



COMMUNITY EVENT MANUAL

NARRABRI SHIRE
DISCOVER THE POTENTIAL

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GUIDE NO. 1

Before you begin

Council Events

Council currently conducts the following events on an annual basis:

- Australia Day
- Shire Snapshot
- Lillian Hulbert
- International Women's Day
- Seniors Festival
- Youth Week
- National Volunteer Week
- National Sorry Day / Reconciliation Week
- NAIDOC Week
- Bush Bursary
- Social Inclusion Week
- International Day of People with a Disability

If your event shares a common theme with any in the above list, please contact the Community Development Officer to discuss further. You might be better off joining together instead of running two events of the same nature.

How to establish a new event

To establish a new event for Council the process will reflect the source of the funding.

A proposal should be prepared detailing the events purpose, audience, activities, location and financial cost. There should also be a comprehensive report on the source of funding for the event. The proposal should then be forwarded to the Director for consideration.

Should the event be fully funded through sourced grant money then the event needs to be approved by the appropriate Director and finally by the General Manager, as it is operational.

If the event is to be funded in part or completely by Council, then the event must be reported to Council for approval as it will require a budget allocation.

GUIDE NO. 2

Event Organiser's Checklist

The event checklist ensures you have attended to all of the requirements of running a successful and safe event.

Task	When	Responsible	Completed	More Info
Pre Event				
Planning	16 weeks out			
Check what other events are on at the same time with the Narrabri Region Visitor Information Centre				
Inform Council of event and gain approvals (if required) including: Development Applications Event Booking Form Road Closures Permits (display of goods on footpaths) Food and drink permits				
Form the event organising committee and allocate roles and responsibilities				
Budget	16 weeks out			
Prepare budget for event and monitor				
Venue	16 weeks out			
Book venue (park, garden, oval)				
Check what the venue can provide: Amenities Lights Power Seating				
Accessibility and Parking – adequate parking, disabled access				
Access times to venue				
Permits and Licenses	16 weeks out			

Task	When	Responsible	Completed	More Info
Apply for any food permits required Your CER will guide you through Council's permits				
Apply for APRA permit				
Apply for Road closures				
Apply for Liquor License				
Apply for Street Permits eg Street Stalls, display of goods/street furniture				
Apply for an Alcohol Free Zone suspension (this must be done no later than 12 weeks out)				
Apply for Development Applications (this must be done no later than 12 weeks out)				
Programming	12 weeks out			
Review/develop event objectives				
Develop event program				
Book performers, entertainment, and Master of Ceremonies				
Send confirmation letters and pay deposits				
Traffic Management	12 weeks out			
Design traffic plan including: Signage, Disabled Parking, VIP Parking, Pedestrian access, Marshals car-parking areas, Entry and Exit Points, Lighting, Road Closures, Promoting alternative transport.				
Marketing and Promotion	12 weeks out			
Develop marketing/communication plan				
Design promotional material, basic text and logo				
Distribute flyers/posters/brochures to the community				

Task	When	Responsible	Completed	More Info
Submit information to Media Officer and the Narrabri Region Visitor Information Centre				
Letter box drop to surrounding residents				
Submit event advertisement/media release to Media Officer				
Design and/or update website				
Sponsorship and Grants	10 weeks out			
Create sponsorship proposal – cash and in-kind				
Identify appropriate potential sponsors				
Deliver sponsorship packages and follow-up within one week				
Use sponsor testimonials and always acknowledge sponsors				
Research, prepare and send relevant grant applications				
Risk Management	10 weeks out			
Book First Aid Officers				
Conduct Risk Assessment involving all key stakeholders				
Create risk management plan				
Confirm relevant insurance is provided				
Develop contingency plan – wet weather, low attendance etc				
Contractors	12 weeks out			
Order equipment eg stage, lighting, PA system etc				
Book portable toilets, fireworks, marquee, generators				
Book and confirm all contractors in writing				

Task	When	Responsible	Completed	More Info
Check insurance – public liability, staff, volunteers etc				
Vendors	10 weeks out			
Book vendors and confirm in writing: Times of operators and venues Request details of electrical requirements Request copy of Certificate of Currency (insurance) Application for temporary food premises permit				
Ticketing and Invitations	10 weeks out			
Design tickets/invitations and develop refund policy				
What's included in the price of tickets?				
Distribute (tickets at gate, pre-sold, online etc) investigate ticket selling outlets (Narrabri Region Visitor Information Centre) Collection of tickets/RSVPs				
Security for lost or stolen tickets				
Security Plan	8 weeks out			
Book security and two way radios				
Arrange crowd control				
Arrange cash security				
Site Preparation and Plan	8 weeks out			
Design plan of venue/event site including: Plan to scale, Show North Point, Area you propose to use, Structures eg stage, toilets, street binding the area				
Cleaning and Maintenance Plan	8 weeks out			
Book toilet cleaners and extra paper and supplies if appropriate				
Clean up venue/mow lawn/ clear area of debris etc				

Task	When	Responsible	Completed	More Info
Organise garbage and recycling bins and waste removal				
Other	6 weeks out			
Organise Volunteers and Staff				
Prepare scripts or run sheets				
Organise awards/trophies/certificates				
Organise decorations				
Essential Services	4 weeks out			
Notify Police, Ambulance Service and Fire Brigade				
On The Day				
Gather staff and emergency services for full briefing				
Organise Volunteer registration area and entertainers area				
Circulate contact list with mobile numbers to all staff/volunteers				
Confirm chain of command in case of emergency				
Distribute incident reporting methods				
Conduct final rehearsal and sound checks				
Brief meeter/Greeter and Minder for VIP's				
Distribute event kit with essentials				
Post Event				
Removal of all equipment and rubbish				
Thank you letters and reports to sponsors				
Thank you letters to all staff, volunteers and performers				
Evaluation/debrief with key stakeholders				

Task	When	Responsible	Completed	More Info
Close off budget				
Hold a debrief session to look at ways of improving the event				
Prepare final report				
Claim the date for the following year and register with the Narrabri Region Visitor Information Centre				

GUIDE NO. 3

Parks and Facilities

Venue (Park or Facility)	Amenities available	Notes
Narrabri		
Cameron Park	Toilets Playground	- boat ramp - caravan dump spot
Collins Park (No. 1 Oval)	Toilets Playground Flood lights Power??	grandstand
Cooma Oval	Toilets Canteen/Clubhouse	
Dangar Park	Toilets Clubhouse Floodlights	- licensed?? - covered and uncovered permanent seating
Gately Field	Toilets Canteen/Change rooms	
Hogan Oval (No. 2 Oval)	Toilets nearby Floodlights	close proximity to skate park
Lawns of The Crossing Theatre	Power Toilets nearby Lights (minimal)	use of band room toilets and kitchenette can be requested
Leitch Oval (No. 3 Oval)	Toilets nearby Floodlights	close proximity to skate park
Pirate Park	Toilets BBQ (electric) Playground	alcohol free zone
Selina St Park		- picnic areas - monthly markets
Wee Waa		
Cook Oval	Toilets Canteen/change rooms Floodlights	comprised of 3 ovals
Dangar Park	Toilets Playground BBQ (electric)	

Venue (Park or Facility)	Amenities available	Notes
Ludowici Park	Toilets Playground	- close proximity to pool - disabled toilet
Rotary Park	Toilets Playground	
Boggabri		
Anzac Park		
Jubilee Park	Toilets Canteen	showers available
Kelvin Vickery Park	Toilets Playground	seating
Rotary Park		
Vickery Park	Toilets Playground BBQ (electric)	- skate park - picnic areas
Outer Villages/Towns		
Baan Baa Park (Baan Baa)	Playground	
Bellata Park (Bellata)	Playground	
Pilliga Park (Pilliga)	Playground	

Pools and Aquatic Centre

Aquatic Centre and Pool bookings can be made through the Narrabri Aquatic Centre.

