

Hawkesbury City Council

Events Guide

Issue	Important Information	Contacts	Completion Time Frame
General Event Planning Considerations			
Sustainability	<ul style="list-style-type: none"> Council hopes to work in partnership with community event organisers to assist them in planning and delivering sustainable events that best protects important community and environmental assets. A Sustainable Events Checklist is available to assist event organisers. 	Hawkesbury City Council www.hawkesbury.nsw.gov.au	<p>Consideration should be put into the sustainability of the event during the initial stages of planning.</p> <p>The size of the event will affect its impact on the environment and actions that will need to be taken.</p>
Food Handling	<ul style="list-style-type: none"> All food handlers are required to abide by the NSW Food Act 2003. Food Handling Guidelines for Temporary Event – can be found on the NSW Food Authority website and provides a checklist for all necessary requirements. Food handlers are also required to be trained in safe food handling. Events providing food must register the event with Hawkesbury City Council and the NSW Food Authority. Applications for Temporary Food Premises can be found at the council or on the Council’s website – CLICK HERE No application fee will be charged on submission. If council would like to inspect your event a fee will be charged, please see Council’s Current Fees and Charges for details. If the event is held by a legitimate non-profit organisation then the inspection fee is free. 	Hawkesbury City Council Environmental Health Team (02) 4560 4548 NSW Food Authority 1300 552 406 contact@foodauthority.nsw.gov.au www.foodauthority.nsw.gov.au www.foodnotify.nsw.gov.au	<p>Consideration should be put into safe food practices during the initial planning of the event. It also needs to be monitored at the event.</p>

<p>Traffic Management for Special Events</p>	<ul style="list-style-type: none"> • A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators • Examples are marathons, fun runs, cycling events, parades, horse rides, marches and street market days. The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support. • It is necessary to have qualified and experienced traffic controllers to ensure the safety of all participants such as pedestrians, motorists and the controllers themselves. Information on these positions/training can be found on the RMS Website. • An event organiser planning to hold a special event has to submit an application to Hawkesbury City Council a minimum of six months prior to the proposed event date. Hawkesbury City Council through the Local Traffic Committee will assess traffic aspects of the special event. • Applications should include details of the event, a transport management plan, traffic control plan, details of public liability insurance, route of the event, proposed road closures and any other aspects of the event. • Hawkesbury City Council Special Event - Traffic Information Package can be FOUND HERE and provides all information with regards to traffic applications and procedures for special events. • The Roads and Maritime Authority (RMS) (formerly known as the 	<p>Hawkesbury City Council Events Team (02) 4560 4444 All applications and documentation are to be emailed to: council@hawkesbury.nsw.gov.au</p> <p>Roads & Maritime Services (RMS) 24 Hour Traffic Enquiry Line 13 27 01 www.rms.nsw.gov.au</p> <p>Hawkesbury Local Area Command (02) 4587 4099</p>	<p>Applications to Council must be submitted to the Council a minimum six months prior to the event date.</p>
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	<p>Roads and Traffic Authority [RTA]), in consultation with the NSW Police and Local Government issued the document "Guidelines to Traffic and Transport Management for Special Events" (current version 3.4 in 2006). The document was completed as a multi-agency approach for managing traffic and transport for Special Events in NSW and stipulates the conditions applicable to Event Organisers in traffic management terms</p> <p><u>FORMS AND GUIDES:</u></p> <ul style="list-style-type: none">• Traffic and Transport Management for Special Events Information Package• Form A - Initial Approval Application Form• Form B - Initial Approval Application Form• Form C - Final Approval Application Form• Guide to Traffic Management for Special Events• RMS Special Events Form to be sent to Hawkesbury Local Area Command and Council		
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General Planning Considerations (continued)			
Permits for Public Areas	<p>Parks and Reserves, Community Halls and Road Reserves</p> <ul style="list-style-type: none"> • CLICK HERE to submit your booking request for a park or reserve where you can request bins and request for power, water and access. A council officer will usually respond to your request within 5 days of it being received. • You can make a booking request to use our banner poles for advertising your event HERE. • These applications may require additional information for example: a program of events, a traffic management plan (if required), a site map, risk assessment and sample promotional material. • These applications may need to be discussed at a Council meeting depending on the scale of the event. • An application fee is charged please see Council's current Fees and Charges for details. A refundable bond for damages and keys may be required. • If electricity is available in the park, applicants will be charged per hour for its use. • If exclusive use of a park or reserve is required, allow additional time for requests to be assessed as it will require a report to Council. Additional fees are applicable. 	<p>Hawkesbury City Council</p> <p>Customer Service (02) 4560 4444</p>	<p>The size of the event will affect the time it will take for approval.</p> <p>Applications should be submitted in the months prior to the council to ensure adequate time is allocated.</p> <p>If exclusive use or large scale - minimum of 6 months.</p>
	<p>Streets</p> <ul style="list-style-type: none"> • Hawkesbury City Council Special Event - Traffic Information Package can be found on the Council's website and provides all information with regards to traffic applications and procedures for special events. CLICK HERE • Applications should include details of the event, a traffic management plan, details of public liability insurance, route of the event and approval from the RMS and Local Traffic Committee. • Visit the RMS Website or Council's website to find the Special Events Guide for information on traffic management and applications for a road license permit for the event. 	<p>Hawkesbury City Council</p> <p>Customer Service (02) 4560 4444</p> <p>Roads & Maritime Services (RMS)</p> <p>24 Hour Traffic Enquiry Line 13 27 01 www.rms.nsw.gov.au</p>	<p>Applications to Council must be submitted to the council 6 months prior to the event date.</p> <p>Late applications will incur a late fee, please see Council's current Fees and Charges for details. No applications will be</p>

	<ul style="list-style-type: none"> A local traffic management plan must be developed and submitted to council if the event requires it. See the Traffic and Transport Management for Special events on the RMS website to see what Class your event is. www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf 		accepted within 45 days of the event.
	<p>Windsor Mall</p> <ul style="list-style-type: none"> Application forms can be found here and then lodged at the Council with an application fee payable on lodgment. Applicants must have public liability insurance and provide information on the event and the equipment that will be used. <p>Applicants will be notified of their outcome of the application via mail.</p>	<p>Hawkesbury City Council Corporate Service and Governance (02) 4560 4482</p>	Applications should be submitted in the months prior to Council to ensure adequate time is allocated.

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Rubbish	<ul style="list-style-type: none"> • Temporary additional bins in public spaces must be lodged on application to use the public area. • Costs associated with the provision and collection of bins can be found in Council's current Fees and Charges. • For large events, it is recommended that a special contractor is hired to manage the clean-up of the event. In this case, the event contractor will need to work in with the regular cleaners to ensure all areas are covered. 	Hawkesbury City Council Customer Service (02) 4560 4444 or email: customerservice@hawkesbury.nsw.gov.au	You will be notified as to whether you have been given approval for more bins on notification of approval of permit for land use.
Waste Reduction	<ul style="list-style-type: none"> • It is important to hold events in a clean attractive environment, therefore hosting a waste wise event helps maintain the environment • Waste can be reduced at events by requiring suppliers and caterers to minimise packaging and use materials that are recyclable, compostable and biodegradable. • Provide both waste bins and recycling bins and ensure that signage is consistent and visible to ensure that they are used properly. • The website Waste Wise events provide a guide which will help you develop a waste wise event. 	Hawkesbury City Council Customer Service (02) 4560 4444 Waste Wise Events Guide NSW EPA www.epa.nsw.gov.au	Waste reduction management will be an ongoing process in the planning of the event. It should begin as soon as planning begins.
Noise	<ul style="list-style-type: none"> • It is important to consider time of use; position of speakers and sound checks of Public Address systems (PA) and speaker systems. • Monitoring of the noise should be done on a frequent basis. • All entertainment and trading including the operation of PA and speaker systems is to cease at a Council approved transition time to allow background noise levels to be achieved prior to Council's approved finishing time. 	Hawkesbury City Council Environmental Health (02) 4560 4548	Consideration should be put into noise minimisation strategies during the initial planning of the event. It also needs to be monitored during the event.

Fireworks	<ul style="list-style-type: none"> For information specific to Hawkesbury City Council relating to fireworks please review the website CLICK HERE Service NSW www.service.nsw.gov.au/transaction/apply-fireworks-single-use-licence 	Hawkesbury City Council Customer Service (02) 4560 4444 Service NSW 13 77 88	Fireworks notifications should be sent out to the surrounding businesses and neighbours at least 4 weeks prior to the event.
Liquor License	<ul style="list-style-type: none"> Liquor License applications: https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/applying-for-and-managing-your-liquor-licence/apply-for-a-liquor-licence 	Liquor & Gaming NSW 1300 024 720	It is advised that the application should be submitted at least 3 months prior to your event.
Toilets	<ul style="list-style-type: none"> Portable toilets may need to be provided for the event. If applicable a ratio of 1 to 25 females and 1 to 50 males applies. If using Council facilities it is the responsibility of the event organiser to ensure they are left clean. 	Hawkesbury City Council Customer Service (02) 4560 4444	Consideration should be put into toilet plans during the initial planning of the event. It also needs to be monitored during the event.

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Event Sponsorship	<ul style="list-style-type: none"> Council has an events sponsorship program. There are two rounds every financial year. We strongly advise that all applicants read through Council's Event Strategy and complete the criteria matrix. CLICK HERE for Commercial and CLICK HERE for Community Details on how to apply including application forms and deadlines, are available on Council's website CLICK HERE Please ensure you have as much supporting documentation as possible when completing the application. 	Hawkesbury City Council Events Team (02) 4560 4444	Applications are open in March and October each year. Applicants should apply for an event that falls within 6 months of the application.

