QPRC

QPRC Events Guide

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Introduction

Organising your event

Queanbeyan-Palerang is the regional events capital, with a large range of cultural, music and sports events happening each year. The region attracts a growing number of signature events and has been formally recognised for innovation in special events. Our goal is to continue to attract and develop new events and to enhance and grow our existing ones.

As each event is unique, requirements may differ. Use this document as a general guide to planning and speak to the events team or get professional advice where appropriate.

We look forward to welcoming your event. Remember, the team is here to help you on **0481 007 012** or events@qprc.nsw.gov.au

1. **Read this information** and make sure you understand what you need to provide. If things are missing when you submit your application, it can result in delays or additional fees.

2. **Consult with Council event staff** – the team can assist in making your application process smoother and offer advice and handy tips.

3. **Prepare your documentation** – this toolkit will outline what you need to consider. Provide as much information as possible.

4. **Lodge your event**

Where to Start?

The process is simple.

Choose a date

Check that your preferred venue is available and that there are no other similar events at the same time.

Choose a location

Consider our range of facilities and recreation spaces that are available for hire. You can book your venue through our website or email events@qprc.nsw.gov.au to check availability.

There are also some private event locations around Queanbeyan-Palerang that may suit your event.

Obtain permits and licences

You may need external approvals to run your event such as liquor licencing, traffic management, security, firework permission etc.
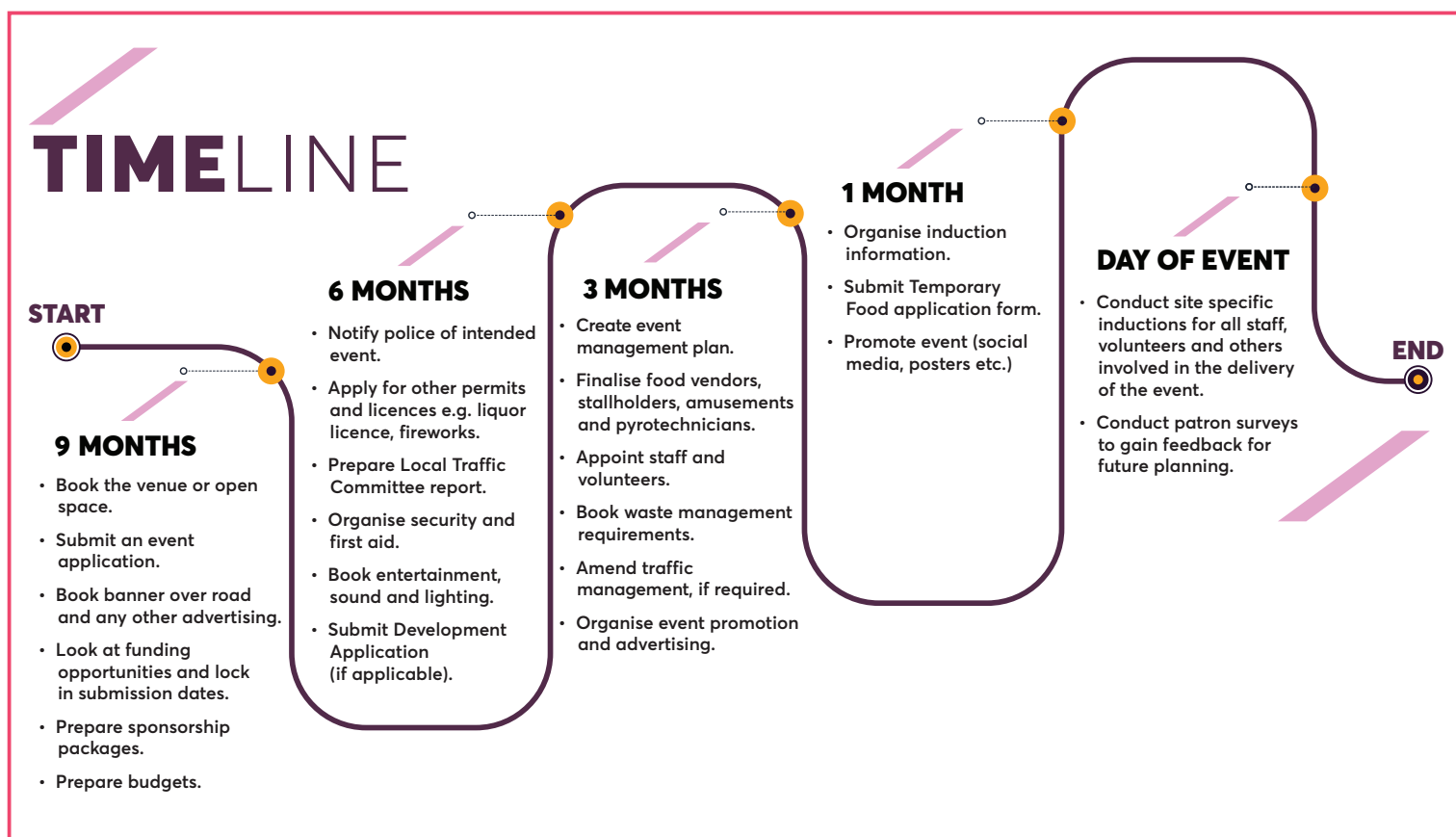
Check your insurance