Community Caravan

The Community Caravan in Maitland Street Narrabri, is available for use for community fundraisers and events and can be booked by contacting Council's Customer Service Officer on 6799 6847. Bookings are made on a first in basis and requiring 24 hours' notice of the event.

The Crossing Theatre

The Crossing Theatre can be booked through the Venue Services Coordinator.

Waste

If your event is being held at a Council venue please contact a waste collection company such as Cleanaway, Namoi Waste, Narrabri Skip Bins or another waste provider.



GUIDE NO. 4

Risk Management

The information included in this section is of a general nature and should be treated as such. When dealing with important issues such as risk management and insurance you should always consult with your Insurance Provider to ensure that your event is fully covered.

Risk Management

Risk is anything that can impact an event's success or the smooth running of an event. A Risk Management Plan is an essential aspect of planning any event. It will help to determine which activities are feasible and will help to make it safe for all concerned.

Risk Management should not be a daunting process: it is merely a process to establish all the factors that may have a negative impact on your event. It is about making better, fully informed decisions. Some factors that may have a negative impact on your event can include:

- Weather
- Volunteer Safety
- Entertainment
- Program
- Competing Event
- Security
- Electrical Equipment
- Alcohol
- Fireworks
- First Aid
- Traffic Safety
- Amusement Rides
- Set up and pull down
- Stallholders

The duty of care to residents, organisers, workers, performers, contractors and all of those present at your event is the responsibility of the organisers and must be addressed at all times.

How to Assess Risk

It is important that all key stakeholders involved with the event are also involved in identifying risk areas.

To begin your Risk Assessment, you need to compile a list of every foreseeable risk or issue that may occur due to the venue or the activities being conducted. It is helpful to break them down into categories such as physical, environmental, financial or legal.

You can then use your list to form a Risk Management Plan. This will be used to assist organisers with the planning and management of the event to minimise risk and maximise safety. A risk management plan consists of a 2 risk tables, a risk matrix and an assessment form.

A Risk Management Plan cannot remain static. Risks can change according to changes in the law, development of safe practices and techniques, and developing technology. Constant evaluation and updating must be done to take into account the changing nature of events.

Insurance

Every event must have appropriate Public Liability Insurance to ensure that individuals are financially protected and there is protection against loss should an incident occur.

In order to ascertain the appropriate insurance required, a risk management plan must be undertaken by the event committee to review the potential risks and assess whether appropriate insurance is available to cover that risk. You can obtain your insurance certificate online. It is also expected that any stallholders will provide their own public liability insurance.

Risk Assessment Form

This is an example of a

Event/Activity: _____ Date of Event: _____

Prepared by: _____ Date of assessment: _____

Description of immediate environment (e.g. bush land setting): _____

Item No.	Activity	Risk (taking into consideration any existing controls)	Consequences of an incident happening (refer to Matrix)			What controls can be implemented to manage situation	Adjusted rating with new controls			Person or Department responsible for implementing control	How will it be monitored
			Probability	Consequence	Rating		Probability	Consequence	Rating		
Eg.	Slip and Slide	Injuries from Collisions	Likely	Moderate	High	One user at a time	Unlikely	Minor	Low	Volunteer 1	Ensure that Volunteer Monitors one user at a time

*** Submit completed copy to Insurance Provider with Risk Rating Matrix and copy of program and Event Notification Form.**



Risks to consider

Area of Risk	Identified Risk	Possible Controls
Animals/Bikes/Skaters/etc.	• Dogs • Scooters/skateboards/bikes/roller /etc.	• No dogs • No riding bikes/blades/scooters/etc. – walk them • Signage at gate • MC brief
Children	• Lost children • Drop-off and pick-up congestion • Injury to children from vehicle • Supervision (lack of) • Inappropriate behaviour • Clumsiness	• Lost child procedure – communicate to parents • Public address system • On-site radio communication • Police oversee traffic management • Child to adult supervision ratio • Liability waivers • Working With Children Checks
Crowd	• Excessive crowd	• Food and drink update • Marshals at stage • Police monitor • Private security • "Caution Slow" signs on main roads
Fire/Medical	• Stage • Food stall • Bins • Vehicles • Houses • Café • Toilets • Crowds • Hay bales	• Fire Brigade • St John's Ambulance • Fire extinguishers • Fire blankets • Site supervision
Infrastructure-Shared Risks	• Non-delivery of specified items at specified times • Defective equipment supplied to event • Insufficient equipment ordered • Theft of supplied equipment • Incorrect/unsafe operation of supplied equipment • Insufficient redundancy rates of staff/volunteers with equipment use knowledge	• Review of all suppliers' insurance arrangements • Clarification of insurance arrangements for supplied equipment • Complete list of equipment, contacts and contracts on-site • Use of reputable suppliers • Regular contact and liaison with suppliers • Verbal briefings to staff/volunteers on equipment use

Area of Risk	Identified Risk	Possible Controls
	• Breakage of or damage to supplied equipment	• Obtain safe use guidelines from all suppliers for all equipment and distribute to all staff & volunteers • Brief more staff and volunteers on correct and safe use of all equipment pre-event • Appoint one safety officer to oversee the distribution and use of equipment • Ensure any equipment that requires qualified operators has them
Lost People	• Children • Parents • Mentally infirm	• Audio booth as meeting place • Public address system • Sign at audio booth for lost parents
Other	• Watering system on grounds • Evacuation	• Check watering system is off • Have access to watering system controls • Plan of exit – marshals, map
Waste/Toilets	• Bins overflow • Toilets overuse	• Extra bins • Extra Portaloos • Bin storage area • Marshals to monitor bins and toilets • Standby toilet service
Marshals (if applicable)	• Marshals not showing up at event • Marshals not aware of event content and procedure • Marshals not clearly visible to public • Marshals unable to communicate with event organisers • Marshals potentially conflict with participants and spectators • Marshals' physical risks • Crowd to marshal ratio too large	• Marshals given Event Operations Manual at event • Marshals meet on-site at event for verbal briefing • Current insurances known by organisers • Marshals given separate radio frequency that can be used to talk together or with organisers • Marshals asked to wear their own organisation's shirts or event-supplied shirts • Register of marshals including personal details and a roll to mark off on the day • Public address announcements to participants and spectators advising marshals on-site and to see them if problems arise

Area of Risk	Identified Risk	Possible Controls
Paid Entertainers	- Entertainers not showing up at event - Entertainers making political, religious or non-family orientated statements - Entertainers injure/kill themselves - Entertainers injure/kill public	- All paid entertainers asked for current insurance - All paid entertainers researched for background - Review of paid entertainers' contracts - Stage Manager to ask for no "unacceptable" statements to be made, i.e. "x" is a family event and not an opportunity to individually grandstand
Power	- Electrical failure - Electrocution - Trip hazard	- Loud hailers - Check for availability of generator power - All leads tagged and weatherproofed - All leads away from public areas or securely taped down
Spectators	- Severe weather - Condition of roadway/footpath/park - Inappropriate behaviour - Traffic/parking - Cultural/religious beliefs - Excessive crowd size - Exhaustion/fatigue	- Risk Management Plans? - Cancellation Plan - Public address system - Marshals and security staff - Survey of roadway, etc. (thoroughfare) - Promotion (parking, timing) - Hotline/website - No material distributed of political/distasteful or religious nature - Operations Manual given to managing parties - Shelter and refreshments available
Stage	- Fall from height - Electrical hazards - Noise - Uneven/slippery stage surface - Severe weather - Public access - Power - Collapse - Cables - Audio feedback - Crowd at stage - Entertainers not front	- Stage stairs and deck secure - All entertainers briefed by Stage Manager about the risks of stage height and edge - Stage Manager inspects stage surface regularly - Audio contractor qualified to correctly install electrical connections - Stage Manager to monitor noise levels regularly - Cover over stage to mitigate light rain or direct sunlight - Barriers at stage

