policy ([insert link](#)).

- various forms of accessible communication including up to date access information, signage and websites that comply with the International Web Content Accessibility Guidelines 2.0;
- public and/or private transport options to and from your event (door to door accessibility);
- safety considerations/ risk management for accessibility guests, including controlling of crowd numbers, security, evacuation procedures and guide dogs;
- holistic sensory considerations; and,
- staff/ volunteer disability awareness training.

**11. EVENT SUSTAINABILITY**

Council encourages the consideration and implementation of sustainability measures that can reduce the environmental impact of your event. Please prepare and attach a Event Management Plan for your event. Further information (including a Sustainable Event Management Plan template) is included in the Events Policy ([insert link](#)).

**12. WHAT HAPPENS FROM HERE**

Your completed application will be considered by Council and a member of the Events Liaison Team will be in touch with you soon.

2. TRAFFIC MANAGEMENT PLAN TEMPLATE

**EVENT NAME**

**YEAR**

**DAY, DATE YEAR**

**TRAFFIC  
MANAGEMENT PLAN**

TA17.3 - Attachment 1

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## PART 1 Event Overview

### TMP Event Overview

<b>Event Name:</b>	Event Name
<b>Event Date:</b>	Day, Date, Year
<b>Time:</b>	0300hrs - 1500hrs
<b>Location:</b>	
<b>Event Organiser:</b>	
<b>TMP Version:</b>	
<b>Revision Date:</b>	
<b>Document Author:</b>	

This Traffic Management Plan is approved by:

<b>Roads &amp; Maritime Services:</b>	/ /	
<b>NSW Police:</b>	/ /	
<b>Department of Transport</b>	/ /	
<b>Shoalhaven City Council</b>	/ /	
<b>State Transit Authority</b>	/ /	

### Authority of the TMP

This Traffic Management Plan (TMP) when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which the **Event name** will proceed.

Changes to the TMP require the approval of the NSW Police Force, the NSW Roads & Maritime Services (RMS), Council area and where necessary the appropriate local government organization. All functional or single agency supporting plans are to recognise the primacy of this TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

In case of emergencies, or for the management of incidents, the NSW Police Force are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the Police response.

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#### Planning Contacts

<b>Organiser</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Fax:</b>	<b>Mobile:</b>
<b>Address:</b>			
<b>E-mail:</b>			

<b>TMC</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Fax:</b>	<b>Mobile:</b>
<b>Address:</b>			
<b>E-mail:</b>			

<b>RMS</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Fax:</b>	<b>Mobile:</b>
<b>Address:</b>			
<b>E-mail:</b>			

<b>NSW Police</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Fax:</b>	<b>Mobile:</b>
<b>Address:</b>			
<b>E-mail:</b>			

<b>Council Area</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Fax:</b>	<b>Mobile:</b>
<b>Address:</b>			
<b>E-mail:</b>			

<b>Additional contacts</b>		<b>Position:</b>	
<b>Phone:</b>		<b>Fax:</b>	<b>Mobile:</b>
<b>Address:</b>			
<b>E-mail:</b>			

#### Mission

This document – Traffic Management Plan (TMP) aims to provide a plan for vehicular traffic and pedestrian control measures to assist in delivering safe logistical support of Insert Event Name event planned to take place Insert Location of Event on Day Date. The underlining objective is to minimise safety conflicts between vehicles and pedestrians and disruption to normal vehicular and pedestrian traffic on all approaches to Insert Location of Event.

The objectives of this TMP are:

- To provide a high level description of the various traffic management elements needed to make the event a success
- Ensure effective separation between event patrons and participants from vehicular traffic
- To provide a framework for each agency to use to develop their own lower level plans
- To serve as the key document that is agreed to by all parties and is the final approval to conduct the event.
- Minimise impact on non-event community and emergency services

#### Situation Analysis

On Day Date, there will be Event Name event held on Event Location that will require altered traffic arrangements.

Insert appropriate blurb about the event

Traffic Control measures included in this document is a result of consultation undertaken by Event Organiser Company, RMS, NSW Police, Insert names of relevant councils.

#### TRAFFIC ARRANGEMENTS

Traffic control measures include simple hard and soft road closures, use of traffic control devices (traffic signs) to warn motorist of the changes in traffic conditions. It is noted that per NSW Workplace Health & Safety (WHS) law the Event Organiser – Event Organiser Company and Land Owners – RMS, , Insert names of relevant councils bear individual and shared risks related to the safety of event patrons and motorist. Event Organiser Company and NSW Department of Premier and Cabinet (Protocol and Special Events) are identified as responsible for event related safety



risks which are associated with non-transferable WHS statute-posed obligations and Common Law Duty of Care provisions. In this context, Event Organiser Company and NSW Department of Premier and Cabinet should continue to actively consult and take all reasonable measures to practically exercise their duty of care obligations.

These traffic arrangements are detailed in Part 2.

## Execution

### General Outline

The event requires highly coordinated efforts from a number of agencies:

#### Event Organiser

- Co-ordinates the logistics for holding the event, Venue Management / Event Production / Stage Management / Marshalling / Programming

#### Transport Management Centre & NSW Roads and Maritime Services

- Prepares the Traffic Management Plan
- Provides traffic information signposting as agreed to in the TMP.
- Provides resources and traffic management infrastructure for traffic control and road closures as approved in the TMP
- Monitor traffic on all roads approaching Event Location through TMC and on the ground to minimise traffic congestion on the day.

#### NSW Police

- Provide resources to manage road closures and point duty when required.
- Assists with the deployment of road closure and crowd control barriers when required

#### Insert Relevant Council Names

- Advertising for road closure locations, times and alternative route information in the Local News paper if required.

## Physical Survey of Route

### Survey of Route

Item	Verified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Action Taken
All one way streets are as described	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block access to Church on Sunday	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block access to local businesses	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block Ambulance access	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Item	Verified <input checked="" type="checkbox"/> <input type="checkbox"/>	Action Taken
Block fire station access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block heavy vehicle access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block hospital access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block local resident access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block Police vehicle access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block Public facility (football oval, carpark etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block public transport access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Construction – existing, proposed that may conflict	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Distance measured is correct	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lane widths	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Local access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Numbers of lanes are as described	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Restricted movements – banned turns, heavy/high vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Road signage – existing/temporary	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Route impeded by traffic calming devices?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signalised intersections (flashing yellow? Point duty?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tidal flows	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Traffic generators – shopping centres, schools, churches, industrial area, hospitals	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Traffic movement contrary to any Notice	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Traffic signals are as described	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Turning lanes are as described	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Road Closures

Name of relevant part highlights the road closures during the event.

Maps showing road closures are in Name of relevant part.

#### Contingency Plans

This section of the Traffic Management Plan describes the contingency plans for the event.  
The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

**Contingency Plan checklist**

Issues/Risks	Applicable	Action Taken
Heavy Weather	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lightening, hail, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Poor Lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Flood hazard on the route	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Flood hazard at the parking area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking during Wet weather	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bush fire hazard	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Accident on the route	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Breakdown	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Absence of marshals and volunteers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Absence of traffic signs crew	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Block public transport access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Slow participants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delayed Event	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cancellation of Event	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Security of participants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Security of very important persons (VIP's)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dual purpose bridge Eg. old Glebe Island Bridge	<input type="checkbox"/> Yes <input type="checkbox"/> No	

A Risk Management approach shall be an integral part of the planning for Event Name event. The risk, identification, assessment and control process is a legal obligation (as per the NSW Workplace Health and Safety Act and Regulation) and should be compliant with

AS/NZS ISO 31000:2009. Events New South Wales and NSW Department of Premier and Cabinet are responsible for the management of risks arising from Event Name.

It shall be noted that Traffic Management Plan (TMP) and particularly Traffic Control Plans (TCP) are seen as risk control measures, but alone they cannot substitute and AS/NZS ISO 31000:2009 – compliant and detailed event Risk Assessment.

#### **Barricade Locations and Road Closure Times**

See Separate Traffic Control Plan Document

#### **Traffic Signal Data**

RMS Network Operations Staff based in both the TMC and in the field will be monitoring via SCATS and CCTV traffic conditions in the surrounding areas during event times.

#### **Special Event Clearways**

Name of relevant part shows the road closures, the local access only roads and the special event clearways (if required) that will apply during the event.

#### **Media**

Insert applicable information

#### **On-road Event Infrastructure**

##### **Ambulances**

Emergency access lanes have been provided to allow emergency access to road closures areas.

##### **Medical**

There are Number x paramedic ambulances onsite for the duration of the event, at Location.

##### **Port-A-Loos**

There will be Number x portaloos in **locality**, Number x portaloos and Number accessible toilets.

##### **Cleaning/removal/disposal**

There will be wheelie bins and skips positioned at Location. During the event there will be waste staff servicing the picnic area of rubbish. At the commencement of the picnic an emu bob will occur at the Location.

All wheelie bins will be pushed to the Location for collection. The skips will go off Location and Location.

**Water drink station**

Given the time and nature of the event, water is Outline availability of water. Limited water will be Outline availability of water for contingency.

**Media**

Media will be accredited and assemble at Location at Time. They will then be bused to the Location for the start of the event.

**Barricades**

Road closure barriers will be installed by Insert responsible persons.

**Public Transport Management**

Insert appropriate Public Transport information

**Volunteers and Event Marshals**

Insert appropriate Volunteer and Event Marshal information

**Event Signage**

The RMS will install advance notification and event signage per legislative requirements. This is outlined in the Traffic Control Plan document.

Insert appropriate Event Signage information

**Variable Message Signs**

Insert Appropriate Section shows the VMS Strategy that will be deployed to inform the motorist of changed traffic conditions approaching Location.

**Access – Local Residents, Business, Emergency vehicles****Local Resident and Business Access**

Insert appropriate Resident access information

**Emergency Vehicle Access**

The road closures allow for emergency vehicle access. NSW Ambulance, Police and Fire Brigade will be informed of changed conditions by Insert Event Company Name

**Parking**

Dedicated on-site parking is Available or Unavailable for this event

#### **Other Considerations**

##### **Television**

Outline any television involvement and impact this may have

##### **Major Hotels and Other Businesses**

Outline any involvement and impact on Hotels and Businesses

##### **Green Light Corridor**

Outline any Green Light Corridor Information

#### **Attachments**

Traffic Control plans are issued in a separate document.

PART 2 Traffic Arrangements

DAY DATE

**SPECIAL EVENT TRAFFIC ARRANGEMENTS**

**ROAD CLOSURES**

INSERT ROAD CLOSURE TABLES FROM ADVERTISING DOCS

**SPECIAL EVENT CLEARWAYS**

INSERT ROAD CLEARWAY TABLES FROM ADVERTISING DOCS

**INSERT DETOUR SIGNAGE DOC WITH PHOTOS**



PART 3 Maps

INSERT MAPS

PART 4 VMS Strategy

INSERT VMS TABLE OF CONTENTS

INSERT ALL VMS WITH PICTURES DOC CONTENTS

PART 5 Operational Manual

INSERT PDF OF PRODUCTION SCHEDULE

## PART 6 Contact List

EVENT NSW				
NAME	AGENCY	TELEPHONE	MOBILE	EMAIL
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink
Insert Name	Insert Agency I.e. RMS	Insert Phone Number	Insert Phone Mobile	Insert E-mail as Hyperlink

## PART 7 Traffic Control Plans

INSERT RELEVANT TRAFFIC CONTROL PLANS

### 3. WASTE MANAGEMENT PLAN GUIDE AND TEMPLATE

## Guidelines for event organisers

Developing an event waste management plan (WMP) helps to identify what kinds and how much waste your event will generate and how you plan to collect and remove that waste.

### WHEN IS AN EVENT WASTE MANAGEMENT PLAN REQUIRED?

An event WMP is required where:

- a Development Application is required for the event
- it is requested by Council
- 100 patrons or more are expected and food and/or alcohol are served.

### HOW CAN WASTE FROM AN EVENT BE REDUCED?

Waste should be avoided and reusable materials used where possible. Where unavoidable, recyclable or compostable or biodegradable materials should be utilised along with appropriate collection systems and waste services.

#### COMPOSTABLE

Check with your waste service provider what materials they will accept via an organics collection system. Generally, food scraps and paper that will break down into organic matter can be composted.

#### WHAT WASTE MANAGEMENT STRATEGIES MUST BE IN PLACE FOR EVENTS?

When hosting an event, these are the minimum requirements you must meet:

- Avoid packaging.
- Minimise giveaways.
- Utilise reusable, recyclable or compostable/biodegradable food and beverage ware.
- Provide highly visible, clearly labelled waste and recycling bins. (Aluminium, glass, plastic, steel and paper recycling is usually collected via yellow, 240L recycling bins, with labelled lids. Cardboard recycling is usually collected via a labelled skip). Enquire about hiring Council's bin caps and signage, for a refundable deposit.
- Empty bins before they are full.
- Safely store, use and dispose of potentially polluting substances, eg used cooking oil is to be stored in a sealed container and removed for off-site disposal. Note that a Spills Management Plan is required when hazardous substances are present at an event.

#### BIODEGRADABLE

Check with your waste service provider whether they will collect certain biodegradable materials. Sugarcane fibre, bamboo, cornstarch, polylactide (PLA), cellophane wrap made from cellulose and some other materials can be broken down into organic matter over a period of time if exposed to the right conditions.

- Store used wastewater in a sealed container and remove for off-site disposal. Wastewater is not permitted to be disposed of via the stormwater drain.
- Arrange bins consistently throughout the site, with a recycling bin always next to a waste bin.
- Locate bin stations near to where food and beverages will be consumed, at entry/exit points, close to toilets/facilities and at the intersection of pathways. Consider the access needs of children, people with disabilities, service providers and contractors.
- Position bins a maximum of 14 metres apart and make them visible.
- Identify a bin collection point and bin transfer routes to the collection point.

#### WHAT OTHER WASTE MANAGEMENT STRATEGIES ARE RECOMMENDED FOR AN EVENT?

- Provide organics collection facilities. Organics can be collected in an organics bin and processed by a commercial compost, worm farm or organics recycling system.

- Utilise bin monitors to encourage appropriate bin use.
- Provide a water dispenser or water refilling station to minimise purchase of bottled water.
- Hire bin caps and signage from Council, for a refundable deposit.
- Donate leftover food to a charity

#### **HOW DO I CALCULATE HOW MANY BINS ARE REQUIRED?**

In general, expect a minimum of one litre of waste per person per meal. However, this may vary depending on catering, alcohol availability, number and profile of attendees as well as the waste management minimisation strategies utilised.

##### **As an example:**

- 1,000 people x 2 meal times = 2,000 litres of estimated waste
- Divide 2,000 by 240 litres (a standard wheelie bin) = 8x wheelie bins (4x bin stations with one recycling bin and one waste bin each)
- Less bin stations may be utilised if bins are emptied often, especially those bins near food and beverages.

#### **WHAT INFORMATION NEEDS TO BE INCLUDED IN THE EVENT WASTE MANAGEMENT PLAN?**

To complete the event waste management plan you need to:

- Provide the event's name, date, time, venue, coordinating organisation, anticipated number of attendees and description of event activities.
- Note whether the event will have on-site or off-site food preparation, alcohol or other beverages available. Outline the number of mealtimes covered by the event, the number of food/beverage and other stalls/outlets.

- Provide the names, roles/positions and phone numbers of key event contacts.
- Provide the name of the proposed waste service provider for the event. Note that following approval of a waste management plan, a waste and recycling collection agreement should be agreed with the event's waste service provider and a copy provided to Council. This may be Council's commercial waste service or private waste service provider(s). The Agreement should identify type, number and volume of bins that will be provided for public use, stallholder or contractor use, when the bins will be delivered, emptied and removed, and how the bins will be secured.
- An outline of the waste management strategies that will be utilised.
- Attach an event site map to the waste management plan highlighting the location of bin stations and bin transfer routes to a collection point.

#### **WHERE CAN I GET ADVICE ON DEVELOPING AN EVENT WASTE MANAGEMENT PLAN?**

The proposed event waste service provider will generally be able to provide information to assist in the completion of the event waste management plan. General advice is available from Shoalhaven Council's Environment Officer – [insert contact email](#)

#### **HOW DO I SUBMIT THE EVENT WASTE MANAGEMENT PLAN?**

Where required, an event waste management plan must be submitted to the key Council event contact prior to an event permit or licence being issued. The waste management plan will be referred to Council's Environmental Services division for assessment. This may result in approval, recommendations to alter the plan and/or the insertion of conditions into the event application.

# RECYCLABLE AND NON-RECYCLABLE MATERIALS

MATERIAL	RECYCLABLE	NON-RECYCLABLE
Paper and cardboard	Milk/juice cartons, cardboard boxes, paper cups*, newspapers, magazines	Waxed products such as cups and boxes; soiled cardboard, soiled paper; foil-lined products such as cartons
Plastics	Drink bottles, plastic milk bottles, coffee cup lids	Straws, plastic bags, polystyrene, cling wrap
Steel	Food cans, aerosol cans, jar lids, coffee tins	
Aluminium	Drink cans, clean foil wrap, clean foil trays	Soiled foil and foil trays, foil food bags
Glass	Bottles, jars	Ceramics, light bulbs, pyrex, mirrors

\* Paper cups with a thin plastic lining are generally recyclable – waxed paper cups and other waxed products are generally not recyclable.

COMMUNITY WASTE TEMPLATE

Name of event:

Date:

Time:

Venue:

Organisation holding event:

Waste Management Contact:

Mobile Phone Number:

Anticipated crowd capacity:

Please indicate the types of waste that may be produced:

☐ Recycling Waste

☐ Cardboard boxes and paper cups,

☐ Waxed products such as cups and boxes

☐ milk and juice cartons or newspapers oily paper cups and bags (from fried food)

☐ Plastic drink bottles and cup lids Straws, polystyrene and plastic bags

☐ Aluminium drink cans and clean foil trays Aluminium foil food bags

☐ Glass bottles and jars Ceramics, Pyrex and light bulbs

☐ Food cans and aerosol cans Lolly wrappers and chip packets

☐ Food and organic waste

Number of bins required:

Recycling Waste

*Example*

*1,000 people x 2 meal times = 2,000 litres*

*Divide 2,000 by 240 litres = 8 wheelie bins*

*(4 recycling and 4 waste bins or 8 waste bins)*

How often will bin stations be monitored?

Who will monitor recycling bins for contamination of food and general waste?

Which contractor are you using for your waste (and recycling) collection?

How and where will waste/recycling be removed to for convenient and safe collection by trucks?



#### 4. EVENT MANAGEMENT PLAN TEMPLATE

An event Business Plan serves to communicate the strategic plan for taking the event forward, usually over a period of three to five years (if it is not a one-off proposition). Every event should have a Business Plan.

Regardless of the scale, age or history of your event, the Business Plan is an essential tool that will:

- Communicate the vision, purpose and benefits of the event to others
- Enable you to focus on the event's potential to develop and grow
- Illustrate and help secure the event's viability and sustainability in the longer term
- Show how much money is needed and what it is needed for
- Help you plan the resources, delivery and operating structure
- Help you raise funding
- Help you measure success

It is recommended that all business plans being submitted contain the following:

- An Event Overview including:
  - Vision and Mission Statement
  - Key Outcomes/deliverables
  - The Event
  - Target Market
  - Stakeholder involvement and benefits
  - Delivery mechanism
- Development Plan including
  - Strategic Development
  - SWOT Analysis
- Financial Plan and Considerations
  - Income and Expenditure projections
  - Economic Impact Estimation

Key areas to be addressed in an event business plan include:

- The event's vision and mission – *i.e.* what it ultimately aims to achieve
- Who the key stakeholders are, what benefits they will accrue and how the event fits with their strategies
- The relevant experience and track record of the organisers
- The event's background and an overview of plans for the current year
- The SWOT analysis (identify strengths, weaknesses, opportunities and threats)
- Key objectives and achievement strategy for the current year
- A development plan – how key aims and objectives will be realised going forward (beyond the current year)
- Marketing and communications planning
- Event requirements – staffing structure, facilities, services, venues, etc
- How much the event will cost – budget projections over 3–5 year period
- How will it will be paid for – identifying income streams

- Management and business controls
- Risk management and contingency plans
- Future considerations

<Insert event title>

<Document title i.e. '..... Business Plan 2011 - 2014'>

(<insert version no> <insert date>)

(<Insert Event Logo/brand>)

(<Insert contact details>)

**Contents Page****Executive Summary**

1. **Background & History**
  - Event Management/Experience
  - Event History
2. **Event Overview**
  - Vision and Mission
  - Key Outcomes/deliverables
  - The Event
  - Target Market
  - Stakeholder involvement and benefits
  - Delivery mechanism
3. **Development Plan - Going Forward**
  - Strategic Development
  - SWOT analysis
4. **Event Requirements**
  - Facilities
  - Services
  - Production
  - Legal & insurance
5. **Marketing and Communications Plan**
6. **Financial Plan & Considerations**
  - Income and Expenditure Projections
  - Economic Impact Estimation
7. **Management and Business Controls**
  - Event Action Plan Template
  - The Business
  - Monitoring and Evaluation of outcomes
  - Risk factors
8. **Appendices**

**Executive Summary**

The executive summary should be concise and should contain an overview of the following:

- What the event is
- The event's vision & mission
- Its objectives
- When and where it will take place
- Why the event has been developed
- Who the event aims to attract (the market)
- What the key benefits of hosting the event are – to the community, sector, stakeholders, etc
- Who developed the event and Business Plan
- Statement as to the estimated event income and expenditure
- Business Plan review (i.e. plans for monitoring and updates)
- What the main sections of the Business Plan are

**1. Background & History**

This section should include information on:

**Event Management/Experience** – outline who you are and what your relevant experience and track record is

**Event History** – is this the events first year; where did the idea come from; have there been similar events; has it previously been staged elsewhere; what kind of event is it; who does it attract?

## 2. Event Overview – Current Year

This section should set out plans for the 'live' event year:

**Vision** - A short statement that describes, in broad terms, the event's long term aim

**Mission** - A more detailed statement which provides detail on how the vision will be delivered:

**Key Outcomes/deliverables – Targets/Objectives** - This is an opportunity to define and communicate the objectives and deliverables of the event. These should help to deliver the vision and mission. Set timescales and identify who each action will be led by (i.e. which organisation/individual). They need to be clearly set out and should follow the SMART principle: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-Based:

**The Event** – describe the event and its various elements in more detail. Give an overview of the intended event content/programme and any new developments

**Target Market** – give an outline of the existing audience/spectator/participant profile (if there is one) and state targets for growth and development (you should go into more detail in section 5)

**Stakeholder Involvement and Benefits** – describe the involvement and benefits each stakeholder should expect (event partners, public funders, sponsors, supporters, host venue/city, the local community, etc). Make sure you state where the event and stakeholder strategies align

**Delivery Mechanism** -

### 3. Development Plan – Going Forward

This section should present an outline of how the event will develop over the next 3–5 years:

**Strategic Development** – with your vision and mission in mind, outline your key objectives and how they will be delivered and developed beyond the current year; set timescales and identify who will lead each action (i.e. organisation/individual)

#### SWOT analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• <i>Unique event in calendar</i></li> <li>• <i>Point 2</i></li> <li>• <i>Point 3</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Potential for weather to affect programme</i></li> <li>• <i>Point 2</i></li> <li>• <i>Point 3</i></li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• <i>To grow into new markets and invite in different age groups</i></li> <li>• <i>Point 2</i></li> <li>• <i>Point 3</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Clashes with other events taking place in the local area</i></li> <li>• <i>Point 2</i></li> <li>• <i>Point 3</i></li> </ul>

### 4. Event Requirements

This section should outline what is required on an operational level to deliver the event:

**Facilities** – what facilities are required in terms of public utilities, accommodation (on and off site), catering, communication, other technology (such as timing equipment for sporting events), etc

**Services** – what services will be required and who will provide them: medical, police, child protection, fire, traffic management, health & safety, security, media, etc

**Production** – detail the production equipment required such as power, fencing, staging, sound, lighting, vision, heavy plant, etc

**Legal & Insurance** – consider the implications of contractual arrangements and the necessary insurance required to cover all aspects of the event. Also consider event development approval processes.



#### **5. Marketing & Communications Plan**

This section outlines how you are going to market the event to your audience, it also includes details of how you will communicate with key stakeholders in the lead up and during the event.

#### **6. Financial Plan & Considerations**

This section is crucial. You need to show that the event is financially viable and achievable.

We recommend that you utilise the 'Annual Budget Template' below. If this is not possible, we recommend that you include, at a minimum, the following:

**Income and Expenditure Projections** – present detailed event budgets and cash flow projections for the period of the plan

**Economic Impact Estimation** – the additional income that holding the event will bring to your area/economy

**ANNUAL BUDGET TEMPLATE**

	Total Budget Value	Total Budget Value	Total Budget Value	Notes
INCOME	15/16	16/17	17/18	
· Grants/Public Funding				
· Amount requested from Fed/State/Local Gov.				
· Trusts/Foundations				
· Sponsorship				
· Ticket Sales				
· Merchandising – Trade site fees / Hospitality / Programmes				
· Other Income				
<b>Total Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
EXPENDITURE	Total Budget Value	Total Budget Value	Total Budget Value	Notes
<b>Administration</b>				
· General Administration				
· General Insurance				
· Travel & Accommodation				
· Staff Salaries & Fees				
· Management Fees				
· Other Administration Expenses				
<b>Subtotal Administration</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Event Costs</b>	<b>Total Budget Value</b>	<b>Total Budget Value</b>	<b>Total Budget Value</b>	<b>Notes</b>
· Event Evaluation/Bid Costs				
· Permission Fees (if appropriate)				
· Facility/Venue Costs				
· Other Production Costs (Plant, Equip. Hire, Crew, Security)				
· Health & Safety				
· Event Insurance				

· Ceremonies				
· Entertainment/Artistic Programme (fees and costs)				
· Hospitality				
· Cost of Merchandising				
· Travel, Accommodation & Services				
· Communication (Radios etc)				
· Other Event Expenses				
<b>Subtotal Event Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Marketing and Promotion Expenses</b>	<b>Total Budget Value</b>	<b>Total Budget Value</b>	<b>Total Budget Value</b>	<b>Notes</b>
· Advertising				
· Design Fees & Print Production				
· Direct Mail/Distribution/Display				
· Internet				
· Promotions				
· Market Research				
· Ticket Production				
· Other Marketing & Promotions Expenses				
<b>Subtotal Marketing and Promotion</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

	<b>Total Budget Value</b>	<b>Total Budget Value</b>	<b>Total Budget Value</b>
	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>
<b>TOTAL EXPENDITURE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTINGENCY (10% OF TOTAL EXPENSES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES + CONTINGENCY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SURPLUS / DEFICIT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**7. Management & Business Controls**

In this section you need to show that you are set up to manage the event appropriately

**Event Action Plan - (See overleaf)**

**Event Action Plan** – set out a clear timetable covering all aspects of event delivery

Event Action Plan Template															
Event Name:															
Date of Event:				Plan updated on:						Version:					
Activity	Responsibility (Insert Name)	J	F	M	A	M	J	J	A	S	O	N	D	J	Status
Update Business plan															
Steering Meetings															
Marketing															
Agree Objectives															
Engage Designer															
Designs Approved															
Print Ready															
Etc															
Press															
Engage press Officer															
Agree Milestones															
Long Lead research															
Launch															
Features Placed															
On site Photo-op															
Etc															
Fundraising															

List and Insert milestones															
<b>Programming</b>															
List and Insert milestones															
<b>Production</b>															
List and Insert milestones															
<b>Licensing and Legal</b>															
List and Insert milestones															
<b>Monitoring and Research</b>															
List and Insert milestones															
<b>On Site</b>															
List and Insert milestones															
<b>Live Event</b>															
List and Insert milestones															
<b>Take Down/De-rig</b>															
List and Insert milestones															
<b>Reporting</b>															

*Shoalhaven City Council – Events Policy*

**The Business** – describe how you will keep track of the business; describe the management and administration systems that will ensure the smooth running of the event

**Other Records** – explain the other systems you will put in place to monitor progress of each operation, when will you do it, who will do it, etc

**Monitoring and Evaluation of Outcomes** - how will you measure objectives and outcomes against levels of achievement (marketing, budget, etc) and how will you provide reports?

**Risk Factors** – identify key risk factors (e.g. with respect to your objectives, programme, finances, operations, reputation, legal, audience, health & safety, etc). Show how you will manage and mitigate risks and provide an initial risk assessment

## 9. Appendices

These may include appropriate documents such as

- Additional financial information
- A site/venue map
- Previous research and economic impact information
- Equal opportunities policy
- Health and safety policy
- Ethical practices
- Code of practice/staff briefing document

*Shoalhaven City Council – Events Policy*

5. NOTIFICATION LETTER TEMPLATE

## Insert Event Organisation

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**NOTIFICATION OF EVENT**

Dear Resident/Tenant,

This letter is to notify you that (INSERT COMPANY) are holding an event at (INSERT LOCATION/S) on (DATE).

**EVENT DETAILS:**

› DAY and DATE

› START TIME to FINISH TIME (also include details of set up and pack down timing)

› BRIEF DESCRIPTION OF EVENT ACTIVITIES

› EXPECTED ATTENDANCE NUMBERS

› LIST STREETS, PARK or LOCATIONS AFFECTED and HOW THEY WILL BE AFFECTED including detailed information regarding ROAD CLOSURES and PARKING RESTRICTIONS.

An application for an event permit has been submitted with the Shoalhaven City Council and we will conduct our activities in accordance with the terms and conditions requested by the Shoalhaven City Council.

We will make every effort to minimise impact on your neighbourhood and we thank you in advance for your understanding and cooperation on this matter.

Should you have any queries or require more information please don't hesitate to contact our event organiser, (NAME) on (MOBILE NUMBER).

Kind Regards,

(NAME) Event Organiser