Kiama Municipal Council
Event Toolkit

Acknowledgment of Country

Kiama Municipal Council is committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

We acknowledge the Wodi Wodi people of Dharawal Country as the traditional custodians of the land on which we gather, work and celebrate. We recognise their enduring connection to Country and their rich cultural heritage, and we honour their ongoing contributions to our community.

Contents

Welcome to Kiama Council's Event Toolkit, a valueable resource designed to support event organisers in navigating the processes and requirements to successfully host an event.

KIAMA MUNICIPAL COUNCIL
your council your community

Interested in holding an event?

Great! We love events, big, small and everything in between. They're a fantastic way to bring our community together, highlight the beauty of our area, bring economic value and cultural enrichment to our community, and keep the vibe alive in our towns and villages.

We have some very special venues that Council manage on behalf of our community – however we must ensure we balance their use with sporting groups, other activities and general community use.

Organising an event can be complex, and it sometimes might seem overwhelming with various regulations to navigate and lots of things to consider.

We want your event to be a hit, and remembered for all the right reasons, so we have put together this handy Toolkit, designed to give you all the essential information and tools to guide you through the approval process.

Council's Events Officer can provide further assistance at any point along your planning journey. Please don't hesitate to reach out: events@kiama.nsw.gov.au

Disclaimer: Keep in mind, this toolkit is a general guide. Every event is different, and it might not cover everything, but it's the perfect place to start your planning journey!

Glossary

Term	Definition
Amusement devices	Plant operated for hire or cost that provides entertainment, sightseeing or amusement through movement of the equipment, or when passengers travel or move on, around or along the equipment
Bond	A payment made prior to your event, held by Council until after your event. Site restoration, damages and other venue related fees may be taken out of this bond.
Bump-in	The period specified in your Licence, from first arrival on site to opening of your event.
Bump-out	The period specified in your Licence, from closing of your event to completely vacating the site.
Categories for events	Council has categorised events based on their impact. See 'Event Categories' for more detail.
Conditions	A determined requirement of the applicant or organiser to fulfil in order for your event to proceed.
Council owned or managed land	Any parcel of land either owned or overseen by Kiama Municipal Council including parks, reserves, recreational areas, streets, sidewalks, and other public spaces.
Development Application (DA)	A formal application for permission to build a new development. Depending on the characteristics, a DA may be required for events on private land.
Egress	The movement of patrons and/or vehicles out of the activated site when exiting.
Event (as it applies to this toolkit)	Any organised activity that takes place wholly or partially on public land (including roads, footpaths, parks, council venues and sports grounds) requiring approval from Council and/or other government agencies.
Event impact area	The area used for your event, delineated in the Site Plan within your Licence. This may include areas outside the proposed space, likely to be directly affected by your event in some way.
Event organiser	Most commonly, the applicant. A business or individual that undertakes the beginning-to-end production.
Executive Leadership Team (ELT) approval	Council's ELT may be required to assess events that deemed as high impact before permission to proceed to licence is granted.
Event Plan / Event Management Plan	A comprehensive plan prepared by an applicant or organiser, providing all event details. Requirements of the Event Plan contents, timeframes and procedures for submission and review, can be found within the guide.

Glossary

Term	Definition
High-risk activities	Examples of high-risk activities include pyrotechnics / fireworks, extreme sports, motorised activities, aerial performances, amusement rides, a helicopter landing, or water-based activities. Council will determine when a **High-Risk Activity Application Form** is required.
Inflatable device	An amusement device that requires a continuous supply of air pressure to maintain its shape.
Infrastructure	All: (a) equipment brought into a space for an event, such as lighting, projectors, screens, sound and filming equipment, electrical fittings, generators, turf protection or terra-plas, cameras, vehicles, furniture and catering; (b) structures built / erected onsite, such as staging, marquees, site-office, lighting, sound and filming towers and fencing; and (c) amenities / facilities brought into the space, e.g. portable toilets, catering facilities.
Landowner's consent	Permission to hold your event in a designated location. A successful Temporary Event Application will provide landowners consent from Council by being issued a Temporary Event Licence, however specific sites may also require approval from other organisations e.g. Crown Land Department approval, Maritime Services etc.
Licence	Under section 47A of the Local Government (General) Regulation 2005, an event licence agreement is needed for any event longer than three consecutive days - this includes bump-in and bump-out event days. Ensure you allow up to six (6) months for licence approval.
Licence Fee	A charge or amount specified in your Licence to cover administration and usage costs.
Liquor Licence	A licence applied for by the event organiser (or person appointed by), for any event with alcohol, whether selling or provided as part of event catering. Approval and conditions are specified by the Office of Liquor, Gaming and Racing. Local Area Command Police may also be involved in the liquor licence conditions for your event.
Native Title	The right of Aboriginal peoples to own the traditional lands and waters as recognised by common law.
Native Title Assessment (fee)	The process Council, as the land manager, must complete to satisfy The Native Title Act 1993, for events conducted on land where native title has been determined (a current claim exists over all Council managed Crown Land). The fee associated is related to cost recovery for staff undertaking the assessment.

Glossary

Term	Definition
Permit (short term licence)	Refers to the written permission from Kiama Municipal Council to a person, operator or company to use or occupy public places on a non-exclusive basis for up to 3 days.
Public land or open space	Any community land and/or Crown Land reserves where Council is the Crown Trust Manager used for structured or casual recreational activities including ocean pools, road, footpath, mountain, bushlands, beach, foreshores, estuaries, informal passive reserves and active recreation areas.
Public Liability Insurance	The insurance an event organiser is required to hold, which is generally to a cover value of $20m.
Public road	A road dedicated by plan of subdivision, gazette notice or under the Roads Act 1993 that is controlled by Kiama Municipal Council which the public are entitled to use
Section 68	Section 68 of the New South Wales Local Government Act pertains to local government's authority to regulate certain activities on public land or assets, ensuring safety, protection, and efficient management.
Site plan	A to-scale aerial plan outlining the location, size and description of all infrastructure on the event site.
Short Term Licence	Successful Temporary Event Applications will submit required documentation in order to obtain council approval, inclusive of an Application for Consent to Use / Hire Public Land.
Temporary Event Application	A formal request for an event to be assessed for approval. Must be submitted electronically via Council's website.
Timeframe	The length of time that an event determination will take. The Timeframe commences from the time that a valid Temporary Event Application is received
Traffic Management Plan (TMP) or Traffic Control Plans (TCP)	An accredited plan for the traffic management, vehicle access and parking for the purposes of an event ensuring safe access. Details including, but not limited to all road occupancy or closures, staffing, barricades, gate closures, signage, marshalling of road crossings and other conflict areas, vehicle movement, messaging and lighting required to conduct your event.
User Pays Police	NSW Police Officers who are hired by the major event organiser to be onsite. Police will generally advise the number of user pays they deem appropriate.
Welcome to Country	A Welcome to Country is often a requirement for an event, where an Aboriginal Elder welcomes visitors onto their ancestral land and acknowledges its cultural significance, providing an important piece of cultural engagement.

Do I need approval?

If you would like to reserve Council owned or managed land (such as a park, sports grounds, reserves or beaches) or infrastructure (such as a picnic shelter, street, or barbeque area), you require Council approval. This may also apply for other activities. Simply, if you wish to undertake any of the following, permission will be required:

❑ Reserve / book a venue or section of public land within Kiama Municipality

❑ Use a PA system or play amplified music in a public space

❑ Install temporary infrastructure, such as a marquee, stage, or food / drink stall

❑ Set up temporary fencing, toilets, stages, liquor, amusement rides, etc.

❑ Have a petting zoo/animals

❑ Use electricity or generators

❑ Enact a liquor licence / serve alcohol

❑ Conduct an activity that will cause risk to people or the environment

❑ Disrupt the usual use of a public space, whether passive (e.g. parks) or active (e.g. paths, sports fields) unless you have prior landowner permission.

Approval is not required for gatherings that do not wish to reserve an area for their gathering; however, please keep in mind that others may have already booked the area you intend to occupy, in this instance they will have priority use.

Private ceremonies & functions

Council does not require an application or notification for casual social gatherings unless you wish to reserve an area of public land or carry out any of the activities listed above.

While exclusive use of a public park or reserve is not permitted for private events, you may reserve an area for a ceremony or private function. Provided your event does not incorporate any of the activities listed above, only an Application for Reserve Hire (short term license) is required.

Riskier or more complex events will be required to submit a greater level of detail to Council for review and evaluation. In this instance, a Temporary Event Application form will be required.

You can also hire one of our Community Halls.

Prohibited events and activities

- Events that include stalls that trade in illegal, toxic or counterfeit goods and products that are clearly sourced from 'unfair' trade labour operators.

- Events that promote or are associated with smoking or gambling.

- Activities that are assessed as high risk to people or the environment.

- Activities or events that do not align with community values.

- Events that clearly exclude or discriminate against diverse communities.

Event planning
a basic order of business for anyone planning an event.

Design
Define
Create
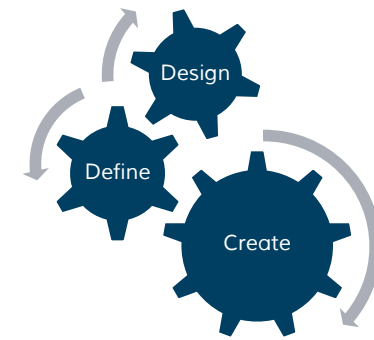
Ready to bring your idea to life?
Kickstart your event planning journey and help get your project rolling here!

1. Define event purpose

Clearly define the vision. Consider the "who, what, where, and why" and use this to draft an Event Plan or Concept Document.

Clarify your main objective. Are you raising awareness for your business or cause? Is your goal to boost tourism, celebrate an occasion, or raise funds?

Who is your target audience? Identify key event elements, location or venue that suits best, and how to engage your intended audience.

Turn your ideas into an action plan. Outline the steps and resources required to execute your event successfully. Identify resources required.

3. Determine a roadmap

Understand your target audience. Consider their aspirations and obstacles. This will help select the theme, venue, program, speakers, vendors and music choices.

2. Get Creative

Brainstorm with your team (or those with a shared interest) Innovate ways to orchestrate an event that aligns with your objectives.

4. Timeline and Resources

Consider your resources. Identify the budget, manpower and equipment required. Contact people with aligned skills and interest to get them on board.

5. Partner Up Don't forget to engage with the local Traditional Owners.

Seek sponsorship or funding. Contact businesses that align. See Council's Grants and Donations page.

What's Next?

Tips
- Research existing events in the local area, you may use this to modify your program or date.
- Consider seasonal demands, check availability of suppliers and venues.
- Check Kiama weather
- Contact a Council Event Officer on 4423 0444 to determine if you need approval.
- Don't forget to book your venue!
- Research and secure funding sources, including Council's Destination Event Funding Program, or State led initiatives via Destination NSW.

Reach out to an Events Officer at Council to discuss. Contact us directly or complete a Preliminary Event Enquiry Form.

Consider the information provided in this toolkit. It has been designed to guide and support you through the key processes and elements of hosting events on public land.

Kiama Council event approval process

Event organiser to review this Toolkit and consult with a Council Events Officer if required.

Determine what location do you propose for hosting your event

Privately owned land

Event organiser to seek advice from a Council Duty Officer to discuss whether a DA is required. See here for more detail.

Event organiser to submit Development Application via the NSW Planning Portal, fees do apply.

Development consent granted

Complete a short-term licence application form

Temporary event licence issued. The applicant is responsible for fee and bond payments and adhering to all licence conditions set out in the licence and DA.

allow up to 26 weeks

The Pavilion, Kiama

Book directly by phoning 4232 1419

Old Fire Station

Bookings close 31 Oct (Jan to Jun exhibitions) & 30 April (Jul to Dec exhibitions). Click here.

Council Community Hall

Click here for information and to make a booking or call Council Customer Service: 4232 0444

Council owned or managed public space

Ceremony or social gathering

Check availability & tentatively book with Council's open spaces booking officer.

Complete a short-term licence application form

Outdoor event

Complete preliminary event enquiry form or speak to a council events officer

Submit a Temporary Event Application Form with required supplementary documentation (see page 12 for more info)

A Council officer will review the application. You may be contacted to provide more detailed information.

Temporary event licence issued
The applicant is responsible for fee and bond payments and adhering to all licence conditions

Other approvals from external service providers may be required, particularly for complex events. This may include:
- Liquor licence - Liquor and Gaming NSW
- Fundraising - NSW Fair Trading
- Notice of public assembly – NSW Police
- State Emergency Services – NSW Ambulance & Fire
- NSW road and Maritime
- Transport for NSW – Aquatic event licence
- Dept of Planning and Environment
- PPCA and/or APRA AMCOS
- Safe work NSW and/or NSW Health
- Transport for NSW or Airspace approvals

Tips:
Kiama Council offers support for events via three grant programs:
1. Destination Events
2. Signature Community Events
3. Small Community Events

Approval process for events on public land

There are several steps to be completed before council can issue you with event approval. These include:

Read the information contained in this toolkit. Submit a Preliminary Event Enquiry Form or speak with a Council event officer by phoning 4232 0444.

Council will review your enquiry and respond within 10 working days with advice and next steps.

Finalise your event concept before completing the Temporary Event Application Form and submitting the required supporting documents to be reviewed by Council.