Area of Risk	Identified Risk	Possible Controls
		• Crowd barrier in front of stage • Marshals at stage
Traffic	• Parking full • Car queue • Breakdown en route • Pedestrian/cars • Car accident	• Bus route • Police • Marshals • Designated parking • Barriers • First aid/fire
Weather	• Light rain – Plan A • Heavy rain – possibly cancel • Storm • Hot weather	• Phone register for cancellation • Hotline • Site supervisor • Sunscreen • Drink stands – water must be available

Risk Management

Risk Matrix

Decision Escalation Protocol	
Risk Rating	Action Required
Extreme 1-3	ACT IMMEDIATELY. Bring to attention of Council and the GM for immediate management and treatment to reduce the risk to an acceptable level.
High 4-12	ATTENTION NEEDED. Bring to attention of Director if the matter affects one Directorate or to MANEX if the matter affects multiple Directorates to manage planning, allocation & implementation of responsibilities, resources & regular monitoring of progress. Regular reporting to Departmental risk committee.
Medium 13-20	MONITOR AND REVIEW. Management responsibility, monitor & review response action as necessary. Oversight & monitoring of treatment by the Section/Team.
Low 21-25	DEAL WITH THROUGH BUSINESS AS USUAL. Manage through existing processes and procedures.

		CONSEQUENCE DEFINITIONS				
		Insignificant	Minor	Moderate	Major	Catastrophic
RISK CATEGORIES	Strategic	Insignificant negative event with no impact on Council/Business Unit objectives	Minor negative impact on strategic objectives	Moderate adjustment to resource allocation and service required to achieve strategy	Major impact cannot be managed within existing framework	Significant impact on Council's ability to achieve strategic objectives
	Service Delivery / Operational	Incident or loss with no impact on Council/Business Unit operations	Minor negligible impact on Council operations	Moderate disruption to Council business	Major disruption to Council business	Critical loss of infrastructure or critical objectives cannot be achieved
	Projects	Insignificant impact on project or program, e.g. <5% deviation in scope, completion date, costs, resource requirements	Minor impact on project or program, e.g. < 5-10% deviation in scope, completion date, costs, resource	Measurable impact on project or program, e.g. 10- 25% deviation in scope, completion date, costs, resource	Significant impact on project or program, e.g. 25-100% deviation in scope, completion date, costs, resource	Major impact on project or program, e.g. >100% deviation in scope, completion date, costs, resource
	Financial	<\$25,000 or < 1% of project budget	<\$150,000 or 2% of project budget	<\$1,000,000 or 10% of project budget	<\$5,000,000 or 25% of project budget	>\$10,000,000 or 25% of project budget
	Environmental	Insignificant transient environmental release, no environmental harm	Minor transient environmental harm	Moderate short term environmental harm	Significant long term environmental harm	Catastrophic long term environmental harm
	Compliance (Legal, Regulatory, Contractual)	Insignificant regulatory breach no warning, no penalty	Minor regulatory breach and warning issued	Regulatory breach and /moderate fines	Serious breach with fines and public exposure	Significant breach resulting in GM or Council dismissal
	Reputation	Unsubstantiated negative publicity with no impact on Council reputation	Minor negative publicity/limited media exposure	Local negative publicity/short term effect	Negative publicity having long term effect on public confidence in Council	Sustained national negative publicity and public confidence in Council lost
	Health & Safety (WHS & Public)	No injuries	First aid required	Medical treatment and (if WHS) lost time	Long term illness or serious injury	Death or permanent disability/illness

Risk Matrix Continued

Probability	Frequency
> 50% chance	multiple times in a year
25% - 50%	once in 1 or 2 years
10% - 25%	at least once in 2 – 10 years
5% - 10%	less than once in 15 years
< 5%	less than once in 20 years

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	15	10	6	3	1
	Likely	19	14	9	5	2
	Possible	22	18	12	8	4
	Unlikely	24	21	17	13	7
	Rare	25	23	20	16	11

GUIDE NO. 5

Traffic Management

If you think your event may require the partial or full closure of roads or have an effect on traffic within the CBD or surrounding areas, there are a number of processes required to be completed for Council and Transport for NSW (TfNSW) approval.

1. Identify the Class your event will be included into from the examples on pages 2-3.
2. Events that will require control of traffic must be considered by the Local Traffic Facilities Committee. This process requires at least 14 weeks for the meeting schedule of the Committee.
3. Notification to be given to NSW Police and a copy of written approval to be forwarded to Council for your approval.
4. Insurance Certificate of Currency required (\$20 million Public Liability with Narrabri Shire Council and the TfNSW listed as interested parties).
5. The following documents are required to submit to Council for your road closure approval (templates are available on the indicated table).
 - Traffic Control Plan (as per the requirements of the TfNSW document "Traffic Control at Worksites") (Class 1, Class 2 and Class 3) (Page 4);
 - Transport Management Plan (Class 1, Class 2 and Class 3) (Page 24);
 - Risk Assessment Document (Page 18);

Traffic Control Plan Diagrams

Traffic control plan diagrams that graphically depict the traffic control that will be implemented should be drawn pursuant to the TfNSW Traffic Control at Work Sites. All diagrams required for applications for your event must be completed by a person who is authorised to design Traffic Management Plans.

All Traffic Control Measures to be carried out on the days of your event must be done so by Authorised Traffic Control Personnel.

Races

If your event involves a bicycle race on a road, a Police Bicycle Race Event Approval must be obtained from the NSW Police. For further information view the 'NSW Guidelines for Bicycle Road Races' or telephone the local police.

The Local Traffic Facilities Committee may require further documentation after you have submitted your application.

For further information and online documentation see 'Guide to Traffic and Transport Management for Special Events' available at www.rms.nsw.gov.au.

Once approval has been gained, notification letters in relation to your event should be sent to:

- Fire and Rescue NSW, and NSW Ambulance and NSW Police;
- Other affected parties such as transport companies and public transport providers.

Identifying your event 'Class'

Class 1 Event

Closure of State classified roads for parades or events.

Features of a class 1 special event:

- impacts major traffic and transport systems;
- disrupts the non-event community over a wide area;
- requires the involvement of Police, TfNSW and at least one Local Council;
- requires a detailed Transport Management Plan;
- requires advertising the event's traffic aspects to a wide audience.

Other features of a Class 1 special event are that it may:

- be conducted on-road or in its own venue;
- involve trusts and authorities when using facilities managed by them;
- involve the Transport Services Coordination Authority's (formerly Transport NSW) Major Events Coordination Unit;
- involve the State Rail and State Transit Authorities;
- involve private bus and coach organisations;
- impact the road transport industry;
- require the TfNSW to implement special event clearways;
- require the TfNSW to provide heavy vehicle detour routes;
- require the TfNSW to adjust traffic signals;
- require the TfNSW to manage messages on Variable Message Signs.

Class 2 Event

Fun Run/Parades conducted on local streets.

Features common to all Class 2 special events are that the event:

- impacts local traffic and transport systems but does not impact major traffic and transport systems;
- disrupts the non-event community in the area around the event but not over a wide area;
- requires the involvement of Police and Local Council;
- requires a detailed Transport Management Plan;
- requires advertising the event's traffic aspects to the local community.

Other features of a Class 2 special event are that it may:

- be conducted on-road or in its own venue;

- involve trusts and authorities when using facilities managed by them;
- involve State Rail and the State Transit Authority;
- involve private bus and coach organisations.

Class 3 Event

Street Parade.

Features common to all Class 3 special events are that the event:

- does not impact local or major traffic and transport systems or classified roads;
- disrupts the non-event community in the immediate area only;
- requires Local Council and Police consent;
- is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac;
- is never used for racing events.