A $20 million public liability insurance is required for all public events. This is mandatory as Council's insurance cannot be extended to cover external groups or businesses. Consider obtaining advice regarding liability for injuries, loss or damage of property or equipment, acts of omission and financial obligations incurred in responding to emergencies and professional indemnity.

The event organiser is responsible for ensuring that all parties involved in the event have suitable insurance

Remember the QPRC Events team is available to help you.

Submit your plans

The following pages will provide advice about what is required and templates for you to use.

TIMELINE

START

9 MONTHS
- Book the venue or open space.
- Submit an event application.
- Book banner over road and any other advertising.
- Look at funding opportunities and lock in submission dates.
- Prepare sponsorship packages.
- Prepare budgets.

6 MONTHS
- Notify police of intended event.
- Apply for other permits and licences e.g. liquor licence, fireworks.
- Prepare Local Traffic Committee report.
- Organise security and first aid.
- Book entertainment, sound and lighting.
- Submit Development Application (if applicable).

3 MONTHS
- Create event management plan.
- Finalise food vendors, stallholders, amusements and pyrotechnicians.
- Appoint staff and volunteers.
- Book waste management requirements.
- Amend traffic management, if required.
- Organise event promotion and advertising.

1 MONTH
- Organise induction information.
- Submit Temporary Food application form.
- Promote event (social media, posters etc.)

DAY OF EVENT
- Conduct site specific inductions for all staff, volunteers and others involved in the delivery of the event.
- Conduct patron surveys to gain feedback for future planning.

END

Documents you Need

Compulsory forms:

- Insurance
- Event management plan
- Site management plan
- Risk management plan
- Traffic management plan.

For further information please contact the QPRC Events team on 0481 007 012 or email us at events@qprc.nsw.gov.au

Optional, depending on event:

- Liquor Licence here
- Firework approval here
- Activity approval
- Development application here

Site Maps

A site map provides an overview of your event. It clearly shows where it will be staged, entrances and exits and placement of facilities and vendors/amusements etc. All applications for public events must include a clearly marked site map. For smaller events, a simple grid map is sufficient. For larger events, an aerial photograph with features clearly labelled can be used.

A site map assists in:

- Applying for licences and approvals
- Identifying potential risks
- Providing information for emergency services such as potential hazards and emergency access
- Considering crowd management and security.

It also assists in locating:

- Stage and other structures
- Sound and lighting control space
- Entrances and exits, including accessible entrances
- Parking, including accessible parking
- Routes around and through the event site - pedestrian and vehicles
- Coordination space and emergency response area e.g.
- Lost children, vulnerable adults and security
- Emergency evacuation and restricted access areas

- Water access points including firefighting equipment
- First aid - preferably undercover
- Entertainment, food vendors and stall areas
- Liquor outlets, consumption and alcohol free areas
- Toilets, including accessible toilets
- Power and generators
- Seating arrangements, shelter and shade.

Internal signage

Site signage at events is important. It helps people navigatetheir way around and should reflect the event characteristics. Signage should include locations of:

- Entrances, exits and no entry
- First aid
- Parking (including accessible parking)
- Pick up and set down areas
- Public transport
- Information centres
- Alcohol consumption areas
- Lost children area
- No smoking/smoking permitted areas
- Toilets and accessible toilets.