Council will contact you regarding your application, request any further information and advise you of the fees imposed.

Provided the application is successful, Council will issue the relevant approval to you with specific conditions to adhere to.

When a Temporary Event Application Form is assessed, Council considers each element of the proposed event or activity, including:
- Location, size of the area and suitability
- Type of activities proposed
- Anticipated number of participants
- Traffic implications

The responses you provide within the application will determine your event category and provide Council with the information to appraise the request or what supplementary documentation you may be required to submit. Please note that if information is missing delays can result.

Note: Some events may require additional council permits for specific activities, such as fireworks or road occupation.

By lodging an application, you are not guaranteed to receive an event licence.

Documentation checklist

Compulsory documentation required for any Temporary Event Approval:

- Temporary Event Application or in some circumstances, Application for Consent to Use/Hire Public Land

- Risk Assessment and/or Risk Management Plan

- Application for Road Occupation Permit (if causing disruption to roads or footpaths) with Traffic Management and/or Control Plans

- Council Waste Application Form and/or Waste Management Plan

- Public Liability Insurance / Certificate of Currency $20 million

- Aerial View Site Plan to scale per reserve, including entry and exit points, bin placement & access, all structures and their dimensions

- Temporary food stall/vendors list (all vendors must have permits).

- General information including event description, marketing plan, contact list of major stakeholders, noise management plan, as well as signage and event notifications.

- Engage with the local Traditional Owners to understand how to incorporate cultural protocol. Contact Council Event Officers for details.

Tips:

- Additional requirements may apply based on your proposal. You may wish to incorporate all of the above into an **Event Management Plan (EMP)**.

- Planning resources and templates are available on the Event Resources page of Council's website.

- Deviations from event plans and consents, including any high risk activities performed without prior authority, will impede future approvals and may prevent the proposed event from proceeding, please be sure to mention all event activations to prevent this from occuring.

- Events on PRIVATE OWNED LAND: Allow six (6) months to submit Development Application via planning portal.

Major event documentation

Events deemed by Council as Major Events, or high impact, will need to provide a higher level of documentation and may require additional permits and approvals from authorities other than Council.

In addition to the documents listed previously, Major Events may be required to provide, or address the following items within their Event Management Plan (EMP):

- ❑ Event schedule, including bump in / out
- ❑ Alcohol Management Plan (if serving alcohol)
- ❑ Kiama Council food vendor permits
- ❑ Waste and Sustainability Management Plan
- ❑ Copies of insurance and SWMS from high-risk parties, e.g. amusements rides.
- ❑ Emergency Management Plan and Crisis Communications Plan
- ❑ Risk Management Plan
- ❑ Harm Reduction and Welfare / Medical Plan
- ❑ A Communications plan and copy of your event notification letter to surrounding residents/businesses for council input
- ❑ Noise Management Plan
- ❑ Pyrotechnic licences & approvals
- ❑ Safety & Security Management Plan (and notice of approval by NSW Government if applicable)
- ❑ Accessibility Management Plan

Concise Event Management Plans will also address:
- Description of the location, including background, surrounds, climate, infrastructure and facilities
- Signage plan
- Community Impact Statement
- Contingency planning
- Ticketing operations
- Merchandise operations (if applicable)
- Access control plan (authorised entry areas)
- Water stations
- Amenities and customer comfort areas such as sensory or quiet space, baby change area

Tips
- ❑ Visit the NSW Government's Event Starter Guide for more information.

Document timeframe

Item	Deadline Major or Destination Event	Deadline Community or Civic Event	Processing Time/Comments
Preliminary Event Enquiry Form and/or discuss event concept with Council Event Officer (encouraged for new events).	Twelve (12) months: Major Events Six (6) months: Destination Events.	Six (6) weeks for Minor Events.	Ten (10) business days.
Consider funding opportunities. The Destination Event Funding Program has two rounds per year.	At least six (6) months prior	NA	Up to four (4) weeks from closing date.
Temporary Event Application Form with supporting event documents.	Four (4) months prior.	Four (4) months prior.	Ten (10) business days.
Road Occupancy Permit application and a Traffic Management Plan if occupying roads or footpaths.	Four (4) months prior.	Two (2) months prior.	Ten (10) business days.
Liquor Licence application if you plan on having liquor onsite. Permission to lift alcohol ban may also be required.	2-3 months prior.	NA	Information here.
Food Vendors – each with a Temporary Food Stall Permit.	Thirty (30) days prior to event.	Fourteen (14) days prior to event	Ten (10) business days for a permit to be approved.
Final Site Plan: make any final adjustments to preliminary site plan and forward to Council Event officer.	Fourteen (14) days prior.	Fourteen (14) days prior	Five (5) business days.
Event Notification Letter issued to impacted residents and businesses via letterbox drop.	Fourteen (14) days prior or as advised in approval conditions.	Fourteen (14) days prior to event if required.	Residents and businesses within impact area.
Limited Liquor Licence Functions Notification submitted if you plan on selling alcohol and you have a licence.	At least fourteen (14) days prior to event.	NA	See Service NSW
Reserve Key Application and Indemnity Form submitted Only required for reserves with locked gates.	Fourteen (14) days prior to event.	Fourteen (14) days prior to event.	Five (5) business days.
Fees and charges to Council paid.	Fourteen (14) days prior to event.	Fourteen (14) days prior to event	Including hire fee, Native Title and imposed bonds.
Pre-event site inspection.	Twelve (12) hours prior to event.	Twelve (12) hours prior to event	NA
Post event site inspection.	12 - 48 hours after occupation.	12 - 48 hours after occupation.	Ten (10) business days post event, to release bond.
Major Event specific requirements			
Notify Emergency Services Police Commissioner may categorise as a 'special event'.	ASAP: preliminary planning phase	This is usually for an event open to the public that has an anticipated patron attendance of 2,000 or more.	
Music Festivals Complete NSW Government Early Notification Form. OneMusic Australia Licence may be required	ASAP, but no later than 120 days prior to festival start date.	Independent Liquor and Gaming Authority to determine if safety management plan and / or 'User-charge police' are required.	
Fireworks / Pyrotechnics Complete the High-Risk Activity Application Form including plans of management.	All documents to be approved four weeks prior. Notice to residents two weeks prior.	If approved by Council, a copy of your Pyro technician's Licence & PL Insurance (or 'Single Use Fireworks Licence'), applications also required to workcover.nsw.gov.au.	

Event categories

While we understand that no two events are the same, Kiama Council has developed event categories to assist us in determining approval pathways and requirements, usage fees and bonds, public notification requirements, and any supporting documentation required.

Your event will be categorised based on the perceived impact as determined by Council.

Importantly too, event categories can help you identify which Council support or funding program you may be eligible for.

The four categories are as follows and can be better understood over the next three pages.

Major Events

Destination Events

Community Events

Civic Events

Note: Not all events will fit neatly under one category. In this instance, the categories are to be used as a guide and any decisions on requirements remain at the discretion of Council. Contact our events team events@kiama.nsw.gov.au

Event categories

Category	Major Event (high impact)	Destination Event (medium impact)	Community Event (low impact)	Civic Event
Size and scale	• Predict between 2,000 – 8,000 people [1] • Generally, target 50% out of area visitation.	• Predict more than 300 people. • Generally, target 35% out of area visitation.	• 50 - 90% + local attendees. • Free or low cost. • Less than 300 persons.	• Free and inclusive for the community.
Community benefit	• Reflect / enhance the region's character and culture generate social capital. • Engage with the local tourism industry. • Engage with the local community. • May add to community capacity. • Must specifically engage with Traditional Owners of the land.	• Reflect and enhance the character and culture of our area. • Generate social capital. • Engage with the local tourism industry. • Engage with local community.	• Reflect and enhance Kiama's character / culture • By the community for the community. • Engage local businesses & groups	• Reflect the character and culture of our area.
Food and liquor	• May have more than ten food vendors. • May be licensed to serve alcohol [2]	• May have up to ten food vendors. • May be licensed to serve alcohol.	• No more than two food vendors. • No alcohol.	• Up to one food vendor • No alcohol.
Community disruption	• May run for 10 hours on single / multiple days. • May operate (including bump-in and out) between 7.30am-10pm Friday and Saturdays and between 8am - 9pm Sunday-Thursday. • May involve amplified noise [3] • May book up to five bump-in, bump-out days. • Permits will allow occupation up to 60% of a reserve for up to 3 days. • Licence applications may allow up to 60% of a reserve for greater than 3 days. • May have complex infrastructure e.g. stages • May have traffic disruptions, includes use of road or carpark, possibly include road closures [4] • May require minor public transport disruptions • May involve high-risk activities [5]	• May operate (including bump-in and out) between 8am – 8pm. • 3 days or less in duration. • May have one day either side for bump-in and out. • May include some minor road closures. • May include minimal infrastructure (occupying less than 60% of reserve or less than 300m2). • Does not involve high-risk activities.	• Held between 8am – 6pm. • Having low or no amplified sound (<500 watts RMS). • No traffic disruption. • Limited infrastructure with a footprint less than 100m2m and no marques larger than 3x3.	• Negligible.

[1] Maximum capacity will be determined by Council staff upon application and on a case-by-case basis.
[2] A liquor licence will be required and conditions may be imposed in relation to security and delineation of the area
[3] Noise restrictions –Amplified music is limited to broadcasts between 10am-9pm Sunday - Thursday, 10am-10pm on Friday, Saturday or the day immediately before a public holiday. All soundchecks for high-impact events must not occur before 10am.
[4] Road closures – A Traffic Management Plan will be required and submitted to Council at least two months before any proposed closure
[5] A high-risk activity application form will be required, along with the necessary approvals from NSW SafeWork. Including fireworks/pyrotechnics, amusement rides, or any classified activity that may endanger attendees or the environment.

Event categories

Category	Major Event (high impact)	Destination Event (medium impact)	Community Event (low impact)	Civic Event
Economic Impact	• Between $600,000 -$1M economic impact from year 3 or as a one-off event. • Full capacity of beds/ OVE in LGA.	• Between $50,000 - $1M economic impact from year 3 • Full capacity of beds/ OVE in LGA.	• Negligible measurable economic impact. • Typically, a not-for-profit entity.	• Negligible.
Council support / grants	• $6,000 + • Can include a combination of in-kind and cash contributions).	• $1,000 to $10,000 (can include a combination of in-kind and cash contributions)	• $1,000 to $7,000 (includes in-kind and cash contributions)	• In-kind only: external • Council budget: internal
Example of event	• Changing Tides Festival • Cleary Music and Arts Festival • World Junior Surfing Championship • Red Hot Summer Tour • Triathlons or major sporting competitions • Large community events such as New Year's Eve Sky Show.	• Kiama Rugby Sevens • Kiama Beach Tag • KISS Arts Festival • SurfLife Music Festival • Includes business and corporate events • Folk by the Sea	• Kiama Jazz and Blues Festival • Charity walks and runs • Pet shows / events • Simple motor vehicle displays	• Australia Day celebrations • Sporting clinics • Art exhibitions • Awards Ceremonies • Citizenship Ceremonies
Council workflow	1. Tourism and Events Team (event concierge approach). 2. Licencing and permits. 3. May apply for Destination Event Funding.	1. Tourism and Events Team (event concierge approach). 2. Licencing and permits. 3. May apply for Destination Event Funding.	1. Community and Cultural Department 2. Licencing and permits 3. May apply for Community or Signature Event Funding.	1. Office of the CEO or Customer Service 2. Licencing and permits
Brand profiling for Kiama	• National and State media exposure. • Distinct engagement or enhancement opportunities. • 5,000+ followers on social media. • May enhance the culture of the region. • Destination Kiama profiling and image enhancement.	• Regional media coverage. • Possible State media coverage. • Enhancement opportunities. • 1,000+ followers on social media. • Destination Kiama profiling and image enhancement.	• Local or sector specific media coverage. • Active social media channels. • Provide local social value. • Builds cultural capacity, innovation, community wellbeing.	• For the citizens. • Relating to the duties or activities of people in relation to their town, city, or local area. • Community engagement.

Event categories

Category	Major Event (high impact)	Destination Event (medium impact)	Community Event (low impact)	Civic Event
Sustainability	• Ability to attract more than $20,000 event sponsorship. OR • Ability to attract more than $20,000 State Government Support. AND • Demonstrate a sustainable business model.	• Ability to attract $1,000 - $20,000 event sponsorship OR • Ability to attract up to $20,000 State Government Support OR • Ability to attract support/sanctioning/ Value In-Kind from National Body AND • Demonstrate a sustainable business model.	• Event strongly supported by the community (with evidence) • Stable local sponsors • Working budget that shows profit/loss • Evidence of growth in financial proficiency (e.g. ticketed events, sponsorship growth, broadening concept)	• Councillor and Citizen support
Risk	• May require the entry of vehicles onto Council property. • May involve 'high-risk activities' such as amusement rides or fireworks. [6]	• May require the entry of vehicles onto Council property. • May include low risk amusements • No categorised high-risk activities.	• No categorised high-risk activities. • May include low risk amusements • No categorised high-risk activities.	• No amusement rides or at-risk activities
Lead time required	• Four months prior to event [7]	• Four months prior to event [8]	• Three months prior to event.	• At least 1 month prior
Venue	• Major site only	• Major or General site only	• Hall, Minor / general sites	• Hall / Minor sites

[6] A high-risk activity application form will be required, along with the necessary approvals from NSW SafeWork. Including fireworks/pyrotechnics, amusement rides, or any classified activity that may endanger attendees or the environment.

