

Community Events Management Planner & Checklist

This checklist has been designed to assist in planning and to ensure basic standards and requirements for Community Events have been met.

Council encourages thorough planning to ensure local events are viable, entertaining, high quality, sustainable and safe. If you need any assistance in planning your event, please contact the Community Events Coordinator via email on auburncouncil@auburn.nsw.gov.au or on 9735 1362.

Event Summary

Name of Event

Date of Event

Name of Venue (if applicable)

Location of Event (Address)

Start Time

End Time

What Day of the Week is the Event?

Reason for the Event

Description of the Event. (For example, on stage entertainment, sports, food and/or market stalls and any other activities)

Include brief information on any temporary structures that are required to be installed at the event site such as staging, stalls, marquees, portaloos etc. and how these structures will be delivered to and picked up from the event site.

Please advise if the Event is Free to the Public, if tickets will be sold and the charge, who the targeted audience is and the expected number of people.

Name of Person completing this Form

Position of Person completing this Form

Name of Organisation that is Organising this Event

Date this Form Completed

Is this Community Event Held: Annually? First Time? Other, please explain:

****Residents/Businesses within the vicinity of the event are to be notified in writing prior to commencement of work as directed by Auburn Council. Such notification must provide dates, times, all events associated with the works and the conditions fixed by Auburn Council.**

Please attach a copy of the notice you have issued to residents and a map highlighting areas you delivered to

Budget

Have you compiled a detailed a budget for this Event? Yes No

Please attach a copy of your Event Budget and Tick the box to confirm you have done so.

Will you be seeking Sponsorship for the event? Yes No

Risk Management Plan

A Risk Management Plan template will be provided in conjunction with this Checklist. Please amend this Plan to suit the specifics of your event and ensure that all risk control measures that you include in your Plan are implemented at your event.

Tick the box if you have completed and attached a copy of the Risk Management Plan.

Waste Management

What type of waste do you expect to be generated? (e.g Garden, Green, Food, General, Paper, Plastics)

Have you ordered rubbish and recycling bins? Yes No

Please provide details of waste management plan:

Tick the box if you have made arrangements with Council (if appropriate) for waste removal?

Please note Auburn City Council has a Sustainable Event Management Policy in place for all Council events that aims to reduce their environmental impact. We strongly urge community groups to promote environmentally sustainable practices, by eliminating unnecessary waste, encouraging the use of recyclable and bio-degradable products and ensuring the correct allocation of recyclables and general rubbish to the appropriate bins. For more information on sustainable event management visit

www.auburn.nsw.gov.au

Traffic and Parking

Explain what effect the event may have on nearby roads and traffic:

Provide information on nearby parking and public transport facilities:

If road closures are required you must have a professional 'Traffic Management Plan'. Please tick box if road closures are required and you have attached a copy of the 'Traffic Management Plan'. **Please note that at least 6 months notice is required for RMS and Council to review and advise for traffic management plans.

Crowd Management, Security, First Aid and Safety

Are there volunteers/event staff assigned to crowd control? Yes No

Please provide details:

Will event trained professional security guards be at the event? Yes No

Please provide details of security arrangements:

Will professional first aid services be at the event? Yes No

Please provide details:

Will there be other emergency services at the event? Yes No

Please note that for events with over 100 people, the local Police should be informed. Please notify the Flemington Local Area Command Supervisors' Office on 9646 8699. You should also consider the need to inform emergency services such as Fire Station, Hospital and First Aid (Ambulance Services).

Utilities

Will you require access to power at the Event from: Mains Supply? Generators? Power not required

If you require mains power, have you confirmed it's availability with Council? Yes No

Please provide details:

Will you require access to water at the event? Yes No

If so, have you confirmed its availability with Council? Yes No

Please provide details:

Will you require lights at the event? Yes No

Please provide details:

Will there will be amplified sound at the event? Yes No

Please Explain (eg. PA system, music on stage etc):

Infrastructure, Suppliers/Sub-Contractors and Insurance (Temporary fencing, stage, stalls, signage, banners, marquees, generators, portaloos, bins, amusement rides, animal farms etc)

Please list all the items and quantities of **infrastructure** that will be at the event, and the **supplier** that will be provided that item. (eg, 12 x fete stalls). Please note a copy of the Certificate of Currency for Public Liability Insurance (PLI) minimum Sum Insured of \$20 million per occurrence and Workers' Compensation Insurance (WCI) for ALL suppliers needs to be obtained and attached to this document.

<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

In regard to toilet facilities, as a guide at least 1 toilet should be provided for every 100 people at the event at any given time. How many people are expected at the event at any given time?

Please list details of toilets at the event, including facilities for people with a disability and baby change facilities:

Tick the box if you have attached a copy of the Emergency Evacuation Procedures.

Please provide details:

Infrastructure (cont'd)

Do you require access for machinery/vehicles? Yes No

If yes, provide details:

Provide details of sound amplification including time of operation and location of speakers:

Provide details of music to be played and evidence of appropriate APRA licence (see www.apra.com.au):

Food and Beverage

Please provide the details of plans to provide or sell food and drinks at the Event

How many food stalls and beverage stalls will be at the Event?

Please note if food stalls are selling food at the event, **each stallholder** must complete Council's 'Application for a Temporary Food Outlet' form and comply with regulations as outlined by NSW Food Authority. A fee for required inspections will also apply and requests to have this fee waived must be put in writing to Council. Please contact Council's Environmental Health Officers on 9735 1222 for more information. Public Liability Insurance must also be provided for each food stall holder.

Will alcohol be served or sold? Yes No

Please attach a copy of your specific Liquor Licence for this Event and tick the box to confirm you have done so.

Please provide details for NSW Food Authority notification number

Site Plan / Map

Please provide a Site Map/diagram which includes the location of all infrastructure at the location and the proposed layout of your event site, showing where the various items of the event will be positioned. This can best be done by using an aerial map of the park and positioning (or drawing) shapes to represent each item (eg. Temporary fencing, stage, speakers, stalls, signage, banners, marquees, generators, portaloos, bins, amusement rides, animal farms etc)

Please attach a copy of the Event diagram and Site Map and tick the box to confirm you have done so.

Please specify the size of space required for Event

Please provide information on any signage to be displayed at the Event

Please provide details for how the event will be promoted, and list the outlets used (i.e media, newspapers, etc) ?

Event Management Plan and Run Sheet

Please provide a copy of a detailed event management plan for how you will plan the event and the allocated timeframes.

Please provide a detailed run sheet for all activities at the event. This should include information from when the first people arrive on site, detailing the proposed installation activities (bump in), the whole event, pack up (bump out) and cleaning activities.

Please attach a copy of the Event Run Sheet and tick the box to confirm you have done so.