Example of a Site Plan - Large event, Queanbeyan Showground
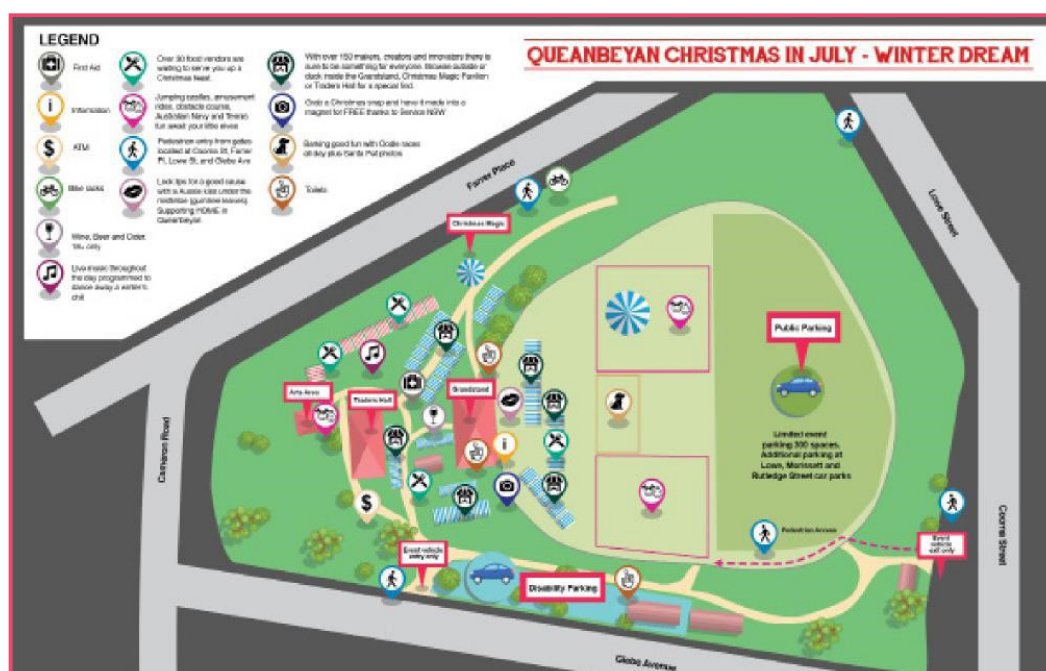
Risk Management Plan

Let's keep everyone safe

A risk management plan will help you identify and mitigate risk associated with your event. This is important because event managers can be personally liable for any injuries to the public or those associated with the event.

Risks

Risks can include:

- Medical emergencies, including drug and alcohol issues,injuries, allergic reactions, heat stroke or exhaustion, life-threatening events, and mass casualty incidents
- Emergencies requiring police or fire brigade involvement
- Terrorism
- Security breaches - inadequate security
- Non-arrival of performers or goods
- Equipment failure
- Property damage or loss
- Food poisoning
- Lost children
- Breach of noise restrictions
- Money handling
- Larger than expected crowds
- Sun exposure or adverse weather
- Damage or injury from fireworks
- Inadequate insurance
- Electricity outages or surges
- Lack of care with hazardous materials.

Once you have identified risks, rate them according to the likelihood and impact and decide on mitigation measures. Focus on risks that have significant consequences.

Your Risk Management Plan will include:

- Emergency exits (as part of your traffic management
- The provision of first aid on site (with suitably qualified people)
- Arrangements for lost children or vulnerable adults (e.g. an area where they can be looked after until found and a system of announcement)
- General workplace health and safety. guidelines.

Risk Assesment Matrix		Impact				
		Negligible	Minor	Moderate	Major	Serious
Likelihood	**Certain to occur** Expected to occur in most circumstances	Low	Medium	Medium	High	High
	Very likely Will probably occur in most circumstances	Low	Low	Medium	High	High
	Possible May occur occasionally	Rare	Low	Low	High	High
	Unlikely May occur infrequently	Rare	Rare	Low	Medium	Medium
	Rare May happen only in exceptional circumstances	Rare	Rare	Low	Low	Low

Risk Level	Recommended Actions
High	Immediate action required. Activity must not proceed until steps are taken
Medium	Risk control measures are required to reduce risks to as low as reasonably practicable
Low	Review risk assessment and ensure control measures to reduce risk
Rare	Manage risk by routine procedures and monitor

Traffic Management Plan

Let's keep everyone moving

If your event is likely to impact traffic, transport and/or pedestrians you will need to prepare a Traffic Management Plan (TMP).

Depending on the size of the event and its impact, the TMP may need to be approved by Council, Transport for NSW (TfNSW) and/or landowners. The QPRC Local Traffic Committee meets every two months: February, April, June, August, October and December.

Road closures

If your event requires the closure of any public roads, you will need to submit a TMP to the Local Traffic Committee which considers the impact on traffic, transport and pedestrians.

Reasons you need to close roads include:

- Event bump in and bump out (the technical terms for the periods when you construct or assemble the event)
- Creating and dismantling infrastructure
- The activity itself, if it takes place on a road E.g. cycling or fun run
- Large numbers of pedestrians are expected
- Use of heavy vehicles.

There is a legal requirement that you give residents affected by road closures at least seven days' notice by advertising the closures in local and/or metropolitan newspapers as directed by TfNSW and Council. Letterbox drop notifications to residents and businesses affected by the road closures for your event may also be required.

Traffic management plans

Your TMP will include:

- An event summary with an overview, dates and times
- Planning and event day contact details Local Traffic Committee meets every two
- A traffic control plan for each road closure point
- Risk assessment and work health and safety issues
- Accessibility arrangements for people with disability
- Current public liability insurance certificate (minimum $20 million)
- Any special approvals required for the event, such as conditions of approval set by the NSW Police, TfNSW or Council
- Evidence that appropriate authorities have been notified about the event
- Road closures or alternative traffic routes
- Parking arrangements including accessible parking or use of surrounding carparks
- Contingency plans
- Special event clearways & access for emergency vehicles
- The use of heavy vehicles and whether their thoroughfares have weight limits
- Heavy vehicle detour routes, if applicable
- Wayfinding plan between transport hubs and the event precinct
- Temporary event signage.
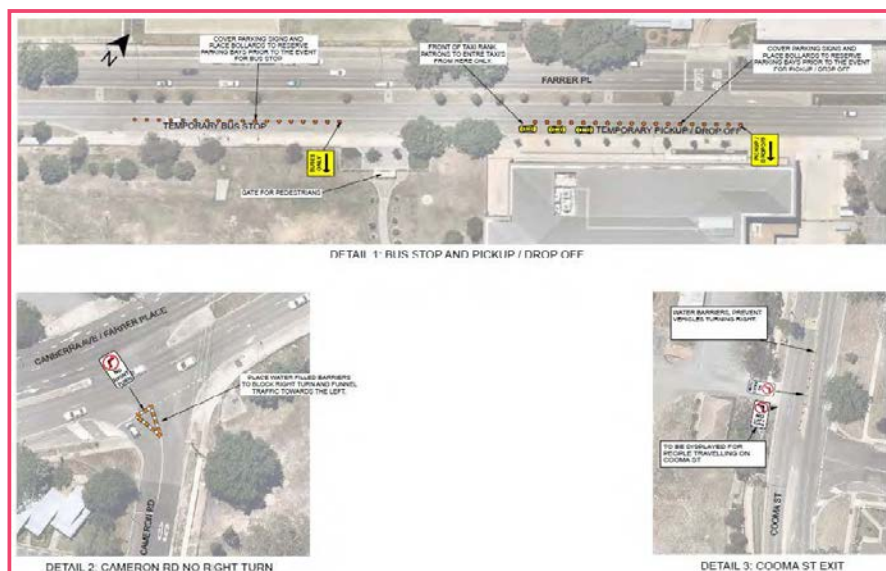
Events with Food

Make sure no one goes hungry

Event organisers are responsible for the management of food vendors, including site placement, access to power and water, risk management and required approvals.

You need to provide Council with a list of all food vendors including their Council registration numbers. This can be emailed to: health.environment@qprc.nsw.gov.au

All food vendors should be separately registered with Council. This can be done via this online form.

To enable them to act as either a temporary food stall or mobile food vendor, all food vendors need to supply proof of their Public Liability Insurance (minimum $20M).

Charities and community groups must abide by the Food Act but are exempt from some requirements including:

- Notification of food business is not required if food sold is not potentially hazardous (e.g. scones) or is to be consumed immediately after thorough cooking (e.g. sausage sizzle)

- Food Safety Supervisor requirements do not apply.

Some labelling requirements do not apply, however, it is a requirement that all allergens must be identified and information made available for customers.

Further information can be obtained from the NSