



EVENT PLANNING GUIDE



Events breathe life into our community. They bring us together, give us reasons to celebrate, heighten our region's connectivity and improve our livability. Events support local creatives, the arts and small business. For these reasons, Dubbo Regional Council has a dedicated team to assist local event owners to launch, develop and become successful.

This document has been developed by the Events Unit to help guide event organisers to plan and execute their events. The Event Planning Guide helps organisers to navigate any requirements set by Dubbo Regional Council and any state, industry or agency regulations.

This document is a general guide for event organisers. Every event is different so it is important that you consider this document in context with your event.

Before you turn the pages, let's start with how Council's Events Unit can help you.

The Events Unit can:

- Identify gaps and opportunities in the region's events calendar
- Provide data to help organisers to attract grant funding and sponsorship
- Claim the date of your event on the region's online events calendar
- Facilitate meetings with key staff and local stakeholders
- Host familiarisation tours and site visits
- Provide templates and resources to help build Event Management Plans
- Share best practice with events to help them to be safe, successful and sustainable
- Link organisers with local businesses servicing and supplying to events
- Help drive audiences and visitors to events – promotional touchpoints include dubbo.com.au, social media channels, the digital sign in Elston Park, eDMs and radio segments.

Contact the Events Unit:



Regionalevents@dubbo.nsw.gov.au



6801 4000





Acknowledgement of Country

We acknowledge the Wiradjuri people who are the traditional custodians of the land on which we live, work and play. We pay our respects to Elders past, present and emerging of the Wiradjuri Nation and thank them for their care of the land, water and sky and extend that respect to other Indigenous Australians.

Contents

This Event Planning Guide is designed to assist event organisers to plan, arrange and deliver safe and sustainable events and ensure that the obligations of event owners are met in regard to any local or state regulatory requirements.

Contents of this Guide should be considered in context with your event.

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Planning and logistics A-Z

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Hot tip: Before you start planning, contact Council's Events Unit for insights into gaps, opportunities and timings.





Section 1: Event Checklist

9 – 12 months out

- ☐ Meet with Council's Events Unit – industry insights and event scoping
- ☐ Book the venue – consider wet weather location
- ☐ Organise product and public liability insurance
- ☐ Investigate funding opportunities
- ☐ Prepare sponsorship packages
- ☐ Prepare budgets
- ☐ Committee meeting schedule determined
- ☐ On road events to liaise with Police Highway Patrol and Council's Traffic Engineer

5 – 9 months out

- ☐ Add your event to dubbo.com.au, Events Calendar: [Submit Your Event](#)
- ☐ Apply for licenses or permits
- ☐ Obtain quotations from suppliers – toilets, security etc.
- ☐ Book entertainment and first aid
- ☐ Develop forms to engage vendors and stallholders
- ☐ Start sourcing food vendors and stallholders
- ☐ Prepare your marketing plan

4 months out

- ☐ Submit scoping document to Council
- ☐ Submit Special Event Applications for road closures/ activity Traffic Guidance Scheme
- ☐ Start assessing risks and developing a Risk Management Plan
- ☐ Start developing an Emergency and Medical Plan
- ☐ Draft your site plan
- ☐ Book suppliers – toilets, security, waste, etc.

3 months out

- ☐ Start development of an Event Management Plan
- ☐ Source volunteers

2 months out

- ☐ Complete all your internal and external contact lists
- ☐ Increase marketing and promotions
- ☐ Finalise production of signage
- ☐ Invite VIPs, media and sponsors

6 weeks out

- ☐ Ensure all assigned documentation is provided to Council as per the Scoping Document and avoid paying a late fee

1 month out

- ☐ Confirm all arrangements for bump in and bump out for suppliers and service providers
- ☐ Finalise the Event Management Plan
- ☐ Check, recheck and check again that timings in your running sheet are accurate
- ☐ Check, recheck and check again that all volunteers, suppliers and service providers are aware of event day arrangements
- ☐ Confirm your food vendors and provide Council with a Food Vendor Notification
- ☐ Book photographer
- ☐ Finalise the running sheet
- ☐ Finalise roles and responsibilities

1 week out

- ☐ Check that all sponsor benefits are being returned
- ☐ Ensure all Certificates of Currency and documentation has been received from entertainers, stallholders and food vendors
- ☐ Check the weather forecast and enact wet weather plan if necessary
- ☐ Finalise public announcement scripts
- ☐ Walk through the venue for the final time prior to the event

