



Event Toolkit

Templates, forms,
and examples to
help plan your event.

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Event Application Form

Office Use only: CC_____ / _____

Amount Paid: \$

Booking ID No:

Please send your completed application form to:

Georges River Council events@georgesriver.nsw.gov.au PO Box 205 Hurstville NSW 1481

Advisory Notes

- Application form must be completed in full and received 12 weeks prior to the Event date or no approval will be granted.
*Please note: Applications involving temporary or partial road closures, pyrotechnics or a Development Application Form must be submitted at least **16 weeks prior** to the Event.*
- If your application is accepted, an Event Permit, setting out terms and conditions, will be provided prior to the event. Council and the Applicant are each bound by the terms of the Permit upon signature. The Applicant must keep a signed copy of the Permit available at the event.
- Full payment of all applicable fees is required prior to an Event Permit being issued.

In most circumstances an asset protection bond must be paid. The event applicant is the authorised person and must undertake to pay Council the cost of any repairs to Council assets or infrastructure arising as a result of or in connection with the permitted event.

1. Applicant Details

The Applicant is the organisation, company or individual taking responsibility for management of the event and must be the holder of the public liability insurance.

Applicant Name:

Organisation:

ABN:

Postal Address:

Email:

Landline:

Mobile:

On-site Contact Name:

On-site Contact Mobile:

Organisation Type:

Not for Profit

Private/Public
Company

Government
Body

Other (please specify)

2. Public liability insurance

Georges River Council must be listed as an interested party on the Certificate of Currency and level of cover must be \$20,000,000. The Event Applicant must ensure that all parties, including contractors and sub-contractors involved in the Event have suitable insurance cover. Council is not responsible for any personal injury or death to event staff, person/s attending the event or members of the public and requires indemnification from the event applicant against any such claims.

Please provide a copy of the Certificate of Currency with this application.


3. Event details

Event Name:			
Proposed Venue/Location:	1 st Preference:		
	2 nd Preference:		
Event Date/s:			
Start Time:	Finish Time:	Total Anticipated Attendance:	
		Participants:	
		Spectators:	
Setup/Bump In Date & Time:		Clean-Up/Bump Out Date & Time:	
Is this a Fundraising Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Purpose of Funds Raised:
			Percentage of funds that will be returned to the charity/community group:
Type of Event:	<input type="checkbox"/> Community		<input type="checkbox"/> Commercial
Attendance:	<input type="checkbox"/> Free		<input type="checkbox"/> Ticketed or Restricted Entry
Are you applying for or receiving any grants, donations, or sponsorship for this event (financial or non-financial services)? If yes, provide details from where/whom:			

4. Description of event

Briefly describe the event and its purpose, including schedule of activities:

5. Food	
Will food be sold, served, or given away (offered as prize, reward or raffled), at the event?	<input type="checkbox"/> No – proceed to Item 6.
	<input type="checkbox"/> Yes – complete details below.
<input type="checkbox"/> Sold	Provide details (what is the food and quantity to be given away):
<input type="checkbox"/> Served	
<input type="checkbox"/> Given Away (offered as prize, reward or raffled)	
<p>All temporary food stalls and mobile food vehicles are required to register and obtain approval from Georges River Council's Environmental Health Section. Registration and approval can be obtained by submitting the applicable form: https://www.georgesriver.nsw.gov.au/Community/Local-Businesses/Temporary-Food-Premises</p> <p>All temporary food stalls and mobile food vehicles are required to comply with applicable laws and guidelines including: Food Stalls: www.foodauthority.nsw.gov.au/ Documents/retail/temp_events_guideline.pdf Mobile Food Vehicles: www.foodauthority.nsw.gov.au/ Documents/retail/mobile_food_vending_guidelines.pdf</p>	


6. Alcohol		
Will alcohol be served or sold at event?	<input type="checkbox"/> No – proceed to Item 7.	
	<input type="checkbox"/> Yes, alcohol will be served or sold - complete item below. If alcohol is to be sold liquor licence application must be lodged with Office of Liquor and Gaming Regulation. If alcohol is to be consumed (but not sold) a consumption licence must be obtained from the local Police Station. Please provide a copy of relevant licence/s with this application.	
Consumption/Liquor Licence Holder Name:		
Address:		
Email:	Phone:	
Provide number of dispensing and consumption areas to be available:	Dispensing:	List operating hours during event:
	Consumption:	
How will boundaries of the dispensing and consumption areas be defined?		
	<input type="button" value="Upload a file"/>	Attach Alcohol Management Plan to this application including details of barricading, security and signage.
Please see link to list of Alcohol Prohibited Areas in the Georges River Council Area: https://www.georgesriver.nsw.gov.au/Community/Community-Safety/Alcohol-Prohibited-Areas		

7. Electricity/Generators		
If Council controlled electrical facilities exist on the site, will you require access? Note: A fee applies for electricity access	<input type="checkbox"/> Yes*	* Provide Details (3 phase, 10-amp, 240 volt):
	<input type="checkbox"/> No	
Will generators be used at the event?	<input type="checkbox"/> Yes*	* Provide Details (i.e., silent generator):
	<input type="checkbox"/> No	

8. Amenities		
Will additional amenities be provided at event?	<input type="checkbox"/> No – proceed to Item 9.	
	<input type="checkbox"/> Yes – complete details below and include on site map.	
How many portable toilets will be provided?	Unisex:	Accessible toilets:
Supplier of portable toilet facilities:		
Portable Toilet Provider Phone Number:		
Delivery Date and Time:	Collection Date and Time:	
<p>It is the Event Applicant's responsibility to obtain a Manufacturer's Statement of Compliance.</p> <p>Georges River Council recommends the following ratio to be met:</p> <ul style="list-style-type: none"> • Under 249 people: 1 to 6 toilets • 250 people: Minimum of 6 toilets • Over 251 people: 6 toilets plus a minimum of 1 additional toilet per 250 people. <p>Depending on the event, time of year and location the event applicant may be required to cover the cost of additional services to Council toilet facilities used during the events. Adequate toilet facilities including accessible units will need to be supplied at your cost if your event exceeds the venue's available capacity.</p> <p>For a list of facilities and amenities at Council's Parks, visit Council's Website: https://www.georgesriver.nsw.gov.au/Services/Parks-and-Recreation-Spaces/Park-and-Reserve-Facilities</p>		