[7] Events of three days or more may require a 28 day public notification. Resident notification will be required. Some events will require police approval.

[8] Resident notification may be required. Some events will require police approval.

Council managed outdoor event sites

There's no doubt that Kiama captivates visitors with its stunning natural beauty and vibrant community spirit.

Just 90 minutes from Sydney by car and on the Sydney Train Network, our 'NSW's Top Tourism Town's location couldn't be better. Kiama Council manages a number of small reserves, grouped below by event site suitability.

Minor sites

Reid Park, Jamberoo

Minnamurra Headland

Bombo Beach (excluding northern end)

Cooke Park (Boat Harbour), Gerringong

Black Head, Gerroa

Seven Mile Beach Gerroa

Bonaira Native Gardens, Kiama\

General sites

Gerringong

South Werri Reserve

Gerry Emery Reserve

Michael Cronin Oval

Old School Park, Gerringong

Kiama Coast Walk

Jamberoo

Kevin Walsh Oval

Keith Irvine Oval

Kiama

Hindmarsh Park & Orry-Kelly Stage

Coronation Park (Surf Beach Kiama)

Blowhole Point Reserve, Kiama

Kendalls Beach Reserve, Kiama

Kiama Sports Complex

Kiama Downs & Surrounds

James Oates Reserve, Minnamurra

Jones Beach, Kiama Downs

Gainsborough Chase Reserve, Kiama Downs

Bombo Hill Reserve, Bombo

Major sites

Kiama Showground and/or Chittick Oval

Black Beach Reserve and/or Old School Flat (Kiama Harbour Foreshore)

🏛 Temporary event site fees & bonds

Event site fees and bonds will be set by Council after reviewing a completed application, incorporating the advertised fees and charges.

Bonds are applicable for all reserves and determined on application.

🤝 Charities & not for profit organisations

Charities and charitable fund raising, not for profit organisations and community groups based within Kiama LGA are exempt from paying reserve hire fees. To be considered a charity or not-for-profit group you must be registered with the Australian Charities and Not-for-profits Commission.

💡 Tips

- ❑ Assess site for power capability, lighting and water supply.
- ❑ Include Traditional Custodians and other local community groups in event planning.
- ❑ Consider proximity to emergency response facilities.
- ❑ Ensure utility mapping is complete for any pegged down structures.
- ❑ Consider how people will arrive and exit your event, include transport options in your communications.
- ❑ Ensure accessibility for all attendees.

Helpful links:

- ❑ Parks, Playgrounds and Reserves

Event site amenities

Event site	Location	Category	Area sqm*	Capacity	Amenities**	No#	Power	Lights	Seating	Stage
Reid Park	Jamberoo	Minor	4,140*	200	Yes Kevin Walsh	19	Yes Youth Hall	Yes	X	X
Minnamurra Headland	Minnamurra	Minor	48,000*	200	X	X	X	X	X	X
Bombo Beach (excluding northern end)	Bombo	Minor	83,000*	200	X	X	X	X	X	X
Cooke Park (Boat Harbour)	Gerringong	Minor	6,000*	200	Yes	6	Yes	Yes	X	X
Black Head	Gerroa	Minor	57,000*	200	X	X	X	X	X	X
Emery Reserve	Gerroa	Minor	35,00*	200	Yes	7	Yes	Toilets Only	X	X
Bonaira Native Gardens	Kiama	Minor	25,000*	200	X	X	X	X	X	X
South Werri Reserve	Gerringong	General	26,800*	2,000	Yes	5	Yes	X	X	X
Gerry Emery Reserve	Gerringong	General	50,500*	2,000	Yes	9	Yes	Yes	Yes	X
Michael Cronin Oval	Gerringong	General	38,000*	2,000	Yes - Key	5, 11	Yes	Yes	Yes	X
Old School Park	Gerringong	General	36,00*	2,000	Yes	X	Yes Town Hall	X	X	X
Kiama Coast Walk	Various	General	20km	2,000	Yes	1	X	X	X	X
Kevin Walsh Oval	Jamberoo	General	30,000*	2,000	Yes	19	Yes	Yes	X	X
Keith Irvine Oval	Jamberoo	General	52,000*	2,000	Yes - Key	2	Yes	Yes	X	X
Hindmarsh Park & Orry-Kelly Stage	Kiama	General	12,800*	2,000	Yes	12	Yes	Yes	X	Yes
Coronation Park (Surf Beach Kiama)	Kiama	General	10,000*	2,000	Yes	9	Yes	X	X	X
Blowhole Point Reserve, Kiama	Kiama	General	20,000*	2,000	Yes	6	X	Yes	Limited	X
Kendalls Beach Reserve, Kiama	Kiama	General	2,500*	2,000	X	X	X	Yes	X	X
Kiama Sports Complex	Kiama	General	50,500*	2,000	Yes	6	Yes	Yes	X	X
James Oates Reserve	Minnamurra	General	38,380*	2,000	Yes	5	Car park only	Car Park & To	X	X
Jones Beach, Kiama Downs	Kiama Downs	General	60,000*	2,000	Yes	7	X	X	X	X
Gainsborough Chase Reserve	Kiama Downs	General	45,000*	2,000	Yes	4	Yes / Toilets	Toilets Only	X	X
Bombo Hill Reserve	Bombo	General	20,000*	2,000	Yes	4	Yes / Toilets	Toilets Only	X	X
Black Beach Reserve	Kiama	General	11,600*	2,000	Yes	7	Yes	Yes	X	X
Old School Flat	Kiama	General	8,000*	2,000	Yes	11	Yes	X	X	X
Chittick Oval	Kiama	General	35,000*	2,000	X	X	Yes	Yes	Yes	X
Kiama Showground	Kiama	Major	44,000*	5,000	Yes - Key	8	Yes	Yes	Yes	X
Kiama Showground and Chittick Oval	Kiama	Major	79,000*	8,000	Yes	8	Yes	Yes	Yes	X
Black Beach Reserve and Old School Flat	Kiama Harbour F	Major	19,600*	15,000	Yes	18	Yes	Yes	X	X

*sqm calculation based on DP Lot size, not useable land. Site inspections and use of mapping systems are recommended to ascertain location suitability

**includes toilets within walking distance and sometimes requiring authority and key hire, split between accessible, F, M including urinals

Site plans

A Site Plan provides an overview of your event, depicting location, entrances, exits, infrastructure, facilities, and other essential details. A good site plan is a great tool, assisting you in applying for permits, positioning equipment and communicating with contractors, emergency services suppliers, vendors, performers, participants and spectators.

Checklist for your Site Map (Council requirements)

❑ **Aerial Map:** Use Google Earth or ask for assistance from Council's Event Officers

❑ **Scale:** Ratios commonly used include 1:100 and 1:250.

❑ **Key:** Includes detailed legend/key indicating items and their sizes (i.e. information gazebo 3x3m)

❑ **Access:** Entrances and exits for attendees and **First Aid** location

❑ **Boundaries** or temporary fencing placement

❑ **Amenities:** Existing and temporary hired portable toilets

❑ **Drinking Water:** Permanent fixtures and temporary structures hired for attendees

❑ **Power:** Existing infrastructure / placement of hired generators

❑ **Food:** Notate placement of temporary food and beverage stalls

❑ **Waste:** Bin placement and rubbish collection points

❑ **Emergency Access:** Ensure a clear path remains for emergency vehicles on footpaths & roads

❑ **Lighting:** Consider light tower hire if your event or egress happens after sunset

❑ **Bar:** Delineated space for liquor service (if applicable)

❑ **Accessibility features:** Reserved parking, drop off points, paths to public transport and walkways

Tips

❑ There are many underground services (phone/internet cabling, irrigation, power cables, drainage pipes). It is your responsibility to ensure they are not damaged. Check with Council if an underground map exists or call 'Dial before you dig'.

❑ Have two maps, an operational map; and a user-friendly version for attendees highlighting public-relevant features like stages, accessible amenities, water sources, toilets, food areas, and entry/exit points.

❑ Software tools like Vectorworks, Visio, and Oneplan are excellent options for creating scaled site maps accurately.

❑ Visit the site during planning (both in daylight and dark) and refrain from solely relying on satellite images. Take photos for reference, and if possible, utilise drone footage for a comprehensive understanding of the space's layout and features.

When planning your site also consider:

❑ Accessible facilities, location and suitability
❑ Access to emergency services
❑ Bodies of water that may pose risks or provide opportunity
❑ Crowd management and crowd flow including exit and entry points
❑ Control Room / Management Centre if needed
❑ Culturally sensitive objects, artwork or environment
❑ Emergency response requirements and services
❑ Event site boundaries
❑ Facilities such as toilets, food, water bars, and shelter, smoking areas
❑ First Aid / Medical Services
❑ Ground Surface types and gradients
❑ Gutters and water-ways

❑ Identify potential risks or hazards
❑ Identify restricted areas
❑ Power locations (including existing and generator positions)
❑ Identity transport areas and parking
❑ Overhead obstructions
❑ Seating areas, smoking areas
❑ Staff facilities, including administration / green rooms
❑ Staging location direction and size
❑ Talent / performers access and facilities
❑ Underground services
❑ Vehicle Access
❑ Waste management
❑ Weather exposure

Grounds and structures

Ensure all structures are included in your site plan with dimensions. Council may conduct inspections at any time pre, during and after your event. A condition report and inspection will be completed by Council staff 7 days prior to occupation and within 48 hours of vacation. All damages to grass, garden beds and underground services are to be repaired at the cost of the organiser, and will be balanced with any security bond paid.

Flora and Fauna
Council have the following rules in places to protect flora and fauna:
❏ No signs, nails, bolts, ropes, wires or any other items are to be attached to any tree, tree roots or tree guard
❏ Manage any disturbance or damage to habitats or nests of native animals on event site.

Marquees, tents and stalls
Marquees greater than 200m² in residential areas or 300m² anywhere else, higher than 6m at any point require certification. Ensure all structural documentation, design information, SWMS and engineer certificates are checked, with information available on-site at all times.

Power
Power is not available at all sites. Identify your power needs in full, and plan provisions via generators from insured suppliers if needed. Ensure:
❏ Equipment is surrounded / covered by appropriate physical barriers to prevent unauthorised access or use.
❏ All ground laid cabling is to be covered to mitigate trip hazards.
❏ All electrical equipment meets requirements of AS/NZS 3000 and 3002 and is tagged by a licensed electrical contractor.
❏ At no time shall Council owned power outlets or switchboards be changed, upgraded or modified.

Stages
Stages larger than 50m² require approval by reviewing technical and structural drawings certified by a practicing structural engineer, and installer's public liability insurance to the value $20 million. All works must be installed following the manufacturer's specifications. Stages less than 50m² and 2m height do not require further approval.

Underground Services
The applicant is responsible for ensuring underground services including sprinkler systems, drainage, electricity and water are not affected by the installation of temporary structures. Take all responsible steps to gain information on underground services, including:
❏ Advise Council prior to pegging or affecting grounds on event sites.
❏ Ensure all temporary structures are included in your site plan.
❏ Ensure contractors conduct surveying, reporting, marking / mapping.
❏ Contact relevant authorities about all cables they may have placed in the vicinity, e.g. Before You Dig Australia and Look Up and Live.
NB: Not all public spaces have an underground services map. Please speak to the events team for more information.

Vehicles
When it is wet weather on the day or days leading up to the event and the ground is wet, vehicles are not permitted on the reserve. If there is any damage to the reserve, the licence holder may be charged for repairs.

Wind
Wind loading is critical. Design information must identify maximum safe wind speeds that structures can withstand. Event organisers must understand these parameters and include them in risk and operational planning documents. Where structures rely on ballast, the required weights and footing details must be clearly identified. Contingency plans must be in place for events with temporary structures to ensure safety in the event of high winds or wind gusts.

Respecting Aboriginal people and culture

Kiama Council honours and values the cultural significance of our local Aboriginal community and the surrounding lands.

All event organisers are to engage with local Elders to ensure respectful and cultural appropriate practices are adhered to, this often will include a Welcome to Country as part of your event program.

Our team is available to assist you in connecting with local Aboriginal communities for advice on cultural protocols, ensuring your festival, concert, or event reflects and respects the area's rich traditions.
Smaller meetings or internal events should begin with an Acknowledgement of Country, while larger public events will typically require a local Elder to perform a Welcome to Country to mark the start, when opening something, a smoking ceremony may also be appropriate.

What is a Welcome to Country?
A Welcome to Country marks the beginning of an event and can also include various forms such as singing, dancing, smoking ceremonies, or a speech. Its inclusion demonstrates respect for Aboriginal cultural protocols.

Who? Performed by local Aboriginal custodians, typically Elders, of the Country where the event is held. Please contact council to ensure the correct protocol is followed.

When? A Welcome to Country should be included at the beginning of public events, especially those involving dignitaries. It is usually the first item on the agenda, setting the tone and acknowledging the significance of the ceremony.

For official events, if an Elder performs a Welcome to Country, it is customary for the next speaker to offer a brief Acknowledgement as a sign of respect for that Elder.

It is recommended that you engage with local Aboriginal communities from the outset of your planning process. This ensures that their voices and perspectives are incorporated into the event, rather than being an afterthought.

Other forms of respect when planning your event
- A live performance is an exciting and engaging way to share the culture of Australia's Aboriginal and Torres Strait Islander peoples.
- Support Indigenous owned and run businesses with market stalls, art, cultural activations or food stalls.
- Incorporate native ingredients into your food and beverage menus.
- Install Indigenous-friendly and inclusive signage (e.g. "We are proud to acknowledge the Aboriginal traditional owners of these lands and waters").
- Invite Guest speakers from the local Aboriginal Community
- Always ensure that Aboriginal artists, performers, or musicians are compensated appropriately and that their contributions are acknowledged properly.

Accessibility & inclusion

NSW Government has developed the Toolkit for Accessible and Inclusive Events which aims to assist organisers in creating an event that is accessible to all members of the community. The Toolkit also provides a checklist of access solutions.

No matter your event category, Kiama Council has a vision for an accessible and inclusive community. Localised information can be found in Kiama's Disability Inclusion Action Plan).

Accessibility considerations can include people who:
- Are deaf or hearing impaired
- Are blind or have vision impairment
- Have sensory sensitives
- Are wheelchair users or require mobility aids
- Have a non-visible disability
- Have chronic illness
- Have an intellectual disability

HINT: accessibility features can include people who are elderly with mobility aids and parents with prams.

Note:
If you can't provide each of these features, clear communication is key. Attendees can make an informed decision about attending if they know what facilities are available for their needs.

If you'd like more information about our responsibility to include people with disability – check out the Disability Discrimination Act 1992.

In-depth information has been developed by NSW Government in the Toolkit for Accessible and Inclusive Events.

Tips for making an accessible event:

- ❑ Where possible, locate events close to accessible amenities, or hire them if needed (toilets, adult changing facilities)
- ❑ Identify and communicate accessible parking or create a drop off/pick up point
- ❑ Consider making provisions for queues and entryways, including bar and food lines
- ❑ Identify and provide info for accessible transport options
- ❑ Plan to include accessible viewing platforms if required
- ❑ Organise Auslan interpreters for presentations
- ❑ Assign an accessibility officer to be a point of contact prior to and during your event
- ❑ Provide facilities for assistance animals such as water/ shelter
- ❑ Clearly identify accessible facilities using public maps, online info and on-site signage
- ❑ Use Hearing Loops where possible
- ❑ Brief staff and volunteers about accessible amenities and their locations
- ❑ Provide disability awareness training for onsite personnel
- ❑ Ensure you have medical assistance & medication registers
- ❑ Mobility assistance registers
- ❑ Have ear plugs available
- ❑ Provide food vendors that cater to a wide variety of dietary needs and/or allow controlled entry of foods to accommodate dietary needs like soft foods
- ❑ Set up a quiet space for sensory regulation
- ❑ Tailored accessibility information packs
- ❑ Universal accessible signage
- ❑ Vision screens and/or captions/audio descriptions
- ❑ Include warnings if using flashing lights, strobes, haze and special effects during promotion (and use signage and announcements during the event).

Youth & children

Kiama Council is committed to embedding child-safe practices and mitigating risk to our Municipality's youngest citizens and visitors.

There are various aspects of events that involve working with children.

There are some things that employers and self-employed people must do by law to help keep children safe.

The NSW Commission for Children and Young People is an independent organisation working with others to make NSW a better place for children and young people.

Event organisers must ensure you adhere to Child Protection (Working with Children) Act 2012 No 51.

This includes having in place a policy for working with and/or supervising children, including lost child/parent process, abuse and neglect policies, reporting policies, security processes and guidelines for customer service interactions. Organisers have the responsibility to ensure contractors also adhere to and implement child-safe policies.

A Working with Children Check is mandatory for people working in certain child-related positions and employment You can head to the Office of the Children's Guardians website to see more information on this.

You must warn attendees of any exposure to Adult Themes. This can appear:
- on your conditions of entry, or
- information tools such as your website
- onsite messaging or EDM's

An Event Organiser must not place children or youth in a situation that exposes them to inappropriate behavior or language for their age level.

Tips

❑ Incorporate child-friendly activities into all-age events

❑ Consider providing a parent's room or facilities for prams.

❑ When setting entry conditions, consider items families might bring and clarify what is acceptable or not.

❑ Make sure you have your lost children/parent policy action plan in place, and ensure staff and volunteers are aware of the process.

❑ Consider have a "no entry or leave" policy for children and youth under 16, this means they must have their parent or guardian with them to both enter or exit.

Alcohol management

It is the Event Organisers responsibility to ensure staff follow clear procedures when providing or allowing alcohol to be present at an event.

For more information contact Liquor and Gaming
phone 13 77 88 or email contact.us@liquorandgaming.nsw.gov.au

Applying for Liquor Licence

Council rarely allow BYO alcohol events. If you plan to sell or serve alcohol, it is your responsibility as the event organiser to apply for a liquor licence via Liquor & Gaming NSW or ensure your contractor completes this.

Among the 7 available license categories, the 'limited licence – special event' is the most likely to be issued and needs to be completed at least 28 days prior to your event. Please note various stakeholders, i.e. police, local council, residents and other concerned parties can submit feedback or objections regarding your application.

The Independent Liquor and Gaming Authority and/or it's delegates may impose conditions on a liquor licence. It is recommended you use the Conditions Form to discuss the conditions with NSW Police prior to lodging your application. Lodging this form with your liquor licence application will reduce the processing time.

Staff Certification

Responsible Service of Alcohol (RSA) certification mandated by NSW is essential for all individuals, including volunteers, who are involved in the sale or supply of alcohol. Any security working at a licenced event must also hold RSA certification regardless of duties.

Alcohol Management Plan

To sell or supply liquor at an event, an Alcohol Management Plan (AMP) will need to be in place. The Licencing Sergeant and/or Council may request this document prior to your event and must be available on request once the event has started.

All staff, contractors and volunteers should review this plan. An AMP must include:

❑ Licence details, licence number.
❑ Event details, including time, capacity, demographics of attendees.
❑ Key contact list.
❑ Wet (licenced) area map and service times.
❑ Professional security details, and summary of deployment.
❑ Beverage information, including non-alcoholic drinks.
❑ Harm minimisation/risk strategies overview as it relates to alcohol.
  - RSA responsibilities
  - Management of intoxication
  - Management of minors
❑ Facilities: toilets, food, free water, shelter.
❑ Medical facilities.
❑ Signage, including clearly marked water stations.
❑ Communication, pre and during event.
❑ Reporting and complaints handling process.

Tips

❑ Your event advertising material should not emphasise the availability of alcohol or encourage the excessive consumption of alcohol in any way. It should however, promote and offer information on public transport options.
❑ An incident register is mandatory. You are required to record the details of all incidents regardless of the time of day at which they occur.
❑ Free drinking water must be available to patrons at licensed events.
❑ Food and non-alcoholic drink alternatives must be readily available (at reasonable cost) for events that occur for three (3) or more hours.
❑ The sale and supply of liquor in glass containers is prohibited to prevent glass-related injuries and violence.

Food at events

Your reputation can depend on the quality, quantity and safety of the food available. All temporary food premises (stalls) must have a current **Temporary Food Stall Permit** or **Mobile Food Vendor Permit.** Compliance with NSW Food Authority Guidelines, the Food Act 2003, the Food Regulation 2015 and the Food Safety Standards is also a requirement.

Temporary Food Stall Applications

Individuals and businesses engaged in the preparation, sale, or operation of stalls and outlets offering food, drink, produce, fruits, vegetables, or pre-packaged consumables for human consumption are classified as 'food businesses,' this includes for not-for-profit, charity, and community events.

A list of all food vendors, including stall name, ABN, Kiama Council registration number and contact details may be requested by Council with your Temporary Event Application. Regardless, it is the event organiser's role to ensure that current permits and insurances are in place.

Food Services Management

Plan to manage your vendors pre-event and onsite, from contracting, collecting relevant documentation (permits and insurance), advising them of parking and schedule, and conducing onsite inspections. This might include someone dedicated to managing these vendors. You may wish to include in your correspondence a minimum time of operation.

Allergens

All vendors have the responsibility of managing allergen presence in food and are obligated to adhere to the Australia New Zealand Food Standards Code. The Food Authority outlines these obligations.

Inspections

Council's Environmental Health Officers may, at any time, carry out random inspections of temporary food stalls or food vending vehicles at an event to ensure compliance with relevant food safety requirements and standards. Associated inspection fees are covered in the TFS and/or MFV permit.

All operators are advised that any breaches of the Food Act 2003, Food Regulation 2015 or Food Safety Standards may be liable to further enforcement action.

Tips

- ❑ Collect your vendor's power requirements (including cool rooms) in advance to supply to your electrical team.

- ❑ Provide clear bump-in and bump-out requirements with a map. No vehicles are to be moving around once your event has begun.

- ❑ Map out size and placement of each vendor on site plan, considering access.

- ❑ Direct any enquiries concerning food preparation, storage and handling to our Environmental Health Officers on 02 4232 0444

- ❑ Food safety training requirements changed in December 2022 when FSANZ Standard 3.2.2A was passed.

- ❑ Clearly outline expectations, terms, and conditions in written contracts with each of your vendors, ensuring this aligns with your sustainability values and waste management plan.

- ❑ Encourage vendors to offer a diverse range of food options to cater to different dietary preferences and restrictions.

- ❑ Prepare for unexpected challenges such as inclement weather, equipment malfunctions, or supply shortages.

- ❑ Wastewater must be disposed of lawfully. It cannot be discharged to stormwater.

Communication - community and attendees

Community notifications – businesses and residents

Effective communication with the public prior to all events mitigates complaints and should be integrated into the marketing and communications plan.

As event organiser, it is your responsibility to courteously inform surrounding residents and businesses within at least a 1km radius about impacts to traffic, road use, any intention to implement road closures or special event clearways, this can also be a great opportunity to promote participation in your event.

Ensure you have a draft notification letter approved by Council before issuing.

Notification letters must be distributed 30 days in advance for major events and 14 days in advance for other events and must include:

❑ The name, date, timings and location of your event

❑ Your event's purpose and / or description

❑ Any disruptions expected to residents or businesses, remember things like churches and sporting groups may also require individual consultation.

❑ Any changes to public transport schedules.

❑ Road closures or clearways, where and when as well as details on detours that will be in place.

❑ Vital: A contact email and phone number for any queries or concerns on prior to or on event day.

❑ It is good practice to include an event map.

Attendee Communication

Please ensure that your communication plan incorporates messaging to ticket holders or attendees from key stakeholders, including NSW Police Force, and Council. Key areas to cover include:

❑ Event entry and accessibility

❑ Welfare messaging on event services offered

❑ Alcohol related health messaging, e.g. transport "Plan B"

❑ Traffic disruptions and parking

❑ Condition of entry, including prohibited items

❑ Key timings, lineup or activities

❑ Ticketing information and entry

❑ Attendee site map

❑ Sponsor / partner information

❑ Destination information: kiama.com.au has resources including

  o Accommodation Guide
  o Local Dining Guide
  o Kiama Walks Guide

Tips

❑ List your event for free on the Australian Tourism Data Warehouse (ATDW) database. You'll benefit from exposure on Destination Kiama's consumer website and through ATDW's extensive distribution network, including Destination NSW and Sydney.com.

❑ Tag @kiamansw and @visitnsw for reshares and promotion on socials.

❑ Tailor communication methods to suit diverse audience preferences, utilising newspapers, TV, and social media effectively to reach different generations.

❑ Ensure the event website is user-friendly and accessible across all devices for seamless information access.

❑ NSW Government has issued a guide to communication for events found here.

Communication - Operations

Having clear communication systems are crucial for mastering effective event operations and will empower your team to carry out their responsibilities efficiently. It proves invaluable in addressing and advising of incidents, and significantly simplifies your tasks, which is always a welcome benefit!

Pre-Event Notifications: External

It is the organisers responsibility to notify all relevant bodies relating to their event activities. Including but not limited to;

❑ Fundraising authorities

❑ Notice of public assembly: NSW Police, Local area Command and Emergency Services

❑ NSW Roads and Maritime

❑ Liquor and Gaming NSW

❑ PPCA and/or APRA AMCOS (or OneMusic Australia)

❑ Safe Work NSW

❑ NSW Health

❑ Transport for NSW, and local services

❑ If your event will impact surrounding residents and businesses, you are required to distribute an Event Notification letter at least 14 days in advance (see overleaf)

Pre-Event Communication: Internal

Make sure you communicate clearly with your entire workforce, including contractors.

❑ Event and site information, including prohibited items

❑ Entry/exit and sign in/out processes

❑ A map for visual refences

❑ Safety information

❑ Staff facilitates, parking and transport information

❑ Important staff protocols and key messages

Event Day

On event day most commonly events use two-way radios, saving mobile phones as a backup or private / longer conversation tool.

Teams commonly use message services, such as WhatsApp, to communicate in groups for low urgent matters. No matter what you use, make sure your whole team can communicate effectively on the ground!

Tips

❑ Test two-way radios before event day and ensure they are charged.

❑ Exercise caution with overseas communication devices, which might not meet Australian standards.

❑ Check compatibility of touring agencies' equipment with local radio frequency transmissions to avoid interference.

❑ Anticipate weakened phone signals in crowded areas due to high user traffic.

Communication - Signage

Event signage ensures a smooth experience by providing clear directions and essential information, preventing confusion and leaving a positive impression. Creative designs can spark excitement and enhance the event's ambiance. Additionally, signage can feature QR codes for instant access to services and offer space for sponsorship opportunities. Signage should at least include information relating to the following:

❑ **Entry** and **Exit**

❑ **Conditions of entry** / prohibited items

❑ **Amenity directions:**

  ○ Food

  ○ Bars

  ○ Free Drinking Water

  ○ Toilets

❑ **First Aid** / Medical services

❑ **VIP** and or special accessibility areas

❑ **Information** booths or meeting points

❑ **Liquor** Licence requirements

Roadside and public signage:

Event signage in Kiama is subject to approval. The following points should be considered when planning your signage requirements for events in the area:

• Comply with State Environmental Planning Policy 2008 Temporary Event Signs legislation

• Compliance with Kiama Council Guidelines

• For events with significant impact on the public spaces or traffic congestion, organisers will be requested by the traffic committee to install Variable Message Signs (VMS – see right) minimum 1 week prior and on event day to provide advanced notification of impacts to the community.

• Event advertising signage should be limited to four weeks prior to an event and removed immediately after an event concludes.

Advertising:

Council manages two Kiama Area Event Signs on the Princes Highway. The cost is $200 + GST for both the north and south sign and this includes Simpson Signs design, fabrication and installation. The signage panels may be displayed up to three weeks prior to event date.

Tips

❑ Ensure your signage is of a legible size and font.
❑ Printed corflute is effective and long lasting. If possible, plan signage to be reusable for future events
❑ Use recyclable materials where possible
❑ Consider digital signs; e.g. LED vision boards, VMS signs
❑ Be mindful of the language and length of text - simple is the most effective.
❑ Consider accessibility; i.e. braille, tactile signage, design of contrast, font sizes and styles. Design for dignity provides a guideline.

Emergency management

Emergency Management Plan

An Emergency Management Plan (EMP) outlines how you will respond to an emergency at your event.

Kiama Council must see that a comprehensive plan has been developed to manage identified risks and provide processes to manage emergencies.

Emergency plans do not need to be extensive or intricate. They should instead be clear, straightforward, and customised to the unique characteristics of the event they serve.

A basic plan should:
- Consider the nature of activities being carried out
- Collaborate with major stakeholders affected for input
- Coordinate with Police, Ambulance, Fire and Rescue Service
- Clearly allocate individuals responsible for emergency response, typically the site manager or someone familiar with the layout.
- Provide contact details for local emergency services
- Provide a site map with location of fire protection equipment, emergency exits, cross streets and assembly points
- Outline the hierarchy of command in case of emergency.
- Outline clear instructions for contacting person in charge during emergencies.
- Provide a description of the mechanisms for alerting staff and attendees to an emergency or possible emergency, for example siren or bell alarm
- Consider the size and location, e.g. remoteness / proximity to health services

The nature of your event will determine the contents of your plan. NSW Gov provides guidelines for event emergency planning. Strategies and plans should comply with the State Emergency and Rescue Management Act 1989, Australian Standards AS/NZS ISO 31000:2009, AS3745 :2010, and AS 4083, as well as any requirements of NSW Fire and Rescue.

Emergency plans on public land must be developed in consultation with Kiama Council. For high risk, complex or major events, documents must be produced by a reputable and experienced business, specializing in emergency and risk management of events and/or crowded places.
Your Emergency Management Plan must be distributed to key stakeholders and agencies.

Training

The Australian Standard AS 3745 – 2010 outlines the minimum frequency for training. Training must adhere to ISO 45001. Where a specialist emergency response team is required, skills training must occur within 12-month periods. Workers need training with details / accreditations outlined within the plan itself. This training may cover various aspects, including:
- Conducting evacuation drills
- Identifying assembly points
- Locating emergency equipment
- Understanding first aid protocols
- Emergency incident codes
- Communication protocols
- Lost and found child procedure
- Safely shutting down machinery and equipment

When implementing emergency training, consider the following:
- Providing emergency procedure training in new worker induction courses
- Offering refresher training for existing workers
- Ensure all workers, including part-time / casual employees, receive training
- Include short-term contractors in training sessions
- Providing specific training for individuals with formal emergency roles, such as fire wardens, area wardens, or first aiders.

Tips
- Make sure your emergency escape lighting and exits comply with AS2293
- Make sure the materials you use across site, on stage have high fire resistance ratings. Example: draping on stage.
- Have a Show Stop procedure, including pre-scripted messaging and designated public announcer make sure talent management are aware of this process.

Safety, crowds and security

Ensure a safe working environment for staff, volunteers, performers, contractors and guests. It's crucial to comply with legal obligations outlined in NSW Work Health and Safety Act 2011 and NSW Work Health and Safety Regulation 2017. SafeWork NSW provides guidance on legal responsibilities and offers resources like Safety at Events guide and a WHS events checklist. For high-risk construction work, a **Safe Work Method Statement (SWMS)** is required before commencing any work, and councils may request copies from you or your contractors.

It is recommended to have a Safety Officer on site during all work activities. This officer oversees safety, manages risks, coordinates emergency responses, provides first aid, and ensures compliance with safety protocols.

Notifiable incidents, such as serious injuries or dangerous occurrences, must be reported to council and SafeWork NSW within 48 hours, along with notifying your insurer. Incident reports should be detailed, including affected individuals, actions taken, and measures to prevent future occurrences.

Protection of crowded places

Crowded places are locations which are easily accessible by large numbers of people, with crowd densities varying throughout a specific period.

Address your responsibilities from a range of foreseeable threats including terror attacks and consider anti-terror measures in planning.

Under the Summary Offences Act 1988, you are required to complete a 'Notice of Intention to Hold a Public Assembly' (available via www.police.nsw.gov.au) and submit to Police at least 90 days prior to your event.

The Australian Government has developed a strategy for protecting crowded places from terrorism. For more information visit the Australian Government's National Security website. Complete Crowded Places Self-Assessment Tool.

Crowd management

The Australian Institute of Disaster Reliance (AIDR) provides a crowded places checklist and a Safe and Healthy Crowded places handbook.

Plans should be produced by a reputable and experienced crowd control agent. It must include:

❑ Crowd demographics
❑ Site capacity, density limits and monitoring methods.
❑ Flow rates (key routes, all entries and exits) both in standard operation and emergency.
❑ Probable areas of concern and response to prevent problems.
❑ Control methods at areas of concern (e.g. front of stage).
❑ Deployment (time, location and numbers) overview of both crowd controllers and security.
❑ Response and action plan.
❑ Visual and audible communications.

Crowd controllers

The difference in roles between security officers and crowd controllers is often misunderstood.

A crowd controller is primarily concerned with managing crowds and ensuring the safety and orderly behaviour of attendees . They:

o Control or monitor behaviour
o Screen people seeking entry
o Remove people for behavioural reasons

Security officers are primarily concerned with maintaining the overall security and safety of premises, property, and people within a given area or establishment.

Security

Events may require a detailed Security Management plan and/or Security presence.

This should be produced by your Security agent.

A security guard service licensed for crowd control and with event experience must be engaged if council identifies the condition during the approval process.

Security businesses must comply with the Security Industry Act 1997 and Security Industry Regulation 2016.

All security guards must be appropriately licensed.

The organiser must provide proof of a Current Master Security Licence and $20M Public & Products Liability Insurance for the Security Business.

If your event is licenced, all security need to be RSA certified.

Tips

❑ Consider providing stationery markers on entry for parents to write their phone number on their child's wristband in case of separation.
❑ Technology is now leading the way in access control, including RFID/NFC badges, QR codes, mobile apps, digital ID cards and more.
❑ Don't erect event day accreditation boards until a minimum 24hrs prior – this reduces the risk of accreditation being duplicated for un-authorised access
❑ Consider access control including prevention of unauthorised areas and inform our events team of your entry/exit protocols.
❑ Consider signage or temporary fencing to delineate restricted areas and include in your staff / security briefing and deployment.

Risk management and assessment

Event organisers have a responsibility to ensure that all risks and hazards associated with their event are identified and managed, all plans are adhered to including by all contractors, staff and volunteers you employ, and all contractors have adequate insurance in the case of incidents.

A Risk Assessment is the process of assessing the potential effects or harm of a hazard, determining its risk rating (or likelihood of occurrence) and assigning responsible onsite parties to each risk. By determining the level of risk, you can prioritise risks and systematically eliminate or minimise them.

The risks, depending on the nature of event may include:
> Financial e.g. budget blowout, cancellation or poor attendance
> Equipment failure
> Inadequate security
> Lost children
> Major injury/incident
> Non-arrival of performers or deliveries of goods
> Property damage or loss
> Food poisoning
> Breach of noise restrictions
> Severe weather event

Here are some factors to consider when planning:
❑ Age of attendees
❑ Alcohol consumption / sales
❑ Amplified sound & performer access and security
❑ Amusement rides or devices
❑ Climate
❑ Crowd density and movement
❑ Fireworks or explosives
❑ Media
❑ Physical activities
❑ Size of site and infrastructure
❑ Transport and traffic including attendees arriving and exiting

All events are required to submit a Risk Assessment document within their Short-Term Licence Application paperwork.
✓ A responsible party must be listed against each risk.
✓ A template is available within the Event Resources page for your convenience.
✓ Design your document to distribute to stakeholders to achieve risk mitigation.

STEP 1 - Identify it

List all potential hazards per activity that may expose people to injury, illness or disease. Get advice if you are unsure.

STEP 2 – Assess it

Rate the likelihood of exposure to the hazard and what the consequences could be as a result occurrence. Use the Risk Ranking Matrix in the template.

STEP 3 – Fix It

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring.

STEP 4 – Share it

Highlight key risks within a briefing, ensuring all onsite personnel and stakeholders are aware of their responsibility and emergency procedures. Have copies available onsite. Ensure you have all contractor's insurance on file prior to your event.

Tips
LPA provides great guidelines on safety at events. The 'Our community' website has some great information and templates that can be used to assess risks. Click here to download the Risk Management Checklist Template for Event Management.

Safety and wellbeing

Kiama Council prioritises the safety and well-being of all people at Public Events. As part of our commitment to creating a positive and responsible event environment, we ask that organisers of Major Events implement comprehensive **medical plan and harm reductions plan.**

What's the difference? While both plans aim to promote safety and well-being, they differ in their focus, objectives, and approaches to achieving those goals.

A Medical Plan covers the service provisions and response strategies for first aid and advance care in response to medical incident and emergencies during your event for attendees, staff and performers. It will often be created and distributed by your medical service provider.

A Harm Reduction and Welfare plan refers to intervention and proactive approaches to minimise the negative consequences associated with specific behaviours or activities, such as substance use or risky behaviours, by reducing associated risks and promoting safety without necessarily eliminating the behaviour altogether.

For high risk or complex events, a Harm Reduction Plan and Medical Plan will be requested, and it must be produced by a reputable and experienced individual or business.

Medical Plan	Harm Reduction and Welfare Plan
❑ Emergency contacts and stakeholders ❑ Trained medical personnel ❑ First aid station location ❑ Emergency medical equipment ❑ Medical evacuation plan ❑ Communication protocol ❑ Medical history forms ❑ Preventive measures ❑ Allergen management ❑ COVID-19 protocols ❑ Post-event debriefing	❑ Crowd management ❑ Communications ❑ Water provisions ❑ Sanitation and service of toilets ❑ Alcohol consumption management ❑ Heat, shade, cooling and sun safety ❑ Chill out spaces ❑ Food safety ❑ Prevention and management of sexual assault ❑ Harm reduction messaging ❑ Peer based and professional services ❑ Prevention of noise related harm ❑ Mental health services

Tips

❑ Provide professional medical services and facilities including first aid stations.
❑ Have in place clear communication protocol for reporting emergencies.
❑ Create Safe spaces, such as a chill-out areas providing space to rest, hydrate and seek support.
❑ Provide ear plugs at concerts.
❑ Provide access to drinking water and substantial food.
❑ Conduct post-event debriefing for improvement
❑ There are great support agents, such as Dancewize and Redfrogs who provide harm minimisation services

Event sustainability

Kiama and its surrounding towns and villages are beautiful seaside destinations, and we encourage event organisers to explore eco-friendly and sustainable opportunities to incorporate into their planning and management.

Festivals and Events are sites of both production and consumption. Their ephemeral nature and impermanent locations have typically been associated with waste to landfill, including single use disposable packaging, signage, and other promotional materials as well as greenhouse gas emissions from non-renewable energy sources.

Kiama Council expects that event organisers demonstrate their priority of a sustainable events approach to their operations through a Waste Management Plan. Council will only approve events that practices align with our sustainability and environmental values and guidelines.

Our **Guidelines** address procurement, reuse, energy, emissions and offsetting.