Event day

- ☐ Signage Plan enacted
- ☐ Manage bump in and bump out
- ☐ Hold a toolbox meeting tailored for volunteers, suppliers and service providers
- ☐ Leave venue as you found it
- ☐ Document any matters requiring Council's attention

Post event

- ☐ Finalise accounts
- ☐ Undertake post event survey
- ☐ Complete documentation and information for any funding acquittals
- ☐ Complete sponsor reports
- ☐ Evaluate – what worked, what did not
- ☐ Send thank you emails/ letters

Section 2: Event Approvals

Event activity on private land

If you're planning a public event on private land, you must ensure that the property has appropriate approvals. Please seek advice from Council's Duty Planner: 02 6801 4000.

Event activity on public land

If you're planning a public event on public land, approval to conduct the event is required from Dubbo Regional Council. Steps are outlined below.

Step 1

Contact Council's Events Unit on 02 6801 4000 to discuss your event and to source a suitable venue.

Step 2

Complete a [Booking Form and Event Application](#). By completing this document, you are informing Council of the scale of the event and what elements you intend to include. Once submitted, Council will arrange one of the following:

- a) An event scoping meeting to discuss your event and documents required by Council;
or
- b) An email providing an outline of any documentation required by Council, including deadlines to enable Council to assess/process the documentation.

Key Timelines - Documentation

Minor/Medium | Fewer than 500 people

Event application and booking form: At least 4 weeks prior

Supporting documentation: At least 3 weeks prior

Large | 500 to 1,999 people

Event application and booking form: At least 8 weeks prior

Supporting documentation: At least 6 weeks prior

Significant | 2,000 or more

Event application and booking form: At least 12 weeks prior

Supporting documentation: At least 6 weeks prior

Road-Related Events

Documentation – required 4 months prior to the event.

If your event is being staged on a road, or your event has the potential to impact the road network, an additional application to Transport for NSW is required.

This application is reviewed by Transport for NSW, NSW Police and Council. Applications must be received by Council at least four (4) months prior to the event. Applications received less than four (4) months prior run the risk of not obtaining appropriate approvals.

Download and complete the [Special Events Transport Form](#)

Hot tip: The bigger your event, the earlier you need to apply. Check deadlines carefully and submit all documents on time to avoid delays, missed approvals and late submission fees.



Section 3: Event Management Plan

As the owner of the event you are responsible for putting into place measures and actions to mitigate risk to the event (financial/ reputational) and to persons and property (accident/injury) involved in the event.

Event risks include: lack of financial planning, lack of due diligence, failure to research and understand your obligations as an event owner, and public relation risks resultant from not taking steps to ensure that the event is well-planned and resourced appropriately.

Risk to persons and property include: failure to anticipate or plan for incidents, lack of understanding of your responsibility to assess and put into place actions to mitigate risk and respond to emergencies.

The development of an Event Management Plan is critical and it will help you to reduce risks.

At a minimum, and depending on the scope of the event, the Event Management Plan should include:

- The name of the event
- Date, event start and finish times
- The dates and times of building and dismantling event infrastructure (known as bump in and bump out)
- Location and venue/s
- Target audience/s
- Description of the event – its design, objectives, and desired outcomes
- Run sheet of key event timings, activities, and programming
- Production schedule detailing tasks from bump-in through to bump-out
- Whether the event will be ticketed, and an outline of ticketing procedures
- Contact details for key staff and suppliers/contractors
- Site plan with key facilities, entrances and exits marked
- Outline of command-and-control structure
- List of the approvals and licences needed to deliver the event, the names of the approval bodies and the amount of notice required for each
- Security plan
- Emergency procedures
- How you will maintain cleanliness of toilets
- How you will collect and dispose of litter
- How you will ensure your event is accessible
- Actions to meet Child Safe Standards

Hot tip: Ask the Events Unit for advice on how to create a relevant and robust Event Management Plan.



Section 4: Planning and Logistics

Accessibility

When planning an event, you are legally required to consider patrons with accessibility needs. Ensuring your event is accessible to all people should be incorporated into the planning stages of your event and implemented during the event.

You should consider whether your event has:

- Accessible parking bay/s and drop-off zones located on flat ground and a well-lit route to the event which is clear of obstruction
- Accessible toilets that can be used by people with accessibility needs and their carers, who may be of the same or different gender
- Food and drink counters at heights which can be accessed by patrons in wheelchairs
- Resting spots at regular intervals along entrance and exit paths
- Well-lit footpaths and ramps that have non-slip surfaces that are wide enough to accommodate people using mobility aids and are clear of obstruction
- Clear external signage to the event which includes visual symbols
- A main entrance that is on the accessible route or a clearly signposted alternative
- Special viewing areas for people with disability, as well as adequate space for wheelchair users to enter and move around freely (particularly for events where there is no spectator seating, such as parades or music festivals)
- A ramp or lift to all levels in the venue, including VIP areas
- Large doorways with colour contrasting door frames and trims
- Drinking water and shade at outdoor events for guide dogs
- An evacuation procedure that takes account of people with accessibility needs.

Hot tip: The NSW Government has developed the Toolkit for Accessible and Inclusive Events which aims to assist event organisers in creating an event that is accessible to all members of the community



Alcohol

To sell or supply alcohol at your event, you must obtain the appropriate liquor licence from Liquor and Gaming NSW. Of the seven licence categories available, the one most likely to be relevant for the purpose of an event is the Limited Licence. Applications for a limited licence should be made, at the absolute minimum, six (6) weeks before your event. Police, Council, residents and other interested people can lodge a submission in relation to a liquor licence application, so it is advisable to submit your application as soon as possible.

Liquor and Gaming NSW is the consent authority for liquor licence applications.

Amusement Rides

Small amusement devices do not need the approval of Council. Small amusement devices are defined as 'an amusement device that is designed primarily for the use of children 12 years of age and under and includes such amusement devices as mini-ferris wheels, battery operated cars and miniature railways but in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute'. Small amusement devices must still be registered with Safework NSW, have a minimum \$20M Public Liability Insurance coverage and be erected and operated in accordance with any conditions of the devices current certificate of registration.

For amusement rides other than "small amusement devices" and those not required to be registered under the Work Health and Safety Regulation 2017, an application is required to be made to Council under Section 68 of the Local Government Act. In association with such application, Council requires confirmation that:

- The ground or other surface on which the device is to be or has been erected is appropriate and safe;
- The device is registered under the Work Health and Safety Regulation 2017;
- The device is to be or has been erected in accordance with all conditions (if any) relating to its erection set out in the current certificate of registration;
- There is a current log book for the device; and
- There is a current contract of insurance or indemnity for the device (minimum \$20M).

The required application form to seek Approval to Install or Operate Amusement Device may be found on Council's website at-

[A-Z Forms - Dubbo Regional Council \(nsw.gov.au\)](https://www.dubbo.nsw.gov.au/A-Z-Forms-Dubbo-Regional-Council)

Council's fees for an amusement device application can be found in its Revenue Policy on its website at- [NEW Fees And Charges Report Configuration \(nsw.gov.au\)](https://www.dubbo.nsw.gov.au/NEW-Fees-And-Charges-Report-Configuration)



Budget

To ensure your event is successful and sustainable, a budget that captures all projected revenue and expenses needs to be developed at least nine (9) months before your event.

Income may include: site fees, sponsorship, ticketing and grant funding.

Expenditure may include:

- Staffing
- Staging and production
- Infrastructure
- Transport and fuel costs
- Artists and performers
- Catering
- Travel and accommodation
- Security
- Cleaning
- Collection and removal of litter
- Toilets
- Ticketing provider
- Marketing and communications
- Research
- Licence fees
- First aid
- Insurances
- Resourcing the Traffic Guidance Scheme
- Marketing
- Signage
- Website builds
- Volunteer services

You should track expenditure against your budget to ensure there are no surprises, especially after the event. Obtain quotes prior to your event and then, as invoices come in, you can cross check for anomalies and manage contingencies.



Emergency and Medical Management

An Emergency Management Plan (EMP) – also known as an Emergency Response Plan – outlines how you will respond to an emergency or attend to a medical incident at your event.

At a basic level, the EMP should:

- Identify the person or role that is responsible for managing the emergency response at the event (often the site manager or someone who has extensive knowledge of the site and its layout)
- Be distributed to all agencies and relevant parties
- Include the chain of command should an emergency occur
- Have clear instructions on how the person in charge will be contacted should an emergency occur
- Include a site map identifying the event's emergency evacuation points

The nature of your event will determine the contents of your EMP. Some possible inclusions are:

- The location, hours of operation and role of the event coordination centre (where your event's real-time progress and communications are monitored, and key decision-making takes place)
- Which agencies will have representatives and what technology will be available within the event coordination centre (such as computers, software, phones, phone lines and radios)
- A site plan that identifies access and evacuation routes and the location of first aid facilities (with grid map references for congested footprints or larger spaces)
- A chain of command identifying who is responsible for decision-making and when decision-making will lie with emergency response agencies rather than with the event organiser.
- The event's emergency response manager should wear a high visibility vest to identify them
- An evacuation procedure identifying personnel who can authorise an evacuation, and the location of evacuation exits and meeting areas
- An emergency medical plan, which includes details of hospitals prepared for a major incident and which has been developed in consultation with your local NSW Ambulance office, first aid providers and/or local hospital representatives
- The arrangements for minor on-site emergencies not requiring external help
- An emergency communications plan

The emergency communications plan should outline:

- How to contact emergency services (always dial 000 first).
- For larger events, you may need to issue a two-way radio to the emergency services so they can operate on a dedicated emergency channel.
- Communication protocols during an emergency, including how to communicate, who to communicate with and how to log and report incidents.
- Avoid expressions such as "bomb" or "fire", when using a public address system to minimise panic.

Fireworks

It is illegal to operate fireworks in NSW without a licence from SafeWork NSW.

There are two types of licences – a pyrotechnicians licence and a fireworks (single use) licence – depending on the type of fireworks you intend to display and the length of your event.

If fireworks are planned for your event, you are required to advise or obtain written approval from the following organisations:

- SafeWork NSW at least seven (7) working days before the event
- Dubbo Regional Council at least seven (7) working days before the event
- Local fire brigade from Fire and Rescue NSW or NSW Rural Fire Service at least two (2) days before the event
- NSW Police Service at least two (2) days before the event

Food and Beverage

All businesses, including not-for-profit and charity fundraisers, are required to sell safe and suitable food in compliance with the Food Standards Code (the Code). This includes businesses that sell food to the public at temporary events such as fairs, festival, markets and shows.

All food vendors are required to be registered with Dubbo Regional Council or their 'home' council. Council will require a list of food vendors at least 21 days prior to your event.

Food vendors should have an appointed and certified Food Safety Supervisor (FSS), to ensure that safe food handling is practiced. A Food Vendor Notification must be submitted to Council at least 21 days before the event. Refer to the NSW Food Authority's Guidelines for food businesses at temporary events and Guidelines for Mobile Food Vending Vehicles. These guides include a self-checklist for businesses, based on the requirements in the Food Standards Code.

All events held in the Dubbo Region LGA may be inspected by Council's environmental health officers at any time during the event.

Hot tip: All food vendors at events must be registered with their 'home' council. Important information for businesses and mobile food vendors that service fairs festivals, markets and shows: [Markets and temporary events | NSW Food Authority](#)



Inflatables

If you are having a jumping castle or inflatables at your event, you must provide Council with a copy of the owner's Certificate of Currency (\$20M Public Liability Insurance) and Risk Management Plan. The Plan must be site and event specific. Council must receive this documentation from you at least six (6) weeks prior to your event.

Please note that this requirement is obligatory for event owners staging public events on public land.

Marketing

Our hot tips!

- Promote your event on the region's Events Calendar on dubbo.com.au. [Submit Your Event • Dubbo Region](#). Content from the calendar is then used to promote events across Council's digital and social channels.
- Take advantage of cost-effective and targeted marketing by creating a Facebook/Instagram account for your event
- Ask local retailers if you can place a poster in their shop window
- Approach local newspapers with an interesting story connected with the event
- Put your event in the inbox of a local announcer or journalist
- Tap into free Community Service Announcements
- If your event is family friendly, contact the region's schools and ask if you can add a piece in their next newsletter
- Create engaging reels and videos for your social media channels.

Important: If you would like to display a banner in the LGA, please review council [Temporary Event Signage Guidelines](#) if you do not comply with the guidelines you risk Council removing your banners.

Risk Management Plan

During the planning phase, carefully consider all activities taking place at your event, including bump-in and bump-out, and the potential hazards associated with your event.

Invite as many people as possible involved with the event to identify potential hazards and risks. Considerations should include actions to reduce risk associated with:

- | | |
|--|---|
| • Medical emergencies | • Property damage or loss |
| • Trip hazards and wet weather risk to power cords | • Food poisoning |
| • Traffic and pedestrian safety within the site and the road environment adjacent the site | • Lost children |
| • Strong wind events and impact on structures, marquees and inflatables | • Breach of noise restrictions |
| • Emergencies requiring involvement of the police or fire brigade | • Cash handling |
| • Poor financial planning and/or budget forecasting | • Larger than expected crowds · Sun exposure or adverse/ extreme weather · Damage or injury from fireworks · inadequate insurance |
| • Inadequate security | • Electricity outages or surges |
| • Non-arrival of performers or deliveries of goods | • Inadequate parking and overflow |
| • Equipment failure | • Poor accessibility planning |

Risks should be carefully analysed and then rated according to likelihood and impact. Control measures should then be developed to reduce the likelihood of risks occurring. Comparing the benefits and costs will help you decide your mitigation strategies. Focus on risks that have significant impacts or consequences.

Your risk management plan should form part of your emergency management approach. Once you have developed your plan, continue to monitor, assess and manage risks throughout the planning of the event, during the event itself and modify accordingly in readiness for the next year's event.

If you are staging your event on public land, you are required to provide Council with a copy of your Risk Management Plan at least six (6) weeks prior to your event.

Council staff may visit your event. If any hazards are identified, these will be brought to your attention.

Hot tip: If you are having an inflatable at your event, the owner must provide a copy of the Risk Management Plan to Council and have \$20M Public Liability Insurance.

Road Closures and Activity on Roads

If your event involves street closures, you are staging your event on the road, or your event has the potential to impact the road network, you are required to submit a Special Event Application to Council. The application is assessed by Council and referred to Transport for NSW Roads and NSW Police for comment.

Following referral to Transport for NSW, NSW Police and the local Traffic Committee, Council considers a report from the Traffic Engineer and a determination is made regarding approval or otherwise.

The [Special Event Application](#) must be submitted to Council at least four (4) months prior to the event.

Safe Child Standards

Dubbo Regional Council's support and advocacy for the Office of the Children's Guardian is reflected in its 2022 policy document 'Child Safe Standards'.

Public events held on public land are required to consider any potential risks to the well-being and safety of children.

Reference tools and information available here: <https://ocg.nsw.gov.au/>

Security

A security guard service which is licensed for crowd control and which has event experience can provide invaluable expertise to help manage potential risks at your event. Security services are obligatory if alcohol is being served.

It is mandatory that any person undertaking "security activity" is appropriately licensed to carry out that activity. These activities include:

- Acting as a crowd controller or venue controller as required under the event's Liquor Plan of Management
- [Guarding cash or valuables](#) (including cash in transit)
- Protection of assets, guarding infrastructure and servicing security equipment
- Security service with area's supplying alcohol

Signage

A signage plan may be required for larger events, events that require significant signage on site and those that require vehicle or pedestrian directions. The signage plan should contain the details of the signs, size, exact location, method of securing signs and type of signage.

A signage plan should consider the following:

- Pre-promotion
- Directional signage – toilets, food and beverage
- Parking signage
- Location of first aid
- Conditions of entry
- Licensed areas

Site Plans

Venue suitability and the correct site selection is a critical success factor for an event. Discuss this with the venue manager to ensure the site is suitable for your event before undertaking detailed planning.

Issues to be considered include:

- Is the site suitable for the size of crowd expected, the type of activities and infrastructure needed for the event (including load capacity of heavy vehicles, stages and amusement devices)
- Will the site be appropriate if a rain event occurs before or during the event
- Is there sufficient parking for suppliers and patrons
- Has the venue got adequate facilities such as water access, shade, weather protection, and is accessible to all visitors.
- Is there direct access for emergency service vehicles

Key items to include on site plans are:

- North orientation and boundary roads
- Road/street closures
- Vehicle/pedestrian closures
- Emergency ingress and egress
- Emergency assembly areas
- Pedestrian ingress and egress
- Delivery points
- First aid
- Toilets
- Stage
- Food vendors
- Waste bins
- Lost children meeting point
- Location of stages
- Information tent
- Alcohol and alcohol-free areas
- Power and water access
- Fencing, trees and buildings
- Shade
- Accessible parking
- Supplier, patron and VIP parking

Hot tip: Avoid unexpected costs for cleaning or rubbish removal by ensuring that you leave the venue how you found it!



Structures (Built)

Before building any structures at your event you need to seek permission from the venue or landowner. Depending on the structure you may also be required to lodge a building or development application with Council or provide certification by an engineer. The certification should address both for the design concept and the on-site sign-off to ensure the structure will be built as designed and meets all engineering requirements. Ensure you lodge any required documentation within the timeframes set by Council.

All structures have wind ratings. Please ensure that your Risk Management Plan includes actions to mitigate against wind.

For safety reasons you should engage the services of an expert with relevant experience to build any structures required at your event.

Structures might include:

- Staging
- Amusement rides
- Lighting rigs
- Audio towers
- Marquees
- Stalls
- Scaffolding

Hot tip: Our Event Organisers Toolbox includes a risk management template
[Event Organisers Toolbox - Dubbo Regional Council \(nsw.gov.au\)](https://www.dubbo.nsw.gov.au/event-organisers-toolbox)



Sustainability

Actions to reduce an event's environmental footprint will vary according to the size and type of event activities undertaken.

When incorporated, the elements below may reduce the number of bins and waste and litter services required, may reduce costs, be appealing to patrons and assist with planning for future events. These include but are not limited to the following:

- Reduce, recycle, and where possible eliminate waste and litter, including minimising purchases, particularly those with excessive packaging, and requiring stallholders to follow suit
- Providing recyclable, biodegradable or reusable products such as recyclable cardboard, corn starch serving ware or reusable coffee cups
- Minimising the sale of plastic bottled water or other drinks and using mobile or stationary water fountains or large refillable water containers
- Avoiding the use of balloons by considering alternatives such as bubbles, flags, banners or kites
- Providing reusable cutlery and crockery and providing an onsite washing service for stall holders
- Providing compost or organic waste management systems where practical and feasible. This may include compost bins, food waste collection services or composting toilets
- Let your audience know that you are delivering your event in a sustainable manner
- Promote key actions across digital platforms and during public announcements at the event
- Encourage attendee to carpool and use public transport. Coordinate drop-off points and promote sustainable travel options
- Minimise water and energy consumption by using efficient equipment and promoting responsible usage
- Where possible and practical, prioritise local catering to reduce emissions and support the community. Choose vendors with sustainable practices and minimal packaging
- Train volunteers to promote sustainability and engage attendees. Educate staff on waste reduction, recycling, and energy conservation

At the time of publication, Council is developing a sustainability policy. For a copy of this policy, please contact Council at 6801 4000

Hot tip: Information regarding key areas to consider environmental and social impacts: [Sustainability at major events - Premier & Cabinet \(nsw.gov.au\)](https://www.nsw.gov.au/sustainability-at-major-events-premier-cabinet)



Toilets

If there are Council public toilets at the venue, they must be cleaned and restocked throughout the day of the event. This can be carried out by event organisers or Council cleaning contractors at an additional fee.

The number of toilets required at your event will depend on a number of factors including: anticipated attendance; the gender of patrons; if alcohol is being consumed; and the duration of the event. If existing facilities are not adequate, portable units must be made available.

Toilet Facilities for events where alcohol is not available

	Males			Females	
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet Facilities for events where alcohol is available

	Males			Females	
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The above figures may be reduced for short events as follows:

Duration of event	Quantity required
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

In addition, events must provide accessible toilets. Separate toilet and hand washing facilities may also be required for food handlers.

Traffic and Pedestrian Management

You are required to develop a Transport Management Plan (TMP) if you anticipate that your event will impact traffic, transport, and pedestrians. Depending on the size and impact of your event, preparation of a TMP can be a very complex exercise and require specialist expertise.

This Plan is required to be submitted to Council at least four (4) months in advance of the event via submission of a Special Event Application. This application is referred by Council to NSW Roads and NSW Police prior to a determination at a Council meeting.

The following considerations will be required as part of the Application:

- An event summary with an overview, dates, times, venues, precincts, routes, any live sites, whether entry is free or at cost, whether the event is ticketed or unticketed, and the estimated attendance
- Planning and event day contact details
- A Traffic Guidance Scheme for the proposed road closures is to demonstrate how you will control the movement of traffic and pedestrians
- Risk assessment and work health and safety issues related to the control and movement of traffic
- Arrangement for people with accessibility needs
- Current public liability insurance certificate (minimum \$20M)
- Any special approvals required for the event, such as conditions of approval set by the NSW Police, Transport for NSW and Council
- Road closures
- Alternative traffic routes
- Event parking arrangements including accessible parking and overflow contingencies
- Target hardening and vehicle mitigation strategies if needed
- Special event clearways
- The use of heavy vehicles and whether their thoroughfares have weight limits
- Heavy vehicle detour routes, if applicable
- Wayfinding plan between parking and the event site
- Temporary event signage
- Variable message signs

Hot tip: Council requires the Special Event Application including the Traffic guidance Scheme at least four (4) months prior to the event



Parking Plans

For events attracting large numbers of patrons, consideration of parking and parking overflow should be considered, taking into account accessibility and any impact on surrounding environs.

- Do you have sufficient/dedicated parking for staff, volunteers, contractors, performers, emergency services and others involved with the event?
- What parking is required for event visitors? Do you require over-flow car parking?
- Are designated drop off/pick up points required?
- Is there access for buses and taxis?
- Do you have accessible parking available?
- How can you encourage event visitors to use public transport?
- Have you considered engaging (in return for a donation) a local organisation to assist you with your parking needs?
- Do you need one entry point and one exit point?
- Are your volunteers wearing fluoro vests?
- Be sure to ask your bump in teams to drive at a speed no more than 5km per hour and to engage their hazard lights.

Pedestrian Plans

A pedestrian management plan may be required if large numbers of pedestrians are expected. A plan should be developed for pathways, ensuring accessibility, the control of crowds, equipment, signage and personnel required.



Volunteers

As an event organiser, you need to be aware of your rights and responsibilities in relation to volunteers.

These include:

- Insurance — seek professional advice about types of insurance that you will need to cover your volunteers, such as personal accident, public liability, motor vehicle, property, contents and professional indemnity insurance policies
- Work Health and Safety — volunteers are entitled to the same safe conditions that are provided to paid employees
- Appropriate orientation and training — to ensure volunteers are able to do their assigned job effectively
- Reference, police or other checks — advise volunteers what checks are required and seek their permission before performing any checks, including Working With Children checks if working directly with children
- Licences – volunteers serving alcohol at a licensed event must be trained in the Responsible Service of Alcohol and hold a Responsible Service of Alcohol card
- Coordination of volunteers – if your event involves a large number of volunteers, consider appointing a volunteer coordinator as a point of contact.

Hot tip: Volunteers are your most important asset. Make them feel valued! Nurture the relationship by engaging them in planning and decision making.

Waste Management

Many of Council's facilities have bins located within the area. However, these bins are for use by regular patrons and are not suitable for events.

If you are holding an event, you will be required to order bins to ensure that all waste generated by the event can be collected and removed.

Managing waste and litter at events assists the safety and wellbeing of patrons and event organisers and protects the environment. Event organisers should aim to **reduce, reuse and recycle** waste. The event organiser is responsible for coordinating and managing the removal of all waste and litter from the event site and developing a waste management plan to achieve this. The event site must be returned to the condition as it was prior to the event.

The types and quantity of waste expected to be generated from the event will vary according to the type of activities undertaken. These will determine the number and size of bins and the frequency of their collection. A general guide for determining bin numbers:

One (1) litre of waste and one (1) litre of recycling per person per meal applies (this does not include back of house waste and recycling bin requirements. Example; for a four (4) hour event with food stalls and a crowd size of 1000 people

- Calculation: 1000 people x 1 litre = 1000 litres of waste and 1000 litres of recycling required
- Waste bins required: divide 1000 by 240 litres (a standard wheelie bin) = 4 x waste bins required
- Recycling bins required: divide 1000 by 240 litres = 4 x recycling bins required
- number and size of bins on site and for each waste stream and the method and frequency of their collection
- A site map displaying bin locations, types and numbers may be requested
- Examples of bin signage proposed to be used. For example. Recycle Only or Green Waste Only
- How will waste and ground litter be monitored during the event
- How waste and litter will be collected, removed, disposed, and recycled, including waste management service providers
- Consider engaging a local organisation to help collect litter and in return provide a donation for their services.

In developing your waste management plan, it is essential that you consider the following:

- Expected attendance
- Type and quantities of waste and recycling expected to be generated, including but not limited to general rubbish, paper, cardboard, plastics and food. The

Water

Event organisers must provide details of free drinkable water provided at outdoor events in their Event Management Plan.

To develop your plan:

- Determine the availability of water at the event site including the location
- Plan for water taps to be readily accessible, avoiding bottlenecks and damage to the ground surface
- Include drinking water facilities on site plan
- Where necessary, provide directional signage
- Determine whether a plumber is required and include emergency contact details for supplier and repairs
- Identify potable water for food vendors.

Welcome to Country

A Welcome to Country or Traditional Welcome is where the traditional Aboriginal or Torres Strait Islander custodians welcome people to their land at the beginning of a meeting, event or ceremony. This welcome must be conducted by an appropriate person such as a recognised Elder from the local area.

Welcome to Country enables the Traditional Custodians to give their blessing to the event and is an important mark of respect for Aboriginal and Torres Strait Islander people as Australia's original inhabitants.

Whether spoken or performed, the aim of the ceremony is to acknowledge the traditional custodians and welcome the wider community.

The Elder or a representative will give their blessing to the event, function, meeting or occasion. In response, the host or key speaker will acknowledge the Aboriginal and Torres Strait Islander communities by paying respects to Elders past and present.

To arrange a Welcome to Country, contact Dubbo Local Aboriginal Land Council via email admin@dlalc.com.au.

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.

Such an Acknowledgement of Country can be used exclusively if an Elder or other appropriate member of the Aboriginal or Torres Strait Islander communities is not available to perform a Welcome to Country.

I would like to acknowledge the traditional custodians of this land and pay my respects to the Elders both past and present."



Section 5: Considerations

Consideration	Yes	No	N/A	Unsure need to check with DRC
Have you met with Council regarding timing, venues and necessary approvals?				
Are you aware of when documentation is required to be submitted to Council?				
Has an Event Management Plan been developed?				
Have you developed a budget identifying and projecting expenses and revenue sources?				
Have you developed a Risk Management Plan which identifies all activities taking place at your event and potential hazards?				
Have you placed controls against each hazard to minimise risk?				
Have all necessary approvals and licenses been applied for?				
Have you developed application forms for stallholders and exhibitors?				
Do you and your stallholders have appropriate levels of insurance including public liability and product liability?				
Have potential sponsors been identified and sponsorship proposals provided?				
Have you developed a Site Plan identifying the locations for emergency access and egress and key activities?				
Have you assessed the level of staff or volunteers required during the lead up, on the day of the event, and post event?				
Have you developed a volunteer plan and register?				
Have all appropriate WHS considerations been adhered to for all personnel, e.g. PPE, manual handling instruction, access to clean drinking water, site specific induction and advice regarding risks/hazards?				
Have you established a location for an information tent?				
Do you have a wet weather contingency?				
Have you created an Event Marketing Plan?				
Have you notified Police and other relevant emergency services?				
Have the needs of patrons requiring accessibility been considered and planned for?				
Can emergency services access the site?				
Do you need designated parking for stallholders and VIPs?				
Do you have Traffic Control Plans to manage movement of vehicles and patrons on the event site?				
Have you put in place a procedure for checking that all electrical cords on site have been tagged and tested?				

Consideration	Yes	No	N/A	Unsure need to check with DRC
Have you arranged for a pre-event inspection to ensure the event activities adhere to your Risk Management Plan?				
Have you arranged additional waste bins and toilets?				
Have you created an Incident Report form and engaged a first aid provider?				
Is there a fire extinguisher available?				
Do the amusement rides require notification to Council under its Amusement Device Application process?				
If you are having a jumping castle at your event, have you provided Council with the owner's certificate of currency for \$20M public liability insurance, and their Risk Management Plan which is event and site specific?				
If alcohol is available on site, has the appropriate licence been granted?				
Are all food vendors registered with their 'home council'?				
Is there sufficient supply of potable water?				
Have you arranged bins for recycling waste? Are they clearly identified?				
Have you arranged for a cleaner to maintain cleanliness and toilet supplies throughout the duration of the event?				
Have the appropriate approvals been provided to allow fireworks at your event?				
Is security required to help manage crowds, cash or alcohol service?				
Have you identified a location for receipt of lost or stolen property and lost children?				
Have you thought of large crowds, pathways and navigation throughout the site?				
Are you managing return benefits to sponsors to ensure they are engaged?				
Have you arranged a Welcome to Country and invited VIPs?				
Have you considered what actions need to be taken if for any reason the event is cancelled or postponed?				
Does your waste management plan include actions post event?				
Have you arranged cleaning and litter removal post event?				
Have you planned to correspond with sponsors and suppliers post event?				
Have you claimed the date for your next event?				

Important Information When Booking a Council Venue:

Marquees, shelters and amusement rides

Must be weighted using sand or water weights (pegs are not permitted).

Food vendors

Ground cover must be provided on all surfaces to avoid damage from oils and fats and other substance that may damage grassed or paved areas.

Heavy vehicles, vehicles and stage

May not be permitted or may be limited to certain access points. Always check conditions of use to ensure that these are permitted.

Venue plans

Are available from Council upon request.

Need help? Contact us!

Dubbo Regional Council's Events Unit



Regionalevents@dubbo.nsw.gov.au



02 6801 4000

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Cnr Nanima Crescent and Warne Street, Wellington

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