9. Waste Management			
Bins Required	per 100 attendees	1 x 240L – general waste if no food or drinks served/sold	
		2 x 240L – general waste if food or drinks served/sold	
		Recycle bins - <i>Depending on the event it may be appropriate to provide recycling bins</i>	
Types and number of bins supplied for event:	<input type="checkbox"/> General waste: _____	<input type="checkbox"/> Recycle: _____	<input type="checkbox"/> Front Load Skip: _____
Would you like a quote for bins to be supplied by Georges River Council?		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No - <i>Please indicate your bin supplier below</i>	
Bin supplier:		Phone:	
Bin Delivery Location:		Bin Pick-up Location:	
Delivery date and time:		Collection date and time:	

The Event Applicant must have a Waste Management Strategy in place to ensure the event site is clear of waste following the event. *Please note Council does not permit the use of single use plastic bags, plastic straws or balloons. It is the event organiser's responsibility to ensure this information is upheld by all stallholders and suppliers.*

 Attach Waste Management Strategy including a site plan detailing bin station locations.

10. Temporary Structure


Will temporary structures be used at event?	<input type="checkbox"/> Yes – complete Item below.
	<input type="checkbox"/> No – proceed to Item 11.

Stage and scaffolding must be erected by appropriately ticketed scaffolders and is required to be certified structurally stable by a practicing Structural Engineer. It is the responsibility of the event applicant to ensure that the temporary structure company holds appropriate Public Liability Insurance. A copy of the Structural Engineer Certification of the structure is to be provided to Council by the next business day following this event.

Provide details of the structures (marquees and tents, stalls, staging, scaffolding, amusement devices etc.):

Will amusement devices be used at event?	<input type="checkbox"/> Yes – complete Item below.
	<input type="checkbox"/> No – proceed to Item 11

It is the applicant's responsibility to ensure amusement devices used or hired for the event comply with NSW Work Health and Safety Regulation 2017 requirements. The event applicant must prove copies of the appropriate paperwork for the amusement device(s) i.e., Evidence of a current up-to-date service logbook and a copy of the Registration Certificate provided by SafeWork NSW.

 Please attach evidence of Amusement Device Provider's current public liability insurance.

Provide details of the amusement devices to be used at the event (carnival rides, jumping castles etc.):

11. Noise

Will any amplified noise be used at event?	<input type="checkbox"/> Yes – complete details below
	<input type="checkbox"/> No – proceed to Item 12

Detail the amplified music, announcements and/or sound at event, including times:

Designated person / group responsible for control of PA System during event

Name:	Contact Number:
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12. Vehicle and Machinery Access		
Will vehicles/machinery require access on council land at event?	<input type="checkbox"/> Yes – complete details below	
	<input type="checkbox"/> No – proceed to Item 13	
If access to the area is required, describe the nature, size and number of vehicles, number of vehicle movements and the purpose of access during each phase of event below:		
Number of Vehicles:	Purpose of Access:	Time of vehicle access required:

13. Temporary Road Closures		
Will the event require temporary road/carpark closure?	<input type="checkbox"/> Yes – complete the Temporary Road Closures application form and submit with this application: https://www.georgesriver.nsw.gov.au/getmedia/e50a01f1-d26c-4def-92f4-c3e7f917dd3b/Road-Lane-and-Footpath-Closure-Application.aspx	
	<input type="checkbox"/> No – proceed to Item 14.	
Select relevant:	<input type="checkbox"/> Road closure <input type="checkbox"/> Carpark closure	Provide details:

14. Traffic Management	
What steps will be taken to minimise the effect of the Event on local traffic and ensure adequate car parking/transport for the event? <i>Safe Work Australia Traffic Management: Guide for Events</i> may be used as guidance. https://www.safeworkaustralia.gov.au/doc/traffic-management-guide-events	

15. Fireworks	
Will a fireworks display be conducted at event?	<input type="checkbox"/> No – proceed to Item 16.
	<input type="checkbox"/> Yes – complete details below and attach the below listed documents <input style="border: 1px solid black; padding: 2px; margin-left: 10px;" type="button" value="Upload a file"/>
Licenced operator supplying the fireworks:	
Address:	Telephone:
Fireworks operator conducting show:	
Location where fireworks will be conducted:	
<p>Documents required with application:</p> <ul style="list-style-type: none"> ▪ Safe Work notification issued under the NSW Explosives Act ▪ Pyrotechnic certificate of currency for liability insurance ▪ Job Safety and Environmental Analysis and Risk Assessment ▪ Current Safework licences ▪ Workers Compensation Insurance 	

18. Site Damage

A pre- and post-event inspection may be required to determine appropriate asset protection bond, this will be carried out by Georges River Council staff.

No items may be staked into Councils sporting fields or parks

Please set out the steps that will be taken to avoid damage to Council assets and infrastructure:

19. Risk Management

Describe the event Risk Management Strategy or attach a copy of your Risk Management Plan: Strategy/plan should include foreseeable health and safety hazards, assessment of their risk and controls to eliminate or minimise risk so far as is reasonably practicable. Strategy/plan must cover all phases of event including setup/bump, during event and clean up/bump out.



Upload a file

Describe the emergency procedures (including first aid arrangements) that are in place for the event or attach a copy of your Emergency Plan:



Upload a file

20. Access and equity compliance

Is the site accessible for wheelchairs and for people with disabilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the promotional material for the event specify if the event is wheelchair accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will appropriate accessible access toilets be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Road/carpark closures: is adequate/suitable accessible parking incorporated on the site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No


21. Community safety

What security arrangements do you have in place for equipment left overnight due to setup/clean-up (if your event is 2 days or more):

Is additional lighting being provided? Yes No


If yes, please provide details:

22. Community consultation


 Events that are in close proximity to local businesses and/or residents require notification to businesses and residents. Please attach Resident Notification Letter if applicable.

23. Request For Council Support

Council may provide financial or non-financial (in-kind) assistance to event applicants such as the provision of in-house services and equipment, sponsorship, or donations. If you are requesting financial or non-financial assistance from Council, please complete and attach the [Request for Council Support for Community Run Event](#)



24. Site plan

 Attach a site plan which clearly indicates all of the following applicable to the event:

• Emergency access routes/parking and accessible parking	• Fire extinguishers
• Stage and direction of amplified sound	• Spectator areas
• Security, crowd control and/or police locations	• First aid posts
• Approved liquor consumption areas/non-alcohol areas	• Lost children/property
• Site entrances/exits	• Portable toilet facilities
• Registration/marshalling areas	• Litter/refuse facilities
• Marquees/tents/stalls	• Fireworks launch site/exclusion zone
• Amusement devices	• Power sources
• PA systems	• Road closures

25. Application attachments

Please ensure you have completed all sections of application. The following documents must be attached to this application (if applicable):

<input type="checkbox"/> Certificate of Currency (Public Liability Insurance)	<input type="checkbox"/> Neighbour Notification
<input type="checkbox"/> Site Plan (Inc. Stallholder bump-in/bump-out map)	<input type="checkbox"/> Consumption/Liquor Licence Application
<input type="checkbox"/> Risk Management Strategy/Plan	<input type="checkbox"/> Temporary Road Closure Application
<input type="checkbox"/> Engineers Certificate	<input type="checkbox"/> Application Fee (\$50)
<input type="checkbox"/> Alcohol Management Plan	<input type="checkbox"/> Support In-Kind Request Form
<input type="checkbox"/> Fireworks Display Notification and supporting documentation as listed in item 15	
<input type="checkbox"/> Additional documents (Traffic Control Plan (TCP) and Traffic Management Plan (TMP))	

Fees

An application fee of \$50 must accompany all applications and is non-refundable. This can be paid via <https://www.trybooking.com/BDFHJ>

All other fees are not payable at time of application lodgment; an invoice will be issued if the application is successful. Fee payment prior to commencement of the event is a condition of event approval.

Booking ID Number	
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26. Declaration

1. I declare that all information supplied in this application is to the best of my knowledge true and correct.
2. If the application is on behalf of an organisation/company, I confirm that I am authorised to sign on behalf of that organisation/company.
3. I understand that if information is incomplete or if attached support material is inadequate then more information may be requested, and approval of this application may be *delayed or denied*.
4. I acknowledge and agree that the organisation, company, or individual making this application:
 - must ensure that all parties involved in the event and/or providing equipment, structures or similar have suitable insurance cover.
 - takes full responsibility for any assembly, operation, and removal of equipment of structures and acknowledges and accepts that Council will not be liable for and does not provide any insurance cover relating to same; and
 - is responsible for the implementation and monitoring of actions detailed in this application including but not limited to the Risk Management Strategy/Plan, Environmental Management and Traffic and Parking Strategy/Traffic Management Plan
 - must abide by the conditions outlined in the Event Permit.
5. I acknowledge and agree that at any time a Georges River Council Officer may attend site to monitor activities to ensure they are in accordance with the actions detailed in this application and (if applicable) the Event Permit.
6. I acknowledge and agree that:
 - If damage is caused to a Council asset at any stage of the Event as a result of the Event activity, Council is entitled to full reimbursement for the cost of repair or remediation from the Event Applicant or the organisation, company or individual taking responsibility for management of the event and is entitled to deduct such costs from any bond payment, and
 - If any information provided in this application is misleading, Council may amend or rescind any approval granted.
 - Full implementation of the actions or requirements outlined in my Event Application does not guarantee that the Event or the surrounding areas will be crime-free or totally safe and without risk. Council's acceptance of your Event Application is based on our understanding of the safety, security, and emergency management issues at the time of your application and what you have told us about the Event.
 - I am responsible for seeking out and acting on all necessary expert risk management advice connected with this Event Application and management of the Event generally. By accepting the Event Application, Council does not assume or accept any liability for any act, error or omission by you or anyone associated with the Event and any connected loss, damage, injury, or death.
 - Security, safety, emergency management and crime prevention/reduction strategies are dynamic processes and as functions, activities or conditions change or are modified, some of the assumptions made as part of the Event Application process will also change. As such, I am responsible for ensuring that all relevant policies, procedures, and processes connected with the Event are routinely reviewed and updated to reflect changes in the environment and expectations of the community.

For additional information, please refer to the following NSW police Crim Prevents. Through Environmental Design Unit publications:

http://www.police.nsw.gov.au/data/assets/pdf_file/0003/9390/duapguide_s79c.pdf

 - I am responsible for ensuring that Council and all other authorities and stakeholders are promptly notified of all such changes. Council reserves the right to modify the conditions of approval for the Event or to retract the approval.

I agree to abide by all of the relevant Acts, Policies and Legislations pertaining to this application

Name:	Position:
	Organisation:
Signature:	Date:

Risk Assessment Report - Events

Advisory notes

12 weeks prior to your event you must complete an online Event Permit application to provide Council with an overview of your event. If an event size is Medium or Major, as determined by the Events Matrix, supporting documentation such as the Risk Assessment Report must be submitted upon application

Assessor details	
Department:	Date:
Location:	
Assessors:	
Immediate action required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what action?	