Safety Considerations			
Risk Assessment	<ul style="list-style-type: none"> It is important to complete a risk assessment of your event, to identify risks that may cause harm to organisations or individuals. The 'Events Starters Guide' provides information on possible risks that events might encounter These events may be physical, as well as financial, psychological, legal and environmental. A risk assessment may be required when applying for permits to use council spaces. 	Events Starters Guide www.dpc.nsw.gov.au/tool-s-and-resources/event-starter-guide/ Risk www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/risk-assessment-and-risk-management/	Should be completed in the initial planning process and then again within the final weeks before the date to ensure that risk have been minimised.
Occupational Health and Safety	<ul style="list-style-type: none"> You have a duty of care to provide a safe environment for staff, volunteers and the public. Depending on the nature of the event, you may have certain legal responsibilities in relation to occupational health and safety legislation. Adequate training and protective equipment will be required to ensure the safety of staff and volunteers. 	Work Cover NSW 13 10 50 www.workcover.nsw.gov.au	During initial planning OH&S should be considered however it will need to be monitored pre- event, during the event and post-event.

	<ul style="list-style-type: none"> • Sunscreen and Sun Protective wear should be provided for outdoor event staff and volunteers. • The Community Service Safety Pack can be found on the Work Cover website and outlines your OH&S responsibilities. 		
Public Safety	<ul style="list-style-type: none"> • Police should be notified of the Event to ensure the safety and security of attendees. • The local fire station should also be notified. • First aid should be available on site at the event. • St Johns Ambulance can attend your event. This can be organised by booking online at their website. • All electrical items must be tested and tagged by law to ensure the safety of staff, volunteers and the public. • Police/ Neighbour Notification - For events of 100 people or more, notification of this event is to be made to Hawkesbury Local Area Command at Windsor Police Station on (02) 4587 4099. A letter drop to be undertaken to all affected residents in proximity to the event by the applicant, with that letter advising full details of the function. 	<p>Police Hawkesbury Local Area Command (02) 4587 4099</p> <p>Fire Richmond Fire Station (02) 4578 1222 Windsor Fire Station (02) 4577 3182</p> <p>St John Ambulance www.events.stjohnnsw.com.au</p>	Please contact at least two weeks before the date of the event.

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Promotional Activities			
Banners	<ul style="list-style-type: none"> • Council Banner poles are located at Ham Common, Clarendon; Bells Line of Road/Terrace Road, North Richmond; and Pitt Town/Windsor Roads, McGraths Hill. • Banners for these locations need to be horizontal and five metres in length and need to have air holes to prevent damage. • Bookings for Banners will be taken no earlier than six months before the event and can be erected for a maximum of two weeks each with a maximum of two sites allowed. • Written permission must be obtained to erect the banners, and applicants must have public liability insurance. This is in line with the adopted Banner Policy. • A fee will be charged for the use of the banner poles. A refundable deposit is required for the key to the poles as banners are to be erected by the applicant and implement a safe system of work to avoid injury. Please see Council's current Fees and Charges for details. 	<p>Hawkesbury City Council Customer Service (02) 4560 4444</p> <p>You can make a booking request to use our banner poles for advertising your event here: https://www.hawkesbury.nsw.gov.au/your-spaces/book-a-space/banner-poles</p>	<p>Within the six months prior to the event. Volunteers need to be able to erect and dismantle the banners on the poles at the beginning and end of the allotted two-week period.</p>
Publicity	<ul style="list-style-type: none"> • Allow plenty of time for contacting the media. The most focus should be in the three-four weeks leading up to the event. Allow time for layout and printing deadlines. • It is important to target the correct media for your event and the people you are encouraging to attend • For smaller events, make up a general media release and mention that other story angles and photos are available. • Local Newspapers and Radios are a great way of reaching the local community. 	<p>Local Newspapers</p> <p>Hawkesbury Gazette 1300 665 694</p> <p>Hawkesbury Courier (02) 4588 0880</p> <p>Radio</p> <p>Hawkesbury Radio (89.9fm) (02) 4577 5662</p>	<p>Publicity should start several months ahead of the event. This will depend on the size of the event.</p>

Electronic Event Calendar	<ul style="list-style-type: none"> • Council's website allows community members to list their own events in the Events Calendar. • Events can be added on Council's website www.hawkesbury.nsw.gov.au/your-council/events/whats-on • If you would like publicity outside the area, you can add your event listing to the 'Discover the Hawkesbury' website - www.discoverthehawkesbury.com.au/whats-on 	<p>Hawkesbury City Council (02) 4560 4444</p> <p>Hawkesbury Visitor Information Centre (02) 4560 4620 discover@hawkesbury.nsw.gov.au</p>	<p>At least two months before to allow for maximum exposure.</p>
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