Minimum Recommendations

- ☐ Identify and mitigate potential risks that may cause environmental pollution
- ☐ Adhere to legislative regulations
- ☐ Educate and guide your event audience and contractors on plastic wise practices, including promoting re-usable bags and water bottles
- ☐ Do not use, promote or permit single-use plastics including bottled water, bags, packaging, straws, serving ware, utensils, single use cups or samples / giveaways
- ☐ Prohibit use of straws (unless for medical purposes), including paper / bio-degradable
- ☐ Ensure all vendor products used are reusable or made from compostable materials
- ☐ Do not use of glitter or confetti that is not biodegradable or polystyrene
- ☐ Use the correct bins for food waste, recycling and landfill disposal
- ☐ Implement strategies / targets to divert waste from landfill, recycling where possible.
- ☐ Using renewable energy such as solar whenever possible
- ☐ Ensure vendors, activities and sponsors adhere to sustainability requirements
- ☐ Ensure the 'event impact area' is left clean and as it was found. Any site remediation required will be at the expense of the organiser

Sustainable Considerations

- ☐ Venue selection: accessibility to transport, water, electricity
- ☐ Minimise single-use items
- ☐ Opt for reusable or compostable alternatives
- ☐ Use digital platforms for promotion and reduce printed materials
- ☐ Use reusable or biodegradable decorations
- ☐ Encourage sustainable transportation methods
- ☐ Prioritise local suppliers and Australian made, fair-trade, enviro-friendly products
- ☐ Energy-efficient lighting and equipment
- ☐ Catering - use local, seasonal produce
- ☐ Partner with eco-friendly vendors and suppliers
- ☐ Offset carbon emissions
- ☐ It is illegal to release masses of inflatable balloons in Australia

Noise management

Noise from your event can affect residents, businesses and wildlife, inclusive of bump-in, sound check and bump-out. There are rules and guidelines regarding amplified sound and noise at outdoor events. Please refer to your licence/permit or conditions for your temporary event as it may contain restrictions relating to noise.

Noise Management Plan

If you are staging an event on public land that has amplified sound or is at risk of exceeding noise limits, you will be ask to submit a Noise Management Plan (NMP).

At minimum a NMP should contain:

- Name, qualification and experience of the person who prepared the report.
- An adequate description of the project, including history, address and hours of operation (including bump-in/out).
- Details of noise mitigation strategies
- Site map identifying the location of the noise sources, noise receiver locations, topographical data that may affect noise propagation, and measurement or prediction locations.
- Event notification process, including which residents / businesses are being notified and a copy of the letter
- Relevant noise guidelines, policies or standards that have been applied, e.g. Environment Protection Regulation 2005 Noise Environment Protection Policy; Environment Protection Authority Noise Measurement Manual.
- Noise predictions for the proposed activity and noise source locations
- How noise will be monitored and recorded.
- Complaint handling process (e.g. hotline number on event notification letter), logged noise related enquiries, methods to attend to complaints.

Tips

- ❏ Identify the groups that are likely to be affected (residents, local businesses and wildlife) and how you can mitigate impacts.

- ❏ Often a visit or letter prior to your event can assist in abetting concerns.

- ❏ Identify on your site plan the position and direction of speakers (face away from residents).

- ❏ List the person/party responsible for sound testing and the times that sound testing will be undertaken.

- ❏ Identify actions to be taken if sound testing shows the level is too loud.

- ❏ List the times that amplified sound will be used during the event program.

- ❏ Ensure your staff are protected with personal hearing protection.

- ❏ **Council is responsible for noise regulation in our area.**

- ❏ Concerns relating to noise pollution are to be directed to our Environment and Compliance team on 4232 0444.

Amplified music

Unless otherwise stipulated in your approval, amplified music is limited on 'Major Sites' between

- 10am-9pm Sunday to Thursday, and
- 10am-10pm on Friday, Saturday or the day immediately before a public holiday.
- All soundchecks for high-impact events must not occur before 10am

Staff, volunteers and fundraising

Event operational staff

It is recommended to employ staff with the experience and expertise suitable to their task. Some duties required suitability trained or qualified personnel, including:

❑ Bar Service Staff (RSA required)
❑ Customer Service and Ticketing Staff
❑ Medical staff
❑ Plant equipment drivers
❑ Qualified pyrotechnicians
❑ Riggers (entertainment)
❑ Security Management
❑ Site manager
❑ Sound and Lighting technicians

Volunteers

A volunteer is a person working without payment for a business, charity or not-for-profit undertaking. Volunteers play an invaluable role and can help foster community connections. Roles might include:

❑ Marshalling
❑ Ticket scanners
❑ Light cleaning duties
❑ Registration and Customer service
❑ Fundraising
❑ Runners/assistance
❑ Interactive demonstrations
❑ Choir performances

Fundraising

Fundraising appeals for charitable purposes must abide by the laws administered by NSW Fair Trading:

❑ Charitable Fundraising Act 1991 (NSW)
❑ Charitable Fundraising Regulation 2021 (NSW) and
❑ Authority Conditions attached to an authority to fundraise.

See the **NSW Fair Trade Fundraising Guidelines** here.

Additional authorities include: Australian Charities and Not-for-profits Commission (ACNC), Charities Act 2013, Australian Securities and Investment Commission (ASIC), Corporations Act 2001 (Cth), Australian Competition and Consumer Commission (ACCC), Australian Consumer Law (ACL) and Associations Incorporation Act 2009.

Insurance

Workers Compensation Insurance provides support for workers with a work-related injury. Most employers in NSW are legally required to have workers compensation.

Voluntary Workers Personnel Accident Insurance

Workers, including volunteers, are protected by the same WHS Laws. WH&S legislation requires organisations to arrange accident and public liability insurance on behalf of the volunteer – it is not the duty of the volunteer. Volunteers are typically not covered under Workers Compensation Insurance Policy.

Tips

❑ Consult SafeWork NSW for the licenses and permits your staff may need to perform specific tasks.
❑ Keep copies of qualifications / licences for your staff and contractors, e.g. White Cards, High Risk Work licenses, RSA,
❑ Refer to the Volunteers guide from Safe Work Australia for additional guidance.
❑ In the event of serious injury, illness, death, or dangerous incident, report it immediately to your insurer and SafeWork NSW at 13 10 50.
❑ Ensure your crew is well-fed! Providing meals contributes to the happiness and productivity of your staff.

Waste management

Kiama Municipal Council prides itself on keeping our streets, grounds and waterways clear of litter and waste. It is the organisers responsibility to ensure the site and adjacent facilities are left clean, maintaining their conditions whilst in use. An Events Waste form is required for each licence application, allowing you to ensure adequate extra bins and public restrooms are provided and serviced.

An Events Waste Service form is required to be submitted with your planning documents a minimum 4 weeks prior to your event for review.

Council's Waste team will review your planning documents and waste form and provide a quote for acceptance, ensuring considerations such as number of people and food / beverage vendors are accommodated.

Responsibility for cleanliness of the event area falls to the organiser, alternatively a cleaning fee will be charged and your bond withheld.

Visit the NSW Environment Protection Authority (EPA) for more information and get the Waste Wise Events Guide.

If you plan on using your own waste provider, a waste form is still required, along with a Waste Management Plan, noting:
- Frequency of services and removals
- Delivery and collection details, including site map with bin placement and collection point
- Details of your waste provider, including their insurance
- Details of cleaning strategies, including removal of waste-water

Special Event Waste Bins – A Guide
A guide to number of bins required per 4 hr duration, in addition to those available to the general public:

Patrons	With Food & Drink		Without Food & Drink	
240L Bins	General	Recycle	General	Recycle
<500	2	2	1	1
<1000	4	4	2	2
<3000	8	8	4	4
<5000	12	12	6	6
<10,000	16	16	8	8

Considerations
- Council provides a commercial quote; however external contractors can also undertake this role.
- Collect and dispose of event waste at regular intervals.
- Offer separate containers specifically designated for the disposal of recycling, glass, food waste, sharp objects.
- Ensure bins are clearly identifiable and easily accessible to patrons, food vendors, and waste management personnel.
- Utilise bin covers to contain waste, prevent wind-blown litter entering stormwater drains and deter birds scavenging.
- Install barriers where there's a risk of waste entering drains.
- A cigarette butt bin, in areas where smoking is permitted.
- Implement waste wise messaging, ie. announcements regarding waste and recycling facilities for public awareness.
- Use re-usable cups, crockery and cutlery.
- Arrange for waste sorting in your services from your provider to divert as much waste as possible from landfill.
- Ensure staff have correct PPE and equipment to work with waste.
- Have crew on bin station checks during peak times to ensure the waste is going into the correct bin
- Inform stallholders about waste management regulations.
- Wastewater must be disposed of lawfully (i.e. not discharged into stormwater). Contact the local water authority prior for advice.
- Plan to manage the entire 'event impact area' including surrounding streets and parks.

Where should bins be located?
- Where items are commonly discarded: entrances/exits, dining zones, bars, restrooms, pathways, and parking lots.
- Place a recycling bin next to every general waste garbage bin to ensure the public can recycle where possible
- Locations accessible to young children and mobility
- In locations conducive to efficient emptying and servicing, particularly during busy periods.
- Where patrons congregate for activities, exhibitions, and rides, away from utilities and building structures like fire exits, walls, and crowded pedestrian zones.

Water

An adequate supply of free drinking water at your event must be readily available to all workers and attendees. This is particularly important if:

- you are expecting large crowds
- the weather is likely to be hot
- participants are required to walk long distances
- it is a sporting event
- you are serving alcohol

The safe and healthy mass gathering guidelines suggest supplying approximately 3L of drinking water per person, per day, however considerations should be made to the duration, type of event, weather conditions and location of event.

Festivals should provide a minimum of one drinking water outlet per 500 people, independent of bars and patrons should not be required to queue for access to water outlets.

It is recommended that free water stations are recorded on your patron site map and identified onsite with adequate signage.

Vendors and Water

Ensuring access to potable water for sinks and hand basins is crucial. Operators relying on water from their own tanks need facilities to replenish depleted supplies. It's vital to arrange this access in advance.

Waste Water Disposal

Wastewater disposal is regulated to protect public health and the environment. Head to NSW Health for more information. Also, ensure that excess water is not going to pose a hazard to attendees if spills occur.

Site Considerations

Review your event location and ensure a supplementary water station / supply is included in your planning and arranged if free drinking water is not available onsite.

Tips

- ❑ Consider keeping water cool to add to the appeal to patrons.
- ❑ Include free water outlets on your site plan.
- ❑ Have directional signage in place on site.
- ❑ For events where patrons are prohibited from bringing their own food and drink into the site, water with unbroken seals, or clear/ visibly empty plastic containers to support use of free water outlets, should be accepted.

Toilets

Public toilets are managed by Kiama Council. When submitting the Events Waste Services Form, Council will determine how many toilet cleans will be required for your event and include this information in the waste services quotation.

It is essential to have sufficient toilet facilities at your event for the number of expected attendees. Public toilets at your outdoor event site can be located using the National Public Toilet Map, which can be filtered to show accessible toilets. When determining the number of toilets consider:

- ❑ Event duration
- ❑ Crowd number and demographic
- ❑ Will alcohol will be consumed?
- ❑ Location - kept away from food service areas
- ❑ Visibility / screening for privacy
- ❑ Accessible paths and toilets
- ❑ Directional signage to amenities

- ❑ Baby change facilities (if applicable)
- ❑ Sanitary bins in each women's toilet
- ❑ Lighting – both around and within cubicles
- ❑ Cleaning rosters, bulk toilet paper and PPE
- ❑ Hand washing facilities
- ❑ At least one separate toilet and wash facility for food handlers.

- ❑ the Building Code of Australia indicates that 1 urinal space = 0.6 m.
- ❑ Unisex toilets can be useful if you are unsure of demographics.

Cleaning & pumping

Servicing of amenities must comply with Public Health Act 2010, and Public Health Regulation 2022. Council can provide cleaning services for events via a submitted Waste Form - additional charges apply. Ensure cleaning staff service the toilets at east every 2 hours, and PPE is supplied to workers if you are managing your own cleans. For multi day events, its best to book in a pump and refresh of all toilets after each day, or before opening for the consecutive day.

Number of Toilets (per attendee ratio)

There is no uniform Australian standard for the number of toilets required at an event, however, Kiama Council encourage the widely used, Safe and Healthy Mass Gatherings (Australian Institute for Disaster Resilience) tables below when issuing conditions for events on public land.

A guide for events where alcohol is not available:

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

A guide for events where alcohol is consumed:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	6	18	6
<3000	10	18	10	20	10
<5000	12	25	17	33	17

Tips

- ❑ For VIP spaces, it is expected that there is a higher ratio of toilets available and active cleaners.
- ❑ Providing separate facilities for performers, medical staff, and security personnel is also recommended.
- ❑ To overcome long line-ups, particularly at female toilets, you can provide additional unisex toilets to be used by either males or females.

Duration considerations

If your event is less than 8 hours, the recommendations in the above tables are reduced as follows:

8 hrs plus 100%

6-8 hrs 80%

4-6 hrs 75%

Less than 4 hrs 70%

Footpaths, roads, traffic and transport

Approvals and licences

Any event occupying / closing a footpath, council owned car park or road requires the following paperwork submitted:

❑ Traffic Management Plan
❑ Kiama Council Road Occupancy Permit (S138)

and if closures are proposed:

❑ Traffic Guidance Scheme (TGS)

Proposed closures are subject to approval from the Kiama Local Traffic Committee.

The committee meet on the first Tuesday of each month at 9am.

The above submissions are due 2 Fridays prior to the meeting date, to ensure ample time for collation of reporting.

As a general rule, submissions are required four (4) months prior to any proposed occupancy.

In addition, some applications also require:

❑ RMS Permit – if your project occupies or modifies a state road asset, you need a road occupancy licence from Roads and Maritime, REF: Section 138 of The Roads Act 1993
❑ STA Permit (State Transit NSW government bus company – rare).

Your professional traffic agency should be aware of the required permits and assist or complete the documentation for you. Make sure you discuss all steps with your agent.

Traffic management staff

Traffic controllers will need a SafeWork NSW Traffic Control Work Training Card. Note: Emergency service personnel do not require these cards.

Agencies you should discuss transport services with on a major event in Kiama include:

❑ Sydney Trains and NSW Trains – operate rail services timetable and transport messages for major events on behalf of transport agencies
❑ Bus – operates bus services around Sydney and Regional NSW
❑ NSW Taxi Council – coordinates taxi services
❑ Bus and Coach Association NSW – represents private bus industry and has information on charter operators.

Note: Vehicles are not permitted on public land/event spaces, other than designated parking lots, without prior permission.

Traffic management plan

Your Traffic Management plan delineates methods for overseeing traffic flow, parking and road closures to diminish congestion and guarantee the secure movement of vehicles, pedestrians, public transportation and cyclists. Collaborating closely with Council, NSW Police and Transport for NSW in crafting the TMP will facilitate addressing all pertinent factors. NSW Government provides a guideline for traffic and transport management for special events.

Your plans must adhere to AS 1742.3:2019 and comply with the requirements of OH&S Act 2000.

At minimum, your Traffic Management Plan must include:

❑ Event summary
❑ Traffic Management agency details and licence
❑ current public liability insurance certificate (minimum $20 million)
❑ Public Transport information
❑ Private Transport and parking information
❑ Accessibility arrangement
❑ Emergency access arrangement
❑ Alternate traffic routes
❑ Strategies to minimise the impact on local community and emergency services
❑ Show isolation methods of the site from traffic (mitigation) e.g. the use of heavy vehicles and weight limits
❑ Wayfinding plan between transport hubs and the event precinct
❑ Detail plans for signage and messaging, including VMS boards.
❑ Special event clearways
❑ Heavy vehicle detour routes, if applicable
❑ Risk Assessment

Helicopters and aircraft

You must apply for permission to land helicopters at Kiama Harbour helipad. Council with not consent to landings for private functions, joy flights, or if sling, winching or rappelling operations are proposed. Landings should be included in your notice to residents.

Approvals and Licence

Aside from approvals and licences required (see here), you must also seek approval from Council to operate on Public Land. Council may provide consent to the short term and temporary landing of an aircraft subject to the following conditions;
❑ The reason for the proposed landing must be deemed suitable
❑ Application must be submitted at least 14 days prior to the landing
❑ The agreement will be between the helicopter company and Council and all appropriate approvals submitted to Council
❑ Noise must comply with Australian Standard 2363- 1900 Acoustics
❑ Proposed landing must comply with requirements of regulatory authorities e.g. Air Services Australia and CASA

Drones and Remote Piloted Aircrafts

You are required to notify Council of your intention to fly drones at your event. The operation of drones in any form is regulated by CASA for commercial and recreational purposes. Operators must ensure safe distances from people, property, and other aircraft. Drones must undergo pre-flight checks to ensure operational integrity. If photography and filming takes place, it is the organiser's role to ensure that those being photographed have provided permission.

Approvals and Licences

Organiser/Contractors must ensure items are airworthy, flown safely and follow all CASA regulations. Approvals to consider:
❑ Remotely Piloted Aircraft Operator's Certificate (ReOC)
❑ CASA registration for business activity

Animals

Guide Dogs and Assistant Animals (or Service Dog)

Harnessed guide dogs in NSW are allowed to enter all public places, including food service businesses. Staff in charge of access to public places and transport are entitled to request reasonable proof. Assistance animals must:
❑ Be accredited under state law or
❑ Be accredited by an animal training organisation
❑ Meet hygiene and behaviour standards appropriate for a public place
❑ Meet requirements in Commonwealth Disability Discrimination Act 1992

Emotional Support Dogs

There is a legal difference between Assistance Dogs and Emotional Support Dogs. The latter are considered pets and are not currently recognised by law. Ultimately, it's up to your Conditions of Entry if you permit them, however you are not legally obligated to do so.

Events that allow Animal Attendance

Your risk assessment and Conditions of Entry should advise If your event permits the public to bring their pets. Prior considerations include:
❑ Suitability of the Venue
❑ Compulsory leash and lead rule
❑ Banning dogs declared dangerous: Companion Animals Act 1998
❑ Public Liability Insurance, Vaccination and health requirements
❑ Designated Pet friendly or Pet-Free areas
❑ Waste management, water bowls and shade for animals

Events with Animals (Entertainment or Exhibition)

Kiama Council does not permit Circus involving the use of live animals, or animals used as prizes at events.

Exotic and Endangered Animals

Kiama Council does not permit events involving the inclusion of exotic or endangered animals.

Resources
❑ NSW Office of Local Government
❑ Assistant Dogs Australia
❑ Department of Primary Industries

Entertainment and amusements

Aerial Performers

Aerial circus acts entail significant risk and should exclusively be performed by individuals with the necessary experience, insurance and training. In order to meet recognised safety requirements, all aerial acts are performed on certified structural rigging points, included within an individual risk assessment per act / entertainer.

Amusement and Entertainment Devices

If you are using amusement rides, it is the organiser's responsibility to ensure rides used or hired for your event comply with NSW Work Health Safety Regulations.

Ensure the selected contractor has the appropriate documentation for each ride i.e. evidence of a current up-to-date log book and a copy of the Registration Certificate provided by SafeWork NSW. See Safe Work Australia's guide for amusement devices.

A High-risk Activity Application Form may be required.

Devices or activities involving passenger or equipment movement require:
- ❑ Individual risk assessment per amusement
- ❑ PLI to the value of $20 million by established supplier
- ❑ Compliance with WHS Act 2011, Regulation 2011 and AS/NZS3000; AS3002; AS3100; AS3533
- ❑ Hirer releases Council from and indemnifies Council against any claim, action, loss, damage or liability arising out of the use of the area/services, including loss, expenses or damage to property/person, excluding any negligence on the part of Council.

Forklifts, Booms, Cranes, Plant Equipment And Machinery

The organiser is obligated to ensure:
- ❑ Individual operating plant equipment holds relevant licence(s)
- ❑ Adequate ground surface protection is installed to reduce / eliminate risks and potential damage to land
- ❑ Exclusion zones are established around high-risk equipment
- ❑ Temporarily blocking a public road, footpath or cycleway requires a Road Occupancy Permit – see 'Traffic and Transport'
- ❑ The operation of, and the machinery / plant equipment must comply with the specified high-risk plant requirements of OH&S Act 2000 .

Jumping Castles

Jumping castles and inflatable amusements are not permissible on Kiama Council parks and reserves.

Music Licencing

OneMusic Australia offer joint music licences covering PPCA and APRA AMCOS.

Live Music

If you intend to feature live music exclusively at your event protected by copyright, you must request a license at least three weeks before your event. APRA AMCOS issues licenses for the live performance, broadcast, communication, public playing, and reproduction of the musical works of its members through OneMusic Australia.

Recorded Music

If you intend to use recorded music or music videos, you must obtain a license. PPCA (Phonographic Performance Company of Australia Ltd) issue licences for broadcast or public playing of recorded music (such as CDs, records, digital downloads, or streams) and music videos through OneMusic Australia.

Temporary Fencing

If your outdoor event is ticketed, you will need fencing to secure your event area. It is wise to have the fencing installed first to create a secure construction zone for your event build. Events with high visibility may necessitate fencing equipped with advanced security features to deter unauthorized entry, and secure clear entry and exit paths.

Tips
- ❑ Consider delivery and pick up days / times from suppliers. Ensure you include these days in your Short-Term Licence application to secure required access.
- ❑ SafeWork has resources including Amusement Devices Duties of Organisers, guidance material and fact sheets.

Fireworks, Lasers and Pyrotechnics

Generally, Council does not permit high-risk activities at private events, including weddings. Exceptions may be made for events to include activities such as fire performances, lasers, cold spark pyrotechnics, and special effects. These requests must be submitted with the initial application and specific guidelines apply.

In order to evaluate an application that includes high risk activities you will need to provide information such as:

❑ Type, time, ignition location and duration of activities
❑ Identification of the associated risks and control mechanisms within a Risk assessment
❑ A completed self-assessment Fireworks Display Checklist (see safework.nsw.gov.au)
❑ Public Liability Insurance $20 million, noting Council as an interested party
❑ Pyrotechnic licence and licensee details
❑ SafeWork NSW approval/permit

Please note, even with a SafeWork permit, Council reserves the right to object, impose conditions (such as noise or location restrictions), or revoke permission for these activities at any time.

Notices

Attendees must be warned of all fireworks, fire displays, lasers and special effects.

The event notification you distribute to residents and businesses within a defined radius must provide information on the high-risk activities.

Fireworks

Event organisers are responsible to notify and seek approval from all relevant parties including:

❑ Civil Aviation Safety Authority
❑ Transport for NSW Aquatic License if display occurs on / affects access to navigable waters.
❑ Emergency Services: NSW Police Local Command, Local Fire Brigade from Fire and Rescue NSW or NSW Rural Fire Service
❑ SafeWork NSW

The operator must provide prior to approval (and have copies onsite of):

❑ Pyrotechnicians licence; or
❑ Fireworks Single Use Licence (FSUL)

Fire

If activities involving fire are planned, organisers require letter of approval from Kiama Council and EPA.

A permit from Fire and Rescue NSW or Rural Fire Service must then be obtained. The Protection of the Environment Operations (Clean Air) Regulation 2022 is applicable.

Major Event Checklist

Major Event common characteristics: Large-scale gatherings expecting over 2,000 attendees at any one time. Your event may run for up to ten hours on a single or multiple days, have more than ten food vendors and may be licensed to serve alcohol. A major event may include complex infrastructure, 'high risk activities' such as amusement rides or pyrotechnics and require coordination with various departments of Council.

10+ months out
- ❑ Identify venue space; determine suitability
- ❑ Read Kiama Council's event toolkit
- ❑ Get familiar with related laws / regulations
- ❑ View NSW Government Event Starter Guide
- ❑ Create Event Management Plan
- ❑ Prepare sponsorship packages
- ❑ Apply for funding opportunities
- ❑ Prepare event budget
- ❑ Prepare event marketing plan
- ❑ Submit preliminary event enquiry form to Kiama Council or contact an Event Officer
- ❑ Secure relevant insurances
- ❑ Secure Site Operations or Event Management staff if required
- ❑ Submit Liquor Licence application if required

8-10 months out
- ❑ Prepare event and safety documentation
- ❑ Provide event information to Police, NSW Health, NSW Ambulance, Safework NSW, NSW Liquor and Gaming
- ❑ Music Festivals - Complete NSW Government early notification form (deadline is 120 days prior to event)
- ❑ Select key supplier such as security, onsite medical services and traffic professionals. Commence detailed planning.
- ❑ Schedule stakeholder meetings
- ❑ Organise promotion and media releases
- ❑ Submit a DA Application (private land only)
- ❑ Submit Event Licence Application public land
- ❑ Consider attendee parking: shuttle services, additional grounds to hire or set down area.

6-8 months out
- ❑ Submit user pay police application form
- ❑ Notify relevant agencies e.g.Fire and Rescue
- ❑ Finalise budgets
- ❑ Book food vendors

4-6 months out
- ❑ Submit final traffic plans to Kiama Council traffic committee for approval
- ❑ Finalise food vendors, suppliers, stallholders and contractors
- ❑ Appoint volunteers and staff
- ❑ Book waste management requirements / submit Council's Waste Form
- ❑ Book structures and equipment
- ❑ Subject Music Festivals - Submit Safety Management Plan to ILGA Deadline 90 Days
- ❑ Apply for OneMusic Australia Licence (APRA/AMCOS) if applicable
- ❑ Begin your marketing action plan

2 months out
- ❑ Develop and distribute a staff roster
- ❑ Create attendee survey to be filled in onsite
- ❑ Purchase wrist bands and access passes
- ❑ Finalise site plan, submit to Council and distribute to stakeholders
- ❑ Emergency and/or first aid training for staff

4 weeks out
- ❑ Distribute notification to residents and businesses
- ❑ Distribute final version of plans to all stakeholders, including key contacts lists

- ❑ Provide Council team with final Event Documentation
- ❑ Submit final food vendor list to council
- ❑ Complete reserve key application form if required

14 Days Out
- ❑ Council fees final due date. Make payment of invoices and any bonds
- ❑ Distribute second event notification to residents and business owners and include a hotline phone number for use pre-event and on event day.
- ❑ Distribute vendor and supplier documents and instructions

7 Days out
- ❑ Complete pre-site inspection (prior to occupation)
- ❑ Conduct site-specific inductions for all staff, volunteers and others involved in the event delivery.

Day of Event
- ❑ Conduct site inductions for all staff, volunteers and others involved in event delivery
- ❑ Conduct patron surveys to gain feedback for future planning / funding requirements

Post Event
- ❑ Compile and evaluate patron surveys
- ❑ Provide post event report to Kiama Council
- ❑ Finalise Accounts

Destination Event Checklist

Destination Event common characteristics: Events expecting between 300 and 2,000 attendees at any one time. Destination events may run for up to three days in duration, it may have up to ten food vendors and may be licensed to serve alcohol. Your event doesn't include any 'high risk activities'.

4+ months out
- ❑ Identify a venue/open space and determine suitability
- ❑ Read Kiama Council's event toolkit
- ❑ Research and apply for funding opportunities
- ❑ Get familiar with related laws and regulations
- ❑ Check out NSW Governments Event Starter Guide
- ❑ Submit preliminary event enquiry form to Kiama Council or contact an Event Lead
- ❑ Prepare event management plan, marketing plan, risk assessment
- ❑ Submit traffic plans to Kiama Council traffic committee for approval (if you are occupying a road or footpath)
- ❑ Arrange insurances
- ❑ Notify all relevant agencies such as Police and Fire and Rescue
- ❑ Prepare budget
- ❑ Book food vendors
- ❑ Book structures and equipment
- ❑ Book key suppliers i.e. security, medical, traffic management
- ❑ Prepare sponsorship packages

2-4 months out
- ❑ Submit an Event Licence Application (public land events)
- ❑ Finalise budgets
- ❑ Appoint volunteers and staff
- ❑ Commence detailed event and marketing planning
- ❑ Organise event promotion and media releases
- ❑ Schedule stakeholder meetings
- ❑ Finalise food vendors, stallholders and suppliers
- ❑ Complete reserve key application form if required
- ❑ Book waste management services / submit council waste forms
- ❑ Apply for your OneMusic Australia Licence if applicable

4 weeks out
- ❑ Distribute final version of plans to all stakeholders and key contacts
- ❑ Provide Council team with final Event Documentation
- ❑ Develop and distribute a personnel roster to all involved
- ❑ Emergency and/or first aid training/refresher for onsite staff
- ❑ Submit food vendor list to council
- ❑ Distribute event notification to residents and business owners and include a hotline phone number that will be responded to on the lead up and day of event.

14 Days Out
- ❑ Council fee's final due date. Make payment to outstanding invoices.
- ❑ Make sure you have collected all suppliers insurance and SWMS

7 Days out
- ❑ Complete pre-site inspection (prior to occupation)
- ❑ Conduct site-specific inductions for all staff, volunteers and others involved in event delivery

Day of Event
- ❑ Conduct site-specific inductions for all staff, volunteers and others involved in event delivery
- ❑ Conduct patron surveys to gain feedback for future planning and funding requirements

Post Event
- ❑ Compile and evaluate patron surveys
- ❑ Provide post event report to Kiama Council
- ❑ Finalise Accounts

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Community Event Checklist

Community Event common characteristics: Events expecting less than 300 attendees at any one time. Community events may run for up to three days in duration, have up to two food vendors and isn't able to be licensed to serve alcohol. These events have limited infrastructure, with a footprint of less than 100m2 and no marquees larger than 3x3. Community events do not include any 'high risk activities' and is typically run by a not-for-profit entity.

4+ months out
- ❑ Identify a venue/open space and determine suitability
- ❑ Read Kiama Council's event toolkit
- ❑ Research and apply for funding opportunities
- ❑ Get familiar with related laws and regulations
- ❑ Check out NSW Governments Event Starter Guide
- ❑ Submit preliminary event enquiry form to Kiama Council or contact an Event Officer
- ❑ Prepare key event documentation such as event management plan and risk assessment
- ❑ Arrange insurances
- ❑ Notify all relevant agencies such as Police and Fire and Rescue
- ❑ Prepare budget
- ❑ Book food vendors
- ❑ Book structures and equipment
- ❑ Prepare sponsorship packages

2-4 months out
- ❑ Submit an Event Licence Application (public land events)
- ❑ Finalise budgets
- ❑ Appoint volunteers and staff
- ❑ Prepare event and marketing plan
- ❑ Organise event promotion and media releases
- ❑ Schedule stakeholder meetings
- ❑ Finalise food vendors, stallholders and performers
- ❑ Book waste management services / submit council waste forms
- ❑ Apply for your OneMusic Australia Licence if applicable

4 weeks out
- ❑ Distribute final version of plans to all stakeholders and key contacts
- ❑ Provide Council team with final Event Documentation
- ❑ Develop and distribute a personnel roster to all involved
- ❑ Emergency and/or first aid training/refresher for onsite staff
- ❑ Submit food vendor list to council

14 Days Out
- ❑ Council fee's final due date. Make payment to outstanding invoices.
- ❑ Distribute event notification to residents and business owners and include a hotline phone number that will be responded to on the lead up and also at your event.
- ❑ Make sure you have collected all suppliers insurance and SWMS

7 Days out
- ❑ Complete reserve key application form if required
- ❑ Complete pre-site inspection (prior to occupation)
- ❑ Conduct site-specific inductions for all staff, volunteers and others involved in the event delivery

Day of Event
- ❑ Conduct site-specific inductions for all staff, volunteers and others involved in the event delivery
- ❑ Conduct patron surveys to gain feedback for future planning and funding requirements

Post Event
- ❑ Compile and evaluate patron surveys
- ❑ Provide post event report to Kiama Council
- ❑ Finalise Accounts

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Civic Events Checklist

Civic Event: Designed for citizens, focusing on local duties or activities. These events have limited amplification, no traffic disruption, and a negligible economic impact. They aim to engage the local community and businesses, often held during daytime hours with minimal infrastructure. Coordination is simpler, managed by the Office of the CEO or Customer Service, involving licensing and permits but typically no funding support.

4+ months out
- [ ] Find and secure suitable venue or public space
- [ ] Read Kiama Council Event Toolkit and guidelines
- [ ] Research and apply for funding opportunities
- [ ] Get familiar with related laws and regulations
- [ ] Check out NSW Governments Event Starter Guide
- [ ] Prepare event and marketing plan
- [ ] Enquire about proposed event with Kiama Council Events Team
- [ ] Submit preliminary event form to Kiama Council
- [ ] Prepare key event documentation
- [ ] Submit traffic plans to Kiama Council traffic committee for approval
- [ ] Arrange insurance
- [ ] Notify all relevant agencies such as Police and Fire and Rescue
- [ ] Prepare budget
- [ ] Book food vendors and suppliers including security and medical
- [ ] Book structures and equipment
- [ ] Prepare sponsorship packages
- [ ] Organise site plan
- [ ] Arrange marketing collateral

2-4 months out
- [ ] Submit application for short term Licence to Kiama Council
- [ ] Finalise budgets
- [ ] Appoint volunteers and staff
- [ ] Organise event promotion and media releases
- [ ] Select key supplier such as Medical services and traffic services. Commence detailed planning.
- [ ] Schedule stakeholder meetings
- [ ] Finalise food vendors, stallholders and suppliers
- [ ] Book waste management services / submit council forms

4 weeks out
- [ ] Distribute final version of plans to all stakeholders and key contacts
- [ ] Provide Council team with final Event Documentation
- [ ] Develop and distribute a personnel roster to all involved
- [ ] Emergency and/or first aid training/refresher for onsite staff
- [ ] Submit food vendor list to council
- [ ] Complete reserve Key application form if required

14 Days out
- [ ] Council fee's final due date. Make payment to outstanding invoices.
- [ ] Distribute notification to residents and business owners
- [ ] Make sure you have collected all suppliers insurance and SWMS

7 Days out
- [ ] Complete pre-site inspection (prior to occupation)
- [ ] Conduct site-specific inductions for all staff, volunteers and others involved in the event delivery

Day of Event
- [ ] Conduct site-specific inductions for all staff, volunteers and others involved in the event delivery
- [ ] Conduct patron surveys to gain feedback for future planning or funding requirements

Post Event
- [ ] Conduct patron surveys to gain feedback for future planning
- [ ] Evaluate patron surveys
- [ ] Provide post event report to Kiama Council
- [ ] Finalise Accounts

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Resources

Websites/Useful Links
ABCD Standard – Temporary Structures: https://www.abcb.gov.au/sites/default/files/resources/2022/Standard-temporary-structures.pdf
Accessible Arts: https://aarts.net.au/
Australian Communications and Media Authority: https://www.acma.gov.au/
Australians Institute of Disaster Resilience, Crowded places checklist: https://knowledge.aidr.org.au/media/5669/crowded-places-checklists.pdf
APRA AMCOS: https://www.apraamcos.com.au/
Australian National Security: Crowded Place Tool: https://www.nationalsecurity.gov.au/protect-your-business/crowded-places/overview/self-assessment-tool
Australian Government: Department of Infrastructure and Transport: https://www.infrastructure.gov.au/infrastructure-transport-vehicles/aviation/aviation-legislation-regulation-policy/aviation-policy-regulation
Alcohol Free Zones, Kiama Council: https://www.kiama.nsw.gov.au/Services/Regulation-and-enforcement/Alcohol-free-and-prohibited-areas
Australian Writers Guild: https://awg.com.au/
Civil Aviation Safety Authority: https://www.casa.gov.au/
Copy right.org: https://www.copyright.org.au/
Crowd Counting Tool: https://www.mapchecking.com/
Designs for Dignity: https://designfordignity.com.au/retail-guidelines/dfd-06-06-directional-and-category-signage.html
Department of Primary Industry: Animal Exhibits: https://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare/exhibit
Dial Before you dig: https://www.byda.com.au/
EPA Waste Wise Events: https://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/waste-wise-events
Event Management Guidelines – Department of Planning: https://www.environment.nsw.gov.au/research-and-publications/publications-search/events-management-guidelines
Exotic animals: https://www.dcceew.gov.au/environment/wildlife-trade/non-commercial/household-pets
Exhibition and event association of Australia: https://www.eeaa.com.au/
Food Standards: https://www.foodstandards.gov.au/food-standards-code
Green Music Australia: https://www.greenmusic.org.au/
Human Rights: https://humanrights.gov.au/
Liquor and Gaming: https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-single-function
Live Performance Australia: https://liveperformance.com.au/
Live Music Office: https://livemusicoffice.com.au/
Live Performance Australia Safety Events Guidelines: https://liveperformance.com.au/wp-content/uploads/2019/02/Audience-and-Crowd-Management-Hazard-Guide-1.pdf
Media, Entertainment & Arts Alliance (MEAA): https://www.meaa.org/about-us/
National Security Hostile Vehicle Guide: https://www.nationalsecurity.gov.au/crowded-places-subsite/Files/hostile-vehicle-guidelines-crowded-places.pdf
National Toilet Map: https://www.toiletmap.gov.au/
National Association for Visual Arts: https://visualarts.net.au/
Near maps: https://www.nearmap.com/au/en?utm_source=google&utm_medium=organic
NSW Event Starters Guide: https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide
NSW Music Festival Regulatory: https://www.nsw.gov.au/sites/default/files/2022-04/nsw-music-festival-regulatory-guideance-checklist.pdf
NSW Office of Local Government: https://www.olg.nsw.gov.au/public/dogs-cats/responsible-pet-ownership/assistance-animals/
Office of The Childrens Guardians: https://ocg.nsw.gov.au/working-children-check/who-needs-check
One Music Event Licences: https://onemusic.com.au/media/information-sheets/events.pdf
Performing Arts Connections Australia's: https://paca.org.au/
Population Density: https://www.movementandplace.nsw.gov.au/place-and-network/built-environment-indicators/population-density
Product Safety Australia: https://www.productsafety.gov.au/
Safe Work NSW Event Guide: https://www.safework.nsw.gov.au/resource-library/arts-and-recreation-services-publications/guide-managing-work-health-and-safety-at-events
Six Maps: https://maps.six.nsw.gov.au/
Subject Festival Guidance: https://www.nsw.gov.au/sites/default/files/2023-02/subject-festival-guidance.pdf

Organisations wider than Australia
Green Guide: https://sgsa.org.uk/
The Purple Guide: https://www.thepurpleguide.co.uk/
Event Industry Forum: https://www.eventsindustryforum.co.uk/

Contacts

Organisation	Phone	Email	Website
Kiama Municipal Council Events Team	02 4232 0533	events@kiama.nsw.gov.au	http://www.kiama.nsw.gov.au/
Kiama Municipal Council Environment Team	02 4232 0444	environment@kiama.nsw.gov.au	http://www.kiama.nsw.gov.au/
Kiama Municipal Council	02 4232 0533	council@kiama.nsw.gov.au	http://www.kiama.nsw.gov.au/
The Pavilion Kiama	02 4232 1419	info@thepavilionkiama.com.au	http://thepavilionkiama.com.au/
Office of Liquor and Gaming	02 9955 0300	contact.us@liquorandgaming.nsw.gov.au	http://www.liquorandgaming.nsw.gov.au/
Marine Rescue NSW Shellharbour	02 4296 2640	uc.shellharbour@marinerescuensw.com.au	shellharbour.marinerescuensw.com.au
Waste Wise Events	131 555	info@epa.nsw.gov.au	http://www.epa.nsw.gov.au/
Kiama Visitor Information Centre	1300 654 262	tourism@kiama.com.au	https://kiama.com.au/
Transport NSW – Special Events	0438 468 118	Special.Events@transport.nsw.gov.au	transport.nsw.gov.au

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