Event details	
Hazard/Activity	
Person/s responsible:	Date for review:

Supervisor	Manager
Signature:	Signature:
Date:	Date:

Risk assessment work sheet

Identified hazards Describe the Hazard/s	Initial risk assessment <i>The initial risk level of a hazard prior to the application of any controls</i>			Current risk control / treatment	Additional risk control/treatment <i>(If Needed)</i>	Residual risk assessment <i>The level of risk remaining after controls have been selected and implemented</i>		
	Likelihood A/B/C/D/E	Consequence 1/2/3/4/5	Initial Risk Rating			Likelihood A/B/C/D/E	Consequence 1/2/3/4/5	Residual Risk Rating
Contractor management - Breaching WHS resulting in accidents and injuries				<i>E.g. Provide contractors with event site specific induction and communicate all WHS responsibilities and policies.</i>	<i>E.g. Share safety communication and accident reporting procedures to all staff and contractors</i>			
Food handling – potential for contamination, poisoning and allergic reactions				<i>E.g. Inform Council Environmental Health and Regulatory Staff of event and have them there during event to oversee food handling practices during set up and observe practice if possible.</i>	<i>E.g. Event workers to spot check throughout event and use camera to provide evidence of breaches to the Stallholder Application and compliance.</i>			
Bump in/bump out Public safety, working at heights, use of plant, vehicles				<i>E.g. Dedicated loading areas allocated and managed. Staff monitoring all areas and contractors.</i>	<i>E.g. Barriers and clear signage used for high risk areas.</i>			
Injury resulting from incorrect manual handling				<i>E.g. Provide all staff and contractors with event site specific induction and communicate all safe manual handling procedures and responsibilities.</i>	<i>E.g. Staff to monitor use of trolleys, lifts and manual handling practices and assist or find assistance if required.</i>			
Emergency				<i>E.g. Emergency Services communication between Police, First Aid and State Emergency Services to discuss/outline roles, weather conditions, responsibilities and identify potential hazards.</i>	<i>E.g. Mobile phone communication utilised between Emergency Services and Council.</i>			
Evacuation				<i>E.g. Evacuation procedure is published in specific Operations Manual - available to all event workers and Emergency Services.</i>	<i>E.g. Exits kept clear and mentioned/identified over the course of the day.</i>			

Public Injury			<i>E.g. Identify hazards assess risk and control all public assessable spaces.</i>	<i>E.g. Ensure public walkways are cleared, cables eliminated or isolated from public.</i>		
Slips and Falls – Injury			<i>E.g. All event workers to continue identifying slip and fall hazards throughout the day (e.g. oil spillage, cables etc.) and remove the hazard if able. Report the hazards upward if the hazard cannot be removed by the identifier.</i>	<i>E.g. Ensure barricades and caution signs readily available in order to isolate areas which are deemed potentially dangerous.</i>		
Injury resulting from or related to faulty electrical equipment			<i>E.g. All electrical equipment tagged and tested and tags checked by contractors before using.</i>	<i>E.g. Faulty equipment promptly removed from service and reported to appropriate contractor.</i>		
Crowd Control			<i>E.g. Seek, listen and adhere to Police, First Aid and State Emergency Service advice regarding potential issues.</i>	<i>E.g. Fencing sourced and erected around problematic areas as requested by Police</i>		
Working outdoors/ conditions			<i>E.g. Employees to be made aware/given knowledge of how to recognise symptoms of heat and cold related illnesses. This is to be incorporated in induction and Operations Manual.</i>	<i>E.g. Provide workers with adequate shelter from wind and rain (e.g. dry room, vehicle) where appropriate.</i>		
Alcohol intoxication			<i>E.g. Publicly promoted as a zero alcohol event.</i>	<i>E.g. Police to monitor any alcohol consumption and intoxication as well as remove offenders from the park.</i>		
Pyrotechnics (I.e. Fireworks)			<i>E.g. Ensure all resources contracted have the licenses, Safe Work Method Statements and Public Liability Insurance required.</i>	<i>E.g. Strong communication between the pyro technicians, barge contractor, RMS, exclusion zone volunteers and emergency services.</i>		
Lost children			<i>E.g. Lost children instructions communicated to all staff in induction and included in Operations Manual.</i>	<i>E.g. Use Public Announcement System to request that parents take their children to First Aid so child is familiar with where to go should they lose their parent.</i>		
Traffic management			<i>E.g. Traffic Management Plan created and communicated to workers, and included in Operations Manual.</i>	<i>E.g. Inform community of appropriate ingress and egress routes and road closures via website and marketing.</i>		

Adverse weather			<i>E.g. Monitoring of weather prior to and during event.</i>	<i>E.g. Contingency plans made for wet weather, which include all emergency services for emergency communications, command and control.</i>
Counter-terrorism <i>- Injury or death as a result of an act of terrorism</i>			<i>E.g. Seek, listen and adhere to Police, First Aid and State Emergency Service advice regarding potential issues and discuss/outline roles, responsibilities and identify potential hazard areas.</i>	<i>E.g. Contingency plans made for terrorism threats, which include all emergency communications, command and control.</i>

Likelihood	Consequence	Rating
A = Almost certain: Expected to occur	1 = Catastrophic: Extreme pollution; Death or permanent disability; > \$500,000	E = Extreme
B = Likely: Will probably occur	2 = Major: Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000	H = High
C = Possible: Might occur at sometime	3 = Moderate: Significant pollution; Medical attention and off work; \$10,000 to \$50,000	M = Moderate
D = Unlikely: Not likely to occur	4 = Minor: Low level pollution, First aid treatment; \$1,000 to \$10,000	L = Low
E = Rare: Exceptional circumstances	5 = Insignificant: Minimal pollution, No injuries; Loss < \$1,000	

Consequence	Likelihood				
	A	B	C	D	E
1	E	E	E	H	H
2	E	E	H	H	M
3	E	E	H	M	L
4	E	H	M	L	L
5	H	H	M	L	L

Company logo

Event title

Operations Plan

Contact details

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1 Background Information

2 Operational details

2.1 *Event details*

Event Date and Time: Address:

Event Type/description:

Target demographic:

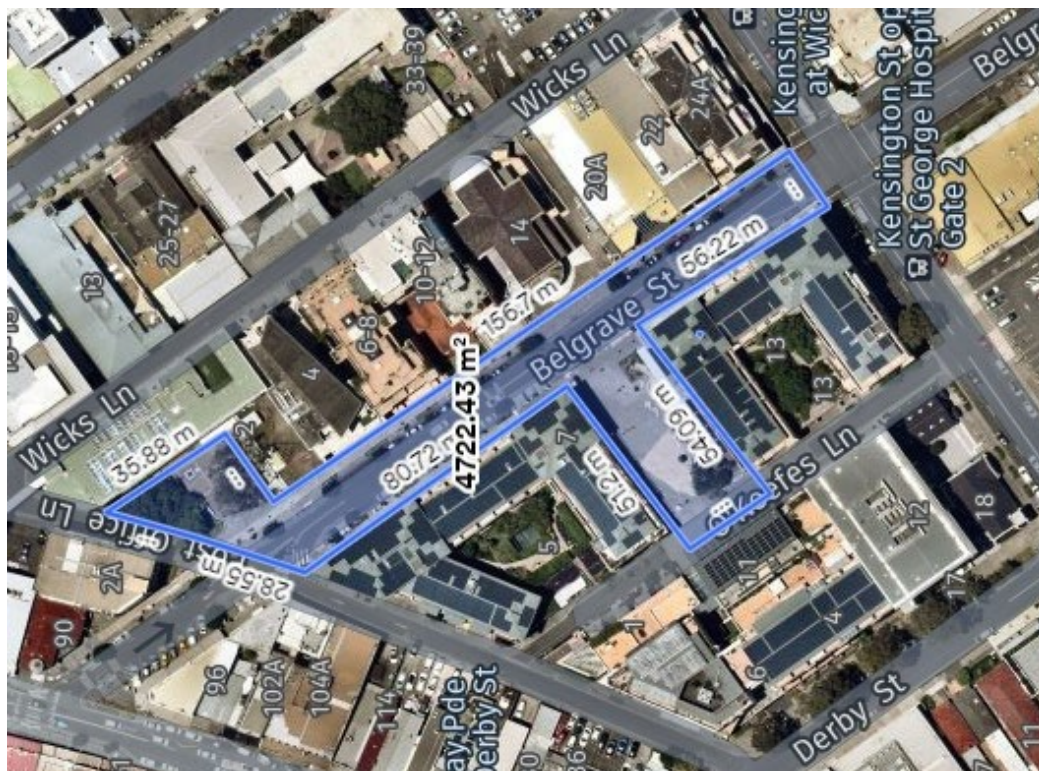
Maximum size of crowd expected:

Bump In:

Bump out:

To see the detailed Site Map please refer to Appendix 1.

2.2 Event Site Outline Example



2.3 Events Staff Contacts

Events staff		
Name	Title	Contact Number
Emergency Services		
Name	Title	Contact Number
Security and traffic management		
Name	Title	Contact Number
Cleaning services		
Name	Title	Contact Number
Food and Beverage		
Name	Title	Contact Number

Events furniture and decor

Name	Title	Contact Number

Lighting

Name	Title	Contact Number

Survey

Name	Title	Contact Number

Arts and entertainment

Name	Title	Contact Number

Photo and video

Name	Title	Contact Number

Other contractors

Name	Title	Contact Number

2.4 Events Entertainment Runsheet

DATE		
Time	Activity	Responsible persons

3 Food & Beverage Areas

3.1 Food trucks & stalls

To find food track locations please refer to Appendix 2 – Food Tracks Map. **Permits:**

Business name	Permit number

4 Logistic contractors

Date	No of staff	Position	Start	Finish

4.2 Cleansing:

Cleaners shift time	Position	Cleansing responsibility	Bins

4.3 Power Generators

5 Activations

6 Community Notification

Local Businesses - Resident Notification - 2

Road Closure Notification for Public Transport -

Marketing -

7 Waste Management Plan

Event name	
Waste type	

Waste streams at event	
Waste management at event	

8 Customer and Patrons management

8.1 Egress/Ingress -

8.2 Crowd Congestion

9 Complaint Recording and Handling Process

9.2 Lost Children's Procedure

10 First Aid Treatment

11 Traffic Management Plan

11.1 Road Closures

11.2 Vehicle Entry and Egress

11.3 Vehicle Emergency Access

12 Wet Weather Plan

13 Crisis Management Plan

13.1 Purpose 13.2 Crisis Management Team

13.3 Emergency Procedure

13.4 Crisis Management Key Locations

13.5 Emergency Evacuation locations

14 Equipment Checklist

Equipment	

15 Appendixes

Site Map e.g



Site Map Guidelines

Drawing your site map

Prepare your site map using online maps, google maps or near maps are a good source. Take an aerial shot of your designated event site and mark according.

The map should show operational details of the event; Street closures, amenities, infrastructure, the immediate area surrounding the event site.

Use a key or a legend to mark your event’s infrastructure and equipment on the map. This is a helpful way to identify your event’s requirements such as staging, toilets, emergency points, first aid and food vendor.

Please see below example of an acceptable site map with a key/legend.

Example Site Map



Contact sheet

Event details	
Name of event:	
Event date:	
Event times:	
Event location:	

Organisation	Name	Role	Email	Number

Contact Name:
Phone:

Date
XX/XX/XXXX

- EVENT NOTIFICATION -

[Event Name]

[Event Date]

[Event Time]

Dear Resident,

RE: [Event Name]

On **[Event Date]**, the **[Event Name]** will take place in **[Event Location]** for the **[Event Audience]**.

[Event Details].

Insert map if applicable

[Traffic Changes if any] – insert traffic map if applicable

We encourage those of you who would like to attend, to walk to the event if possible.
Parking in this area will be limited.

[Parking Information if any]

You are welcome to attend **[Event Name]** and trust you will enjoy the high-quality entertainment which has been organised. The event will commence at **[Event Details]** with the last performance at **[Event Details]**.

Food and products will all be available for purchase at the event. Families are encouraged to bring a picnic or enjoy the cuisine provided by the food stallholder's onsite.

We look forward to seeing you and your families at **[Event Name]**

Regards,

[Event Name]

Details	
Event location:	
Address:	
Event date:	
Event times:	

Speakers (if applicable)	
Position:	
Name:	
Contact number:	

Staffing/support	
Position:	
Name:	
Contact number:	

Run sheet		
Time	Activity	Key contact

Stallholder Application Form

General Information

Georges River Council hosts a number of free community events throughout the year with opportunities for food vendors and stalls to participate. These events appeal to a wide audience, as well as small and large corporate sponsors who are keen to maximise community exposure.

How to Apply

- Pay the \$50 application fee and provide your Booking ID with the application form. Complete and sign the application form and provide supporting documents. Applications will NOT be considered without all required documents. Application fee is non-refundable.
- Applications for Australia Day, Lunar New Year and the In Good Taste Markets must be received by the close date, Sunday 8 January 2023.
- Email your application with supporting documents to events@georgesriver.nsw.gov.au

Notifications

Successful stallholders will be notified via email and sent payment information. Once payment is received successful stallholders will receive an information pack with stall locations and other relevant information.

Applicant Details	
Given Name:	Surname:
Organisation/Business Name:	
ABN:	
Address:	Suburb:
Postcode:	
Email:	Mobile:

Events Applying For

- | | | |
|--------------------------|--------------------|--------------------------|
| <input type="checkbox"/> | Magic of Christmas | Saturday 3 December 2022 |
| <input type="checkbox"/> | Australia Day | Thursday 26 January 2023 |
| <input type="checkbox"/> | Lunar New Year | Saturday 28 January 2023 |
| <input type="checkbox"/> | In Good Taste | Friday 10 February 2023 |

Fees

*\$50.00 application fee is payable per event

Booking ID

<https://www.trybooking.com/CDPRQ>

Magic of Christmas

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | \$50.00 Application Fee | <input type="checkbox"/> | \$200.00 Site Fee |
|--------------------------|-------------------------|--------------------------|-------------------|

Australia Day

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | \$50.00 Application Fee | <input type="checkbox"/> | \$200.00 Site Fee |
|--------------------------|-------------------------|--------------------------|-------------------|

Lunar New Year

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | \$50.00 Application Fee | <input type="checkbox"/> | \$200.00 Site Fee |
|--------------------------|-------------------------|--------------------------|-------------------|

In Good Taste

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | \$50.00 Application Fee | <input type="checkbox"/> | \$200.00 Site Fee |
|--------------------------|-------------------------|--------------------------|-------------------|

Total Cost: \$ _____

Insurance Details

Policy Type	Provider	Policy/Certificate Number	Expiry Date
Public Liability Insurance			
NSW FSS Certificate	NSW Food Authority		
Temporary Food Premises Permit	Georges River Council		

Product List		
Product	Description	Price

Terms and Conditions
<p>General</p> <ol style="list-style-type: none"> 1. Council reserves the right to reject any stall application it considers inappropriate. 2. If your stall application is not accepted, Council will advise and a refund of site fees only will be given if they have already been paid. Application fees will not be refunded. 3. Stallholders are responsible for the removal of their rubbish and food waste from the venue. 4. Council staff have the right to ask you to leave if you are selling items that are contrary to those listed on your application form. 5. Silly string, toy guns and throw downs are prohibited. 6. Posters, banners, and promotional material MUST stay within the boundary of the stall. 7. Council is not responsible for items left behind by stallholders or stolen from the grounds. 8. Council reserves the right to cancel applications that include goods or services which have been produced or delivered under conditions that involve the abuse or exploitation of any persons. Purchase of goods must be ethically sourced. 9. Marquees, trucks, cool rooms, and generators must be supplied by the vendor. 10. Credit card/EFTPOS and contactless card payment facilities must be available.

11. Georges River Council promotes “Green” events. Using recyclable or biodegradable food and beverage containers, cutlery and products during our event is very favourable.
12. Council prohibits the use of single use plastic bottles, balloons, or plastic bags at this event.

Set up time and Access

13. Please do not arrive earlier than the confirmed time stated in your Stallholder Confirmation as this will cause traffic congestion.
14. Failure to turn up at your confirmed time may result in your stall being cancelled.
15. Vehicles used for set up and pack down are not permitted onsite until they have permission to do so by the event organiser.

Workplace Health & Safety Conditions

16. No items that create risk to the public are to be placed outside the stall or site area during the event.
17. All extension cords brought to the event must be tagged & overseen by a qualified electrician.
18. Council will enforce total fire ban if necessary.

Legal Obligations

19. It is mandatory that you indemnify Georges River Council against all liabilities, damages, and claims, please ensure your Public Liability Insurance is CURRENT for \$20 million Public Liability.
20. Stallholders are entirely responsible for ensuring that all WHS obligations under statute and general law are met.
21. Once the Stallholders Application is signed and dated it then becomes a legally binding document.

Food Stalls

22. All food stallholders must comply with:
 - a) Food Act 2003
 - b) Food Standards Code
 - c) Guidelines for food businesses at temporary events published by the NSW Food Authority
23. The NSW Food Act 2003 requires all food stall holders notify their business with the local Council of where the event is held. To register your temporary food business with Georges River Council, go to: www.georgesriver.nsw.gov.au/Council/Online-Forms/Temporary-Food-Premises-Permit-Application-Form
24. All food stalls must be fitted with floors with non-absorbent easily cleaned material (e.g., vinyl) cut larger than the floor area to enable it to be turned up at the stalls and clipped or fixed into position. Authorised officers from Council will be inspecting all food stalls on the day of the event. This
25. is to ensure the set-up of you comply with the guidelines and legislative requirements. Any breaches of the legislation may result in Council issuing on the spot fines.

Cancellations and Refunds

26. Georges River Council reserves the right to refuse any application or cancel any booking with no refund for failure to comply with the above guidelines.
27. Should you no longer be able to attend the event, you must notify the event organiser 10 days prior to the event.

Application Checklist

Completed Stallholder Application Form	<input type="checkbox"/>
Public Liability Insurance (Certificate of Currency \$20 million)	<input type="checkbox"/>
Payment of \$50.00 application fee	<input type="checkbox"/>
Workers Compensation	<input type="checkbox"/>
NSW FSS Certificate	<input type="checkbox"/>
Temporary Food Premises Application Form (Food/drink stalls only)	<input type="checkbox"/>
Photos of products and stall	<input type="checkbox"/>

Agreement

By completing and returning this Stallholder Application, I (insert name) _____ agree to participate in these events at my own risk & indemnify Georges River Council against all claims, suits, actions or demands which may be brought by injury or other sustained by me or anyone participating in these events.

I have read and understood the Terms & Conditions and agree to comply with all regulations if selected to participate.

All stallholders are required to have a copy of their Temporary Food Premises Permit with them at the event to present to the Environmental Health Officers on request.

Signature: _____

Date: ____ / ____ / ____

Found Child Response Guide

Found Child (you have the child)

First Staff Contact

- Look for parents/guardian in immediate vicinity
- Make note of the time
- In response, the person helping would stay calm and reassure the child that they will help find their parents. They might ask the child's name, who the child's parents are, and where they last saw them. If the child knows their parents' phone number.
- Take lost child to Lost Children's Post (usually at the Control Room)
- Announcement made to all staff with update

Lost Children's Post

- Provide key identifying details and submit a incident report.
- Remain with child until reunited with parent or guardian
- Advise and update to emergency services of situation

Child reunited with Parent/Guardian

- Advise outcome to all Wardens, staff and security notified of incident
- Close off report on the Found Child Checklist

Lost Child Response Guide

Lost Child (reported by a parent, guardian)

First Staff Contact

The lost child procedure refers to a set of steps that are taken when a child goes missing. The aim of the procedure is to keep the child safe, find them as quickly as possible and reunite them with their parents or legal guardians. The following are the steps involved in a typical lost child procedure:

- **Stay calm and alert:** The first step when a child goes missing is to stay calm and alert. This will help you think clearly and make better decisions.
- Lost Child reported
- Note time
- Notify emergency services on site at Control centre
- Disruption of child is communicated to all event staff: name, hair colour, age, height, what they were wearing,
- where they were last seen
- Look for Child at last known location
- Advise and update Chief Warden and emergency services of the situation
- Ask parent/guardian if there is a photo available of the child for reference

Chief Warden / Event Manager

- Contact Police if necessary
- Remain with informant until situation is resolved or Police arrive
- Assist Police where appropriate

Child reunited with Parent/Guardian

- Advise outcome to all Wardens, staff and security notified of incident

Request for Council Support for Community Run Event

Important Information – Read before completing Application Form

Support

1. From time to time, and at its discretion, Georges River Council (Council) extends its support to organisations that wish to hold events on Council owned property. Council reviews and evaluates each request on its merits and has established a transparent and coordinated approach to enabling access to non-financial (support in kind) and financial support (outgoing sponsorship). Requests will be assessed in accordance with [Council's Sponsorship and Donation policy](#).
2. Council reserves the right to refuse requests for support, and will provide reasons for its refusal upon request.
3. Council preferences proposals for outgoing sponsorship that satisfy one or more of the following criteria:
 - economic benefits to the Council's local government area;
 - opportunities for education and information exchange, regional, national and/or international events and activities that enhance the image and reputation of the Council area;
 - promotes Council as a natural and sustainable city;
 - benefits a local registered charity and/or the Georges River community;
 - provides opportunities to meet community needs;
 - promotes the cultural diversity of the local government area;
 - provides positive media, promotion and publicity opportunities across a range of media platforms.
4. Support can take the form of provision of Council staff's expertise and skill, basic equipment and waiver or reduction of bonds and hire fees for Council sites. Council require an [Event Application](#) form to be provided at least 12 weeks ahead of the Event date to allow ample time to coordinate with you on the Event.


Eligibility for Support

5. To be eligible for Council Support your event must meet one or more of the following criteria:
 - economic benefits to the Georges River local government area,
 - opportunities for education and information exchange, regional, national and/or international events and activities that enhance the image and reputation of the area,
 - promotes Council as a natural sustainable city,
 - benefits a local registered charity and/or Georges River community,
 - provides opportunities to meet community needs,
 - promotes the cultural diversity of the local government area,
 - provides positive media, promotion and publicity opportunities across a range of media platforms.

How to Apply?

Complete this and return this form with all relevant documentation. Applications are accepted in conjunction with the Event Application being received at least 12 weeks prior to the event.

1. Applicant Details	
Name of Organisation	
Is the Organisation a registered charity?	If yes, please provide DGR number:
ABN/ACN	
Name of Event	
Event Location	
Event Dates	
Contact Person	
Contact Phone	
Email	

2. Event Details		
Is the proposed Event a charitable event?	Yes	No
Attach any supporting documentation, including authorisation to collect on behalf of the charity 		
Is the proposed Event a community event?	Yes	No
Have you applied for or received any other subsidies, grants or in-kind support for this event?	Yes	No
If so, from whom/which organisation:		
Give a brief description of your group/organisation:		
Please supply a short description of your Event:		
What community benefit will your event provide to the residents, businesses and or visitors to the Georges River Council area?		

3. Financial Support Request

Are you requesting financial support for the Event? Yes No

If yes how much is being requested?

Please provide a breakdown of how funds will be used for the Event:

3. Non Financial (In-Kind) Support Assistance

Please advise what Council Services/equipment you are requesting as In-Kind Support:

Waiver of site fees	Additional cleansing services and consumables for amenities
Access to power	

4. Council Acknowledgement

How will you acknowledge Council's contribution to your event?

	Georgie the Dragon as Council's mascot to attend the event
Mayor/ Councillor invitation to speak at event/ attend	Other: (please provide details):
Use of Georges River Council logo and acknowledgement of support on event promotional material	
Use of Georges River Council logo and acknowledgement of support on social media/media	
Complementary Council stall site at the event	

5. Liability

I agree that my acceptance and use of any gratuitous Council support, including equipment or expertise, is entirely at my own risk and that Council is not liable for any injury, death, or damage arising from any act, omission, failure or defect in or connected with the support that it provides.

6. Lodgement details

I certify that I have been authorised to submit this request on behalf of the above mentioned group/organisation and the information contained herein is a true and correct record.

Useful contacts for event organisers

Organisation	Contact	Website
Georges River Council Events Team	9330 6400	georgesriver.nsw.gov.au
Australasian Performing Right Association	9935 7900	Australasian Performing Right Association (APRA)
Bureau of Meteorology	1300 659 210	Bureau of Meteorology
The Centre for Volunteering NSW	9261 3600	Centre for Volunteering
Civil Aviation Safety Authority	131 757	Civil Aviation Safety Authority
Disability Council of NSW	9716 2612	Disability Council NSW
Fire and Rescue NSW and the NSW Rural Fire Service	000 Emergencies 9265 2999	Fire and Rescue NSW NSW Rural Fire Service
Liquor and Gaming NSW	1300 024 720	Liquor and Gaming NSW
Translating and Interpreter Service	131 450	Translating and Interpreter Service
St John Ambulance NSW	1300 785 646	stjohnnsw.com.au/event-bookings
NSW Environmental Protection Agency	131 555	NSW Environment Protection Agency (EPA) Sustainability.
NSW Fair Trading	13 32 20	NSW Fair Trading
NSW Food Authority	1300 552 406	NSW Food Authority
NSW Police Force	000 Emergencies	Contact NSW Police Force

Additional Information for organisers

Local Aboriginal and Torres Strait Islander representatives

Contact local Aboriginal and Torres Strait Islander representatives or Elders to discuss:

- Welcome to Country. This ceremony should, where possible, be undertaken by local Elders
- Locally recognised Aboriginal community spokespersons or cultural service providers
- Other key protocols related to Aboriginal Peoples.

For further information about Aboriginal protocol, refer to the Division of Local Government's 2007

Temporary Event Temporary Food Premises Attendance List

Advisory notes

- This form must be filled in and submitted to Council no later than 7 working days before the event.
- All columns of the form must be filled in.
- One form per event.
- All temporary food premises (TFP) including food stalls and mobile food vehicles attending an event within Georges River Council must hold a TFP Permit issued by Georges River Council.
- Failure to trade without a TFP which includes the notification of the business under the Food Act 2003, can result in the Council issuing a fine of \$400 for an individual or \$800 for a corporation.

Event details

Name of event:			
Location of event:			
Date of event:		Start time:	Finish time:
Event organiser's details:	Name:		
	Email:		
	Number:		

	TFP Permit Number	Trading as	Contact Name	Contact number
1				
2				
3				
4				
5				
6				
7				
8				
9				

	TFP Permit Number	Trading as	Contact Name	Contact number
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Post Event Evaluation

Advisory notes

On completion of your event, it is recommended that a Post Event Evaluation form is completed.

Should you wish to discuss the success and challenges of your event with Council, please book a debrief meeting with your allocated Events team member.

If your organisation has received a financial component totalling \$15,000 or more (including for an event) in the financial year, the organisation will need to provide Council with an audited financial statement, in accordance with Council's Grants, Donations and Sponsorship Policy.

Name of event:	
Event date:	
Total cost:	
Brief event summary:	

Key Target Group	
Was any feedback sourced at the event?	
What worked well?	<input type="checkbox"/> Increased Promotion <input type="checkbox"/> Sponsorship <input type="checkbox"/> Contractors <input type="checkbox"/> Venue <input type="checkbox"/> Food
Details:	
What can we improve or change?	<input type="checkbox"/> Promotion <input type="checkbox"/> Contractors <input type="checkbox"/> Venue
Details:	

Sustainability

What sustainability measures were in place?

Risk management

Risk Assessment was completed

Emergency management document completed

Ongoing activities

Feedback

Total expenditure

\$

Income:

\$

In summary

Number of participants:

Number of attendees:

Event evaluation signed by

Event Initiator

Date:

Coordinator/Manager

Date:

Georges River Council acknowledges the Bidjigal people of the Eora Nation, who are the Traditional Custodians of all lands, waters and sky in the Georges River area. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

For more information on this document, please visit georgesriver.nsw.gov.au



**GEORGES
RIVER
COUNCIL**

Georges River Civic Centre
Corner MacMahon and Dora
Streets, Hurstville

Phone
9330 6400

Email
mail@georgesriver.nsw.gov.au

Postal address
PO Box 205, Hurstville
NSW 1481

georgesriver.nsw.gov.au



**Language
Assistance**

语言援助

مساعدة لغوية

Помош со јазикот

131 450