Other features of a Class 3 special event are that it:

- may, depending on Local Council policy, require a simplified Transport Management Plan;
- depend on each Council's Special Events Policy and is not available in all Council areas;
- may not require advertising the event's traffic aspects to the community.

Class 4 Event

Community walk on the footpath.

Features common to all Class 4 special events are that the event:

- requires Police consent only;
- is within the capacity of the Police to manage on their own;
- is not a protest or demonstration;
- is always an on-street moving event;
- does not require TfNSW or Council consent;
- does not require advertising the event's traffic aspects to the community;
- does not require a Transport Management Plan;
- does not require the involvement of other Government agencies.

Other features of a Class 4 special event are that it may:

- be conducted on classified or non-classified roads;
- cause zero to considerable disruption to the non-event community;
- cross Police Local Area Commands (LACs);
- cross Local Government Areas (LGAs);
- require Council and TfNSW to assist if requested by Police;
- depending on the nature of the event, invoke the Police "User Pays" policy;
- Examples of a Class 4 special event;
- a small ANZAC Day march in a country town;
- a small parade conducted under Police escort.

Traffic Control Plan Template

Required for Class 1, Class 2 and Class 3 events and must be submitted to Council. Make the adjustments to reflect your event and ensure the Traffic Control Plan Diagrams are completed by a person who is authorised to design Traffic Management Plans.

Purpose

The purpose of this document is to ensure that all care and consideration is made to the management of traffic at the **(event)**. The organisers are committed to the enjoyment and safety of all people attending this event.

Scope

Of paramount importance to ensuring health, safety and welfare of all people at the event, is the need to provide high standards of traffic control during the event.

The event will involve.....

(See attached map)

A high standard of traffic control can only be undertaken through the systematic consideration of the conditions that may be encountered during the course of this event and the implementation of specific traffic control and contingency plans.

Managing the reduced capacity of the road system and minimising the traffic impact on the non-event community and the emergency services is an essential element of this Traffic Control Plan.

These procedures and plans must be followed to ensure optimal traffic flow conditions about the event, shown in the attached Map/s, and make certain that in the event of an emergency, an appropriate response is undertaken.

All traffic control and contingency plans shall be implemented by a site controller, who will be designated by the organisers of the event.

Traffic Control Plans

The Traffic Control Plans (TCP) that form a part of this document have been created to ensure optimal traffic flow around the event. All consideration has been given to developing these plans, which have been produced in conjunction with Narrabri Shire Council, Roads and Maritime Services and the NSW Police Service.

Sequencing of Traffic Management

All signage is to be erected by **(authorised traffic control personnel)** in preparation for a start. It is essential that all marshals indicated on the TCP are in position at am in preparation for the first competitor and remain until the final competitor has passed.

Emergency and Contingency Plans

Emergency management plans aid the management of uncontrollable or unlikely events.

As part of the organiser's commitment to the safety of all patrons who attend the event, the following procedure has been created to handle emergency situations.

Person Injured Emergency Vehicle Access

The following procedure should be implemented if a person becomes seriously injured and requires transport by ambulance or other emergency vehicle.

Implementation

Only the site controller should implement this plan.

Procedure

1. Ensure that a qualified person gives first aid.
2. Contact the staff and volunteers involved with traffic control and ascertain the best access route around the site.
3. Dial 000 or (112 for mobiles), request an ambulance or emergency vehicles.
4. Radio or contact the person controlling the event.
5. Stop the current traffic flow and clear the roadway to ensure fast access for the ambulance or emergency vehicles.
6. Keep the roadway open to allow the ambulance or emergency vehicles to easily exit.
7. Restore normal traffic flow after all emergency vehicles have exited the site.
8. If road traffic is extremely heavy, then consider, in conjunction with the emergency services, using the heliport to evacuate seriously injured persons.

Special Event Transport Management Plan Template

Required for Class 1, Class 2 and Class 3 event and must be submitted to Council.

Event Details

1. Event Summary

Event Name:	
Event Location:	
Event Date:	
Event Start Time:	Event Finish Time:
Event Setup Start Time:	Event Packdown Finish Time:

Event is:

- ☐ Off-street
 ☐ On-street moving
 ☐ On-street non-moving
☐ Held regularly throughout the year (calendar attached)

Contact names

Event Organiser (Note the Event Organiser is the person or organisation who is the employer and in whose name the public Liability Insurance is taken out.)

Name:	Phone:
Email:	

Event Management Company (if Applicable)

Name:	Phone:
Email:	

Police

Name:	Phone:
-------	--------

Email:

Council

Name:	Phone:
Email:	

Roads and Maritime Services (if Class 1)

Name:	Phone:
Email:	

Brief Description of the Event (One Paragraph)

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Class 1	Class 2	Class 3	2. Risk Management - Traffic
			2.1 Occupational Health & Safety – Traffic Control ☐ Risk Assessment Plan (Or Plans) attached.
			2.2 Public Liability Insurance ☐ Public Liability insurance arranged. Certificate of currency attached.
			2.3 Police ☐ Police written approval obtained.
Class 1	Class 2	Class 3	2.4 Fire Brigade and Ambulance ☐ Fire Brigade notified. ☐ Ambulance notified.
			3. Traffic and Transport Management
			3.1 The route or location ☐ Map attached.
			3.2 Parking ☐ Parking organised – details attached. ☐ Parking not required.
			3.3 Construction, traffic calming and traffic generating developments. ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic- generating developments attached. ☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes.
			3.4 Trusts, authorities or Government enterprises. ☐ This event uses a facility managed by a trust, authority, enterprise; written approval attached. ☐ This event does not use a facility managed by a trust, authority or enterprise.
			3.5 Impact on/of Public Transport ☐ Public transport plans created – details attached. ☐ Public transport not impacted or will not impact event.
			3.6 Reopening roads after moving events ☐ This is a moving event – details attached. ☐ This is a non-moving event.
			3.7 Traffic Management requirements unique to this event. ☐ Description of unique traffic management requirements attached. ☐ There are no unique traffic requirements for this event.
			3.8 Contingency plans. ☐ Contingency plans attached.

Class 1			3.9 Heavy vehicle Impacts ☐ Impacts heavy vehicles – RMS to manage. ☐ Does not Impact heavy vehicles.
			3.10 Special event clearways ☐ Special event clearways required – RMS to arrange. ☐ Special event clearways not required.
	Class 2	Class 3	4. Minimising Impact on Non-Event Community and Emergency Services
			4.1 Access for local residents, businesses, hospitals and emergency vehicles. ☐ Plans to minimise impact on non-event community attached. ☐ This event does not impact the non-event community either on the main route (or location) or detour routes.
			4.2 Advertise Traffic Management arrangements ☐ Road closures or restrictions – advertising medium and copy of proposed advertising attached. ☐ No road closures or restrictions but special event clearways in place – advertising medium and copy of proposed advertising attached. ☐ No road closures or special event clearways – no advertising required.
			4.3 Special event warning signs. ☐ Special event information signs are described in the Traffic Control Plan/s. ☐ This event does not require special event warning signs.
4.4 Permanent Variable Message Signs ☐ Messages, locations and times attached. ☐ This event does not use permanent Variable Message Signs			
			4.5 Portable Variable Message Signs ☐ The proposed messages and locations for portable VMS are attached. ☐ This event does not use portable VMS.

Privacy Notice

The "Personal Information" contained in the completed Transport Management Plan (TMP) may be collected and held by the NSW Police, Roads and Maritime Services (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "Personal Information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Roads Act, 1993.
- Failure to supply full details and sign/confirm this declaration can result in the event not proceeding.
- The "Personal Information" being supplied is either my own or I have the approval of the person concerned to provide his/her "Personal Information".

- The "Personal Information" held by Police, RMS of Local Government may be disclosed inside and outside NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "Personal Information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

Approval

Event Organiser:	Date:
Regulation of Traffic Authorised by:	RMS:
Date:	
Or: Narrabri Shire Council:	Date:

GUIDE NO. 6

Permits and Development Applications

There are various applications which need to be put through Council depending on the scope of your event.

Street Stall Applications (Local Approvals)

This is for people/organisations wanting to hold a street stall to raise funds for an organisation in the CBD. Stalls can have tables and chairs. Applications for Local Approvals take a minimum of 10 working days for approval.

Please note that if your fundraising stall is within the Community Caravan in Narrabri you will not be required to submit a Local Approval, however you will need to book the facility.

Under Section 68 of the Local Government Act 1993 prior approval of Council is required for certain activities, some of these are listed below. s68 approvals may also be required for other activities not included on this list; refer to the NSW Local Government Act 1993 for more information.

- D1 Engage in trade or business (on community land);
- D2 Direct or procure a theatrical, musical or other entertainment for the public (on community land);
- D3 Construct a temporary enclosure for the purpose of public entertainment (on community land);
- D4 For fee or reward, play a musical instrument or sing (on community land);
- D5 Set up, operate or use a loudspeaker or sound amplifying device (on community land);
- D6 Deliver a public address or hold a religious service or public meeting (on community land);
- F5 Install or operate amusement devices;
- F7 Use a standing vehicle or any article for the purpose of selling any article in a public place.

Development Applications for Events

Some events may require the lodgement of a development application to Council or possibly an application under Section 68 of the Local Government Act, 1993.

Generally, if an event is to be held on land that is not normally used for the same purpose as the event an application will be required to enable a temporary use of the land. Examples of events that require a development application include:

- Markets held on land that is otherwise used as a carpark or a recreational area
- Music events within parks
- Car displays held in car parks or recreational areas

Applicants should ensure that their applications are lodged with plenty of time to enable an assessment to occur and condition requirements to be met prior to the event being held. As a minimum, applications should be lodged three months prior to the date of the event.

If the event is to be held on land that is owned by Narrabri Shire Council, the consent of council will be required in writing (from the department responsible for the facility) and the development application signed by the appropriate Council Officer. Otherwise you need the consent of owners.

The development application will impose conditions to ensure that Council's assets are not damaged and that the impact of the event being held is minimal.

Will I need a DA for the event?

If the event is going to attract a large amount of people and will require plans for waste, traffic, pedestrian and amenity management as well as road closures, or, if large temporary structures are to be built (e.g., concert stages) a development application may be required. If you are unsure if you need to submit a DA, you can request a pre lodgement meeting with Council.

Temporary structures

Small temporary structures at events such as tents and marquees will mostly fall under the exempt categories and will not require a DA (in some cases they may require a Local Approval under Section 68 LGA). A Development Application is required for larger temporary structures such as a concert stage.

Generally, if an event is to be held on land that is not normally used for the same purpose as the event an application will be required to enable a temporary use of the land. Examples of events that require approval include:

- Village Fairs/ Street Festivals;
- Commercial events which may involve TV coverage or road closures;
- Circuses;
- Hobby/ Exhibition Show;
- Community celebration;
- Music event/ Concert;
- Youth event.

Other criteria that mark an event as major include if:

- Road closure may be required;
- The event significantly affects the use or enjoyment of an area by others;
- The event requires specialist services;
- Disruptions to parking and traffic may occur;
- Waste disposal services will be required;
- Food is being sold;
- Temporary toilet facilities are required;
- Crowd management is required;
- Amusement rides will be at the event - planning approval required;
- A large temporary structure is being built (eg concert stage).

Applicants should ensure that their applications are lodged with plenty of time to enable an assessment to occur and condition requirements to be met prior to the event being held. As a minimum, applications should be lodged three months prior to the date of the event.

If the event is to be held on land that is owned by Narrabri Shire Council, the consent of council will be required in writing (from the department responsible for the facility) and the development application signed by the appropriate Council Officer. Otherwise you need the consent of owners.

The development application will impose conditions to ensure that Council's assets are not damaged and that the impact of the event being held is minimal.

Amusement Devices

Use of Amusement Devices on Council Land requires an approval process (see Amusement Devices Form).

Under S68 of the Local Government Act 1993 and Clauses in the Regulation, Councils are required to approve the installation and operation of amusement devices

If you're planning to operate an amusement device, and your device is registered under **Work Health and Safety Regulation 2017** you'll need approval from Council.

Applications to operate an amusement device are issued under section 68 of the Local Government Act 1993. Applications must be accompanied by:

- a site plan showing the proposed location of the amusement device(s);
- a copy of the SafeWork NSW registration certificate for each amusement device;
- a copy of the liability insurance cover or Certificate of Currency showing a minimum \$XX million indemnity for each amusement device.

Fireworks

Fireworks at events require a permit from WorkCover. Permission for fireworks is required from Council and the landowner. Events using fireworks will require a Fireworks License issued by NSW Workcover and will need to comply with all the conditions set out in the license.

Fireworks at events require a Pyrotechnician's or fireworks (single use) licence issued by Safe Work NSW. Council must then be notified in writing by the applicant at least 7 working days prior to the fireworks display taking place.

While notice must be given to Councils of an intention to use any firework, councils have no power to approve the use of a firework. However, councils may object to or impose conditions on an applicant's use of fireworks.

For more information see: <https://www.safework.nsw.gov.au/licences-and-registrations/licences/explosives-and-fireworks-licences/fireworks>

GUIDE NO. 7

Food Safety

For all food vendors or stall holders who will be selling, giving away or donating any food items you must note the following:

Businesses that sell food at temporary events, such as fairs, festival, markets and shows are considered retail food businesses, as they sell food to the public and need to meet a range of requirements. Mobile food vendors who sell food at temporary events, should visit the www.foodauthority.nsw.gov.au for information.

Food businesses selling food at temporary events, need to notify their local Council or the NSW Food Authority of their food business and activity details.

Comply with Food Standards

Temporary food stalls need to practice safe food handling and preparation and must meet the following standards outlined in the Australian New Zealand Food Standards Code:

- Standard 3.2.2 Food safety practices and general requirements;
- Standard 3.2.3 Food Premises and Equipment, and;
- Part 1.2 Labelling and other information requirements.

Temporary Food Stalls need to:

- ensure the stall is located in a dust free area, away from toilets and garbage bins, have sufficient supply of potable water and suitable construction (floor, walls and ceiling);
- have food handling facilities for storage, cooking, hot/cold holding, preparation and serving, including handwashing facilities;
- practice safe food handling, including storing potentially hazardous foods at the correct temperature, avoiding cross contamination, storing raw food separately from ready to eat food and keeping food handling areas clean;
- ensure food handlers have the appropriate food safety skills and knowledge, do not handle food when ill and practice effective handwashing;
- check that packaged food is appropriately labelled.

Further information on what is required is available in the Guidelines for food businesses at temporary events document and includes a self-checklist for businesses, based on the requirements in the Food Standards Code.

Appoint a Food Safety Supervisor

Food businesses operating mobile food vending vehicles may need to appoint a Food Safety Supervisor (FSS), if the food they prepare and serve is ready-to-eat, potentially hazardous (i.e. needs temperature control) and NOT sold and served in the supplier's original package. The business needs to ensure an FSS is appointed and the FSS certificate is available in the vehicle before commencement of operation.

More information on Food Safety Supervisors can be found on the Food Authority website.

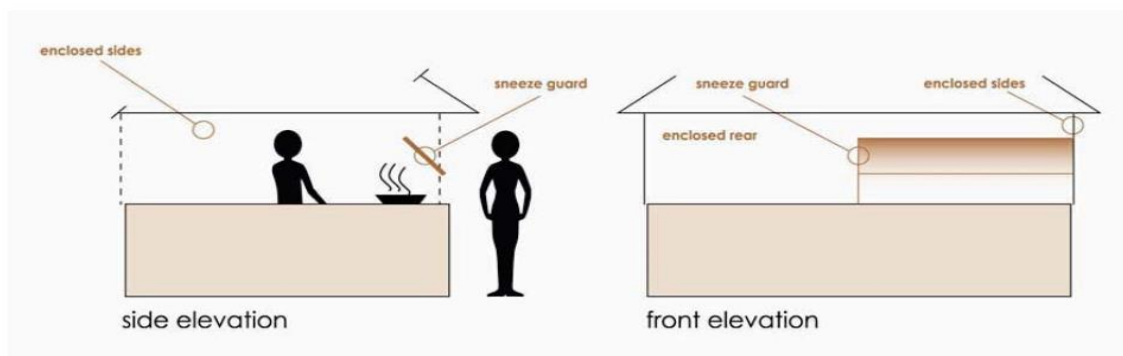
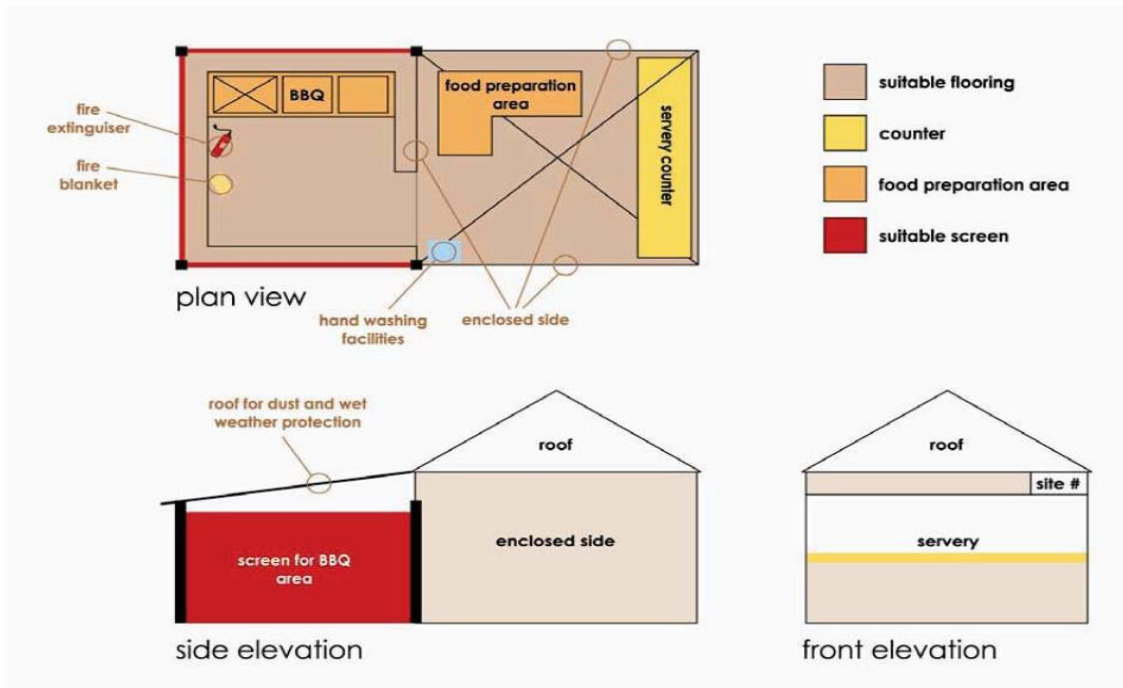
Temporary Food Stall Checklist

Have you:

1. Received the necessary approvals from Council for:
 - Home-based operations? **Yes / No**
 - setting up at the event? **Yes / No**
 - food vending vehicle inspection? **Yes / No**
2. Notified your food business details to the NSW Food Authority? **Yes / No**
3. Obtained public indemnity insurance? **Yes / No**
4. Asked Council about inspection fees? **Yes / No**
5. Checked your stall will:
 - be located in a dust free area, away from toilets and garbage bins? **Yes / No**
 - have sufficient supply of potable water? **Yes / No**
 - have adequate wastewater disposal facilities? **Yes / No**
 - have adequate garbage bins? **Yes / No**
 - have power? **Yes / No**
 - have suitable construction — floor, walls and ceiling? **Yes / No**
 - have food handling facilities for storage, cooking, hot/cold holding, preparation and serving? **Yes / No**
 - have cleaning and hand washing facilities? **Yes / No**
 - address safety issues — fire control and WorkCover issues **Yes / No**
6. Provided a suitable vehicle and containers for the transport and storage of the food? **Yes / No**
7. Addressed food handling operations adequately, including:
 - all food handlers have adequate skills and knowledge for their activities? **Yes / No**
 - checked if there are potentially hazardous foods involved? **Yes / No**
 - If YES, then have you:
 - provided adequate hot or cold storage facilities (eg portable coolrooms, adequate supply of ice, hot boxes)? **Yes / No**
 - checked there is a thermometer? **Yes / No**
 - checked a sanitiser is available? **Yes / No**
 - checked that frozen foods can be correctly thawed? **Yes / No**
 - organised designated staff to handle money only, while other staff serve ready-to-eat food using tongs or gloves? **Yes / No**
 - provided adequate measures to protect food from contamination (eg lidden containers, sneeze barriers)? **Yes / No**
 - checking that eating and drinking utensils are protected from contamination until use? **Yes / No**
 - minimised the need for reusable dinnerware and tableware? **Yes / No**
 - checked that packaged food is appropriately labelled? **Yes / No**
 - got adequate shelving so food is not stored on the ground? **Yes / No**
 - got adequate hand washing supplies, including soap and paper towels? **Yes / No**

If you answered NO to any of these questions (except having potentially hazardous foods), then you may need to discuss these issues with Council and/or change your management plan, before the event begins.

Temporary Foot Stall Layout



GUIDE NO. 8

Alcohol Standards

Selling and Serving Alcohol

Organising an event where liquor is to be served and sold will require a 'limited licence' under the NSW Liquor Laws. To sell alcohol at your event you are required to:

- Notify the local police of your event at least 14 days prior;
- Notify Narrabri Shire Council if the event is to be held on Council land;
- Obtain a license from the Liquor and Gaming NSW (www.liquorandgaming.nsw.gov.au). There are a number of different types of liquor licenses and it is important to identify the following:
 - The Liquor License needed for your event;
 - The information required for your application;
 - The timeframe required for your application.
 -
- Anyone serving alcohol must have a valid Responsible Service of Alcohol (RSA) card. They must have the competency card on them for the duration of the event. The Licensee should also have a copy of the RSA cards of everyone working with alcohol;
- If you held an RSA prior to 2001 these certificates are now invalid and you are required to complete the RSA course with an approved registered training organisation.

BYO Options

Alcohol Free Zones

Alcohol Free Zones exist throughout the Shire. If your event is to occur in a public space a Request For Suspension Of Alcohol Free Zones may be required to be submitted to Council depending on the zoning. Request For Suspension Of Alcohol Free Zones form must be submitted at a minimum of three months in advance for Council to consider your application.



NARRABRI SHIRE COUNCIL – ALCOHOL FREE ZONES

Narrabri – CBD

(Map 1 of 5)



Alcohol Free Zones (within the Narrabri CBD and surrounds) include all the public roads, public car parks and footpaths within the area described by the following streets;

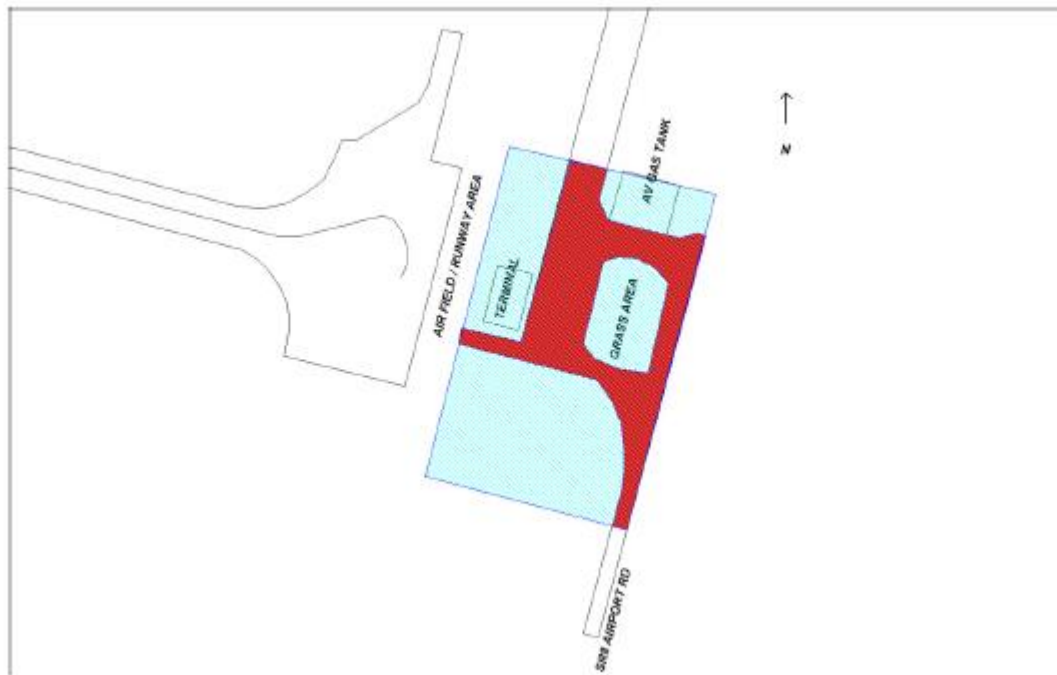
Tibbereena Street
Maitland Street
Barwan Street
Fitzroy Street
Denison Street
Bowen Street
Dewhurst Street
Doyle Street
Lloyd Street
Killarney Street

from Fitzroy Street to Killarney Street
from 100m south of RSL Club to Killarney Street
from Fitzroy Street to Killarney Street
from Tibbereena Street to Barwan Street
from Tibbereena Street to Barwan Street
from Tibbereena Street to Barwan Street
from Tibbereena Street to Barwan Street
from Tibbereena Street to Barwan Street
from Tibbereena Street to Barwan Street
from Tibbereena Street to Barwan Street

The drinking of alcohol is prohibited in an Alcohol Free Zone that has been established by Council.

Narrabri Airport

(Map 2 of 5)



Alcohol Free Zones include all the public roads, public Car parks and footpaths within the area described by the following streets;

Narrabri Airport
Narrabri Airport

Airport Parking Area and Airport Terminal

The drinking of alcohol is prohibited in an Alcohol Free Zone that has been established by Council.

Narrabri West

(Map 3 of 5)



Alcohol Free Zones include all the public roads, public Car parks and footpaths within the area described by the following streets;

Cameron Street
Violet Street
Gibbons Street
Selina Street

from Newell Highway to Hospital
from Tibbereena Street to Gibbons Street
from Violet Street to Grace Street
from the Newel Highway to the railway line



Buri Street
Goobar Street

from Mooloolbar Street to Goobar Street
from Buri Street to Burigal Street

The drinking of alcohol is prohibited in an Alcohol Free Zone that has been established by Council.

Boggabri

(Map 4 of 5)



Alcohol Free Zones (within the Boggabri CBD and surrounds) include all the public roads, public car parks and footpaths within the area described by the following streets;

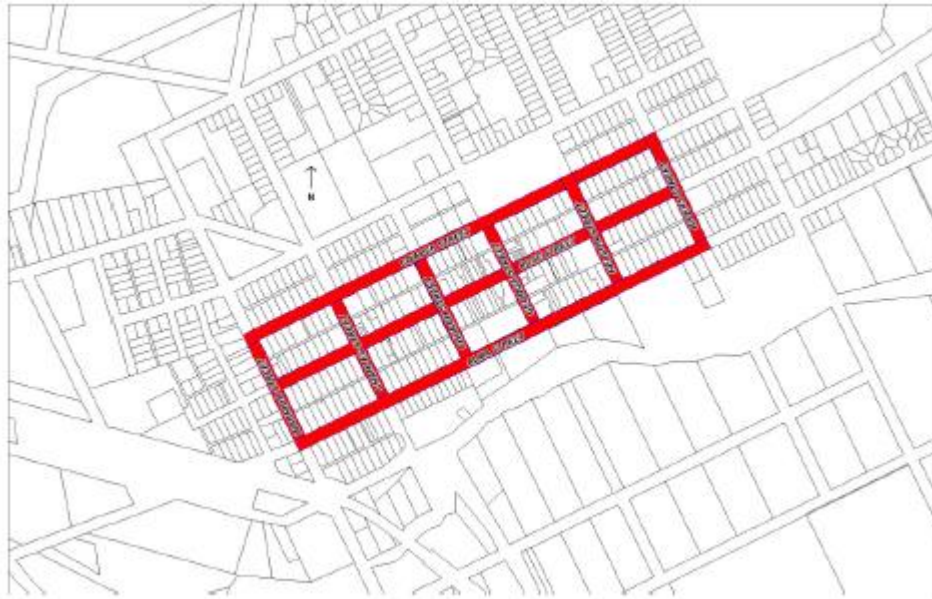
Wee Waa Street
Merton Street
Laidlaw Street
Lynn Street
Caxton Street
Brent Street
Dalton Street

from Dalton Street to Caxton Street
from Dalton Street to Caxton Street
from Dalton Street to Caxton Street
from Dalton Street to Caxton Street
from Wee Waa Street to Lynn Street
from Wee Waa Street to Lynn Street
from Wee Waa Street to Lynn Street

The drinking of alcohol is prohibited in an Alcohol Free Zone that has been established by Council.

Wee Waa

(Map 5 of 5)



Alcohol Free Zones (within the Wee Waa CBD and surrounds) include all the public roads, public car parks and footpaths within the area described by the following streets;

Cowper Street	from Warrior Street to Rivers Street
Rose Street	from Warrior Street to Rivers Street
Alma Street	from Warrior Street to Rivers Street
Rivers Street	from Cowper Street to Alma Street
Nelson Street	from Cowper Street to Alma Street
George Street	from Cowper Street to Alma Street
Church Street	from Cowper Street to Alma Street
Charles Street	from Cowper Street to Alma Street
Warrior Street	from Cowper Street to Alma Street

The drinking of alcohol is prohibited in an Alcohol Free Zone that has been established by Council.

GUIDE NO. 9

Volunteers

Volunteers can provide invaluable assistance in the coordination and running of an event. Volunteers can be recruited by approaching local service clubs as well as education and training institutes.

You need to be aware of your rights and responsibilities in relation to Volunteers. These include:

Insurance

Check to ensure your insurance covers Volunteers and all the activities they will be undertaking.

Workplace Health and Safety

Volunteers are entitled to the same safe conditions that are provided to paid employees. Volunteer Registers must be recorded and suitable PPE supplied.

Appropriate Orientation and Training

To ensure volunteers are able to do their assigned job effectively and safely, they will need to have an orientation at the site of the event and, where applicable, undergo training prior to the event. Volunteers serving alcohol at a licensed event must hold a Responsible Service of Alcohol competency card.

Working With Children, Police or other checks

Depending on the role assigned to a Volunteer it may be necessary to carry out checks. If checks are needed, you must advise the Volunteer and get their permission.

Volunteer Coordinator

A coordinator must be appointed for Volunteers at your event. This person will allocate tasks for Volunteers to carry out for the event and ensure that the individual is capable and trained for the task. The Coordinator must also ensure that the Volunteers information is recorded on a register signed by the Volunteer and that necessary Personal Protection Equipment is provided to the individual to carry out the assigned task. This will ensure the safety of the Volunteers and their protection with insurance.

GUIDE NO.10

Sponsorship

Sponsorship is a crucial aspect of event planning. It has many benefits for communities, organisations and businesses in the local area.

Securing Sponsors

A sponsorship proposal is the most comprehensive and professional approach to seeking sponsorship involvement from a business. A sponsorship proposal should clearly:

- Highlight the various aspects of the event.
- List the benefits for the business of being associated with the event.
- List what you want and why (for example program printing to promote the event).
- Indicate how much support (financial or in-kind) you are seeking.
- Indicate if there are various levels of sponsorship available to support financial situations.
- Present the proposal as an attractive proposition for any potential sponsor (stapled or bound and typed so easy to read).
- Try to make the proposal short and concise to maintain interest.
- Personally deliver the proposal but follow-up by telephone or in person within a week.

If possible, link the event to common goals with the business. It is more likely to gain product or in-kind donations than cash. So identify where this can assist your event before seeking sponsorship.

Maintaining Sponsors

- Keep Sponsors up to date on everything, particularly unforeseen circumstances that may change the event or agreement.
- Take care of the sponsors, address any issues as soon as they arise – small details are important.
- Be creative, innovative and flexible in sponsorship ideas and sponsor benefits.
- Be aware of developments in the business world and possible 'opponents' in seeking sponsorship.
- Remember post-event reports and 'Thank you' to sponsors are essential.
- Invite your key sponsors to the event.

GUIDE NO. 11

Promotion and Advertising

Effective promotion and advertising of your event can result in a high attendance at your event as well as give it an impressive and lasting profile. There are many ways to promote your event, some examples are listed below:

Social Media

Social Media is one of the most effective free marketing tools available. Create an event page on Facebook or Instagram and post regular updates, photos, videos and make announcements. You can use paid or sponsored posts to increase your reach and gain more attention on your page.

Tourism Website

Narrabri Region Visitor Information Centre maintains an events calendar that promotes Shire wide events. This appears on their website as well as the Council homepage. The Visitor Information Centre can also promote the event verbally and through handouts.

Websites

Create a website for your event. This can be further utilised to promote sponsors and use photos from the event to build the profile. If you have a website, include the web address on all print media.

Group Emails

This is an effective tool to market your event to a wide range of people. Maybe start a database of email addresses from community directories – please remember Privacy Laws. Make sure you don't bombard people with emails otherwise you may come across as spam.

Community Service Announcements

Local radio and television stations offer community groups the opportunity to advertise for free using this service. Details are usually available on the services websites.

Letter/Poster Drops

Letter drops can be done privately or organised through Australia Post. There are many community notice boards around town and many local businesses are happy to display posters for you. This is helpful if the local community is the target audience for your event.

Word of Mouth

This is still the most powerful marketing tool. Use meetings to publicise the group and encourage members to spread the word. Be aware that bad news travels faster than good news so try and maintain a positive message around your event.

School Newsletters

Many schools' still produce newsletters and if it is appropriate contact schools to include information in their newsletter.

Hints and Tips

- Allocate the marketing role to a member or small group.
- Develop a media release template for the event
- Develop a photo library that can be used to promote editorials and future events.
- Poster and pamphlets can also be considered and may be part of a sponsorship proposal.

Branding

Successful event branding involves more than just slapping your company logo onto a few decorations. It's about creating a unique experience for the attendees, one that keeps them engaged while also consistently reminding them of your brand.

An effective Brand will create an expectation of a quality experience that will encourage ongoing interest in your event. Clever Brand planning with guidelines and catchy key statements will provide the opportunity to target your key audience.

GUIDE NO. 12

Event Evaluation

Your event coordination role does not end when everything is packed away at the end of the day. You should evaluate your event to assess what worked, what didn't and where improvements can be made. Here are some suggestions:

- Conduct a survey or provide feedback forms from your event. Offer a prize as an incentive for completing the surveys. If you do conduct a survey you may need to consult the venue or landholder.
- Ask people attending the event if they know who the sponsors are. If large numbers of people associate the sponsor with the event, this will prove valuable when renegotiating sponsorships at the next event.
- Hold a debrief meeting for everyone who was involved in organising the event. Organise in advance so people know what information and feedback to present at the meeting.
- Don't take criticism personally. Focus the criticism on improving in that area.
- Send out evaluation sheets to stakeholders, suppliers, performers, sponsors, venue managers and security.
- Evaluate your success against the objectives you set out at the beginning of your event planning.
- Will the event go ahead next year? Identify whether it is viable and whether there are enough members to go ahead.

EVENT SURVEY

We appreciate you taking the time to complete the following survey to assist us with evaluating the event

Applicant Details

Gender ☐ Male ☐ Female ☐ Other

Age ☐ Under 25 ☐ 25-44 ☐ 45-64 ☐ 65+

Your usual residential Postcode or Suburb

Number of people that came with you

☐ None ☐ 1-2
☐ 3-5 ☐ 6+

Number of people that came with you

☐ Social Media ☐ Newspaper
☐ Radio ☐ Letter Drop
☐ Website ☐ Newsletter

On a scale of 1 to 5 (1 being poor and 5 being excellent) how would you rate this event, overall?

1 2 3 4 5
Poor Excellent

On a scale of 1 to 5 (1 being poor and 5 being excellent) how would you rate this event, marketing?

1 2 3 4 5
Poor Excellent

Would you attend this event in Narrabri Shire again?

☐ Yes ☐ No

If no, why not?

What would you say is the best thing about this event?

Any comments on how the event could be improved?

GUIDE NO. 13

Sample Waivers and Disclaimers

Waiver 1

As organiser of **(Insert Name of Activity)**,

(insert date)

Risk Warning and

Waiver of Contractual Duty of Care

Civil Liability Act, 2002

Contract for supply of **(insert name type of activity being conducted)**

By participating in the **(Name of the event)** today **I agree to do so at my own risk.**

I know that my agreement operates to **exclude** any **liability in negligence** for harm that I may suffer.

I have been warned that this recreational activity may cause physical harm to me or to someone under my control or accompanying me, and I confirm that I have no condition, medical or physical, that could prevent me from, or be aggravated by, participating in this activity.

Examples of the risks I have been warned about include:

• Tripping, slipping and falling; • Collision with someone or something; • Something giving way unexpectedly; • Back Injury, strains • Spillage and Burns • Trip hazard	• Car Accident • Strained back • Bites & stings • Sharp Tools & Equipment • Sun • Poisoned by chemicals – Roundup • Injury from falling branches
--	--

Participant's Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

Waiver 2

Another way that a waiver can be used is in a letter to the participants when you are inviting them to participate in your event.

The letter may contain other relevant information that they need to be aware of, such as details of the event, insurance and other requirements, and at the same time requires confirmation of their participation by signing the letter or attached form that contains, among the other information, the following wording:

Risk Warning – Civil Liability Act 2002

I/we agree to participate in this event at my/our own risk and to indemnify and keep indemnified the **(Event Company)** against all claims, suits, actions or demands which may be brought in respect of any injury or other loss sustained by me/us or anyone participating in the (name of the event) and agree to exonerate the **(Event Company)** from all responsibility and from all loss or injury to any person due to alleged liability or otherwise.

Signed:
Name:
Position:
Organisation:

Date:

(If under the age of 18 years' a parent / guardian signature is required)

Sample Disclaimers

Disclaimer 1

Considerable care has been taken in the production of this map. No responsibility can be accepted for any errors or omissions; however, the publishers would welcome advice from users of any inaccuracies or desirable amendments.

Disclaimer 2

Every effort has been made to ensure the accuracy of this brochure and all details were correct at the time of publication. All information and facilities indicated on individual entries have been provided by those businesses. Prices and facilities shown are subject to change without notice.



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