



# EVENT MANAGEMENT GUIDE

Thank you for your interest in holding an event in the Lachlan Shire.

If you have questions regarding this form or hosting an event in the Lachlan Shire please contact Council's Events Officer on 02 6895 1900, email [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au) or visit the Lachlan Shire Administration Building, 58-64 Molong Street, Condobolin.

## **YOUR APPLICATION MUST BE SUBMITTED TO COUNCIL 12 WEEKS BEFORE YOUR EVENT DATE**

**Please contact Council's Events Officer to schedule a meeting before you submit your event application. During this meeting it will be discussed if your event needs any additional information.**

- Application Form**  
Please complete the application form with as much information as possible about your event.
- Risk Assessment**  
Please consider all risks involved with your event including all equipment being used.
- Public Liability**  
Please attach a copy of your public liability with your application. This should be a minimum of \$20,000,000 and Lachlan Shire Council should be named as a interested party on the certificate. This is not required for private events.
- Site Plan**  
Please supply a plan of your event and mark all activities taking place and also include exit doors and an emergency evacuation site. Council's Events Officer can supply you with a site map if needed.
- Section 68 Activity Application**  
Please complete the questionnaire on page 3 and identify if you need to attach an Activity Application with your Event Application.
- Notice of Intention to hold a Public Assesmbly**  
For all public events a Notice of Intention to hold a Public Assesmbly form will need to be completed. This form will be forwarded to NSW Police, Lachlan Area Command.
- Requests from Council Form**  
Please complete this form and return with your event application. Requests are granted on availability.
- Indemnity Form - Department of Primary Industries - Crown Lands Division**  
If your event is held on Crown Land you will be required to complete this form. This will be determined once you have spoken to the Events Officer.
- Traffic Control Plan**  
A Traffic Control Plan will be required if you need a road closure or other special signage to control traffic.
- Special Event Transport Management Plan**  
Does your event require a Transport Management Plan? This will also be discussed in the meeting with the Events Officer.



# Event Application Form

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## Applicant Details

Name:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
		Mobile:	<input type="text"/>
Email:	<input type="text"/>		
Facebook:	<input type="text"/>	Instagram:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

## Event Details

Event Name:	<input type="text"/>	Event Date:	<input type="text"/>
		Event Times:	<input type="text"/>
		Expected event attendance:	<input type="text"/>

Event Location:

Describe the main purpose of your event and what activities will be involved:

Is this event likely to become an annual event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will your event be open to the public?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - You will be required to complete a Notice of public assembly form; this will need to be submitted to Police (Lachlan Area Command)
Will there be food and/or drinks for sale?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - You will be required to comply with any food or health regulations
Will there be goods for sale?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - You will be required to complete Section 68 Certificate
Will alcohol be served and/or for sale?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - RSA/ Liquor licence
Will there be animal involvement?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will amusement devices or other entertainment be operating? (eg: jumping castle, mechanical ride, performers or attractions).	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you require Civic support from the Office of the Mayor? (eg: civic reception, Mayoral welcome/opening, Councillor involvement)	<input type="checkbox"/> No	<input type="checkbox"/> Yes - subject to availability
Are you requesting any road/footpath closures or road/footpath occupation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you requesting any assistance from Council? (eg: marketing, promotion, monetary, in-kind support etc.)	<input type="checkbox"/> No	<input type="checkbox"/> Yes - please specify below
Will you require additional portable toilets?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - additional fees apply
Will you be erecting a structure? (Marquee, Tent, Stage etc.)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Any further information to assist your application: Please specify any information you have not already stated above.		

# RISK ASSESSMENT

## What is the importance of a risk assessment?

Completing a risk assessment for your event is an integral part of planning. This involves:

- Identifying potential hazards;
- Assessing the risks associated with these hazards; and
- Setting measures in place to eliminate or reduce the likelihood of these risks.

It is your responsibility as an Event Organiser to manage the risk assessment process before, during and after an event. Events held on Council property must have a risk management plan.

Detailed risk management plans ensure the safety of volunteers, attendees and the wider community partaking in the event. This can also reduce the possibility of damage to property and costs that can occur with accidents.

## What is Risk?

Risk is the probability of a person being harmed or experience an injury if exposed to a hazard.

## What is a Hazard?

A Hazard is the potential to cause harm; identifying the hazard will reduce the risk of an accident or injury.

## What will happen if I don't lodge a Risk Management Plan?

Your event will not be approved.

Council's *Risk Management Plan* template is the document to accompany this Guide. Below you will find the Risk Assessment Matrix that will assist you in determining the level of your risks on the Risk Management Plan on the next page.

Event Organiser's should use this template in the planning stage of their event.

## RISK ASSESSMENT MATRIX

### LEGEND

The risk rating number indicates the priority of the risk :

- 1 - Top Priority: Do something immediately
- 6 - Low Priority: Do something when possible

How severe could it hurt someone or how ill it could make someone	2. How likely is it to be that bad?			
	Very Likely Could Happen Anytime	Likely Could happen sometime	Unlikely Could happen but very rarely	Very Unlikely Could happen but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical Attention or several days off work	2	3	4	5
First aid needed	3	4	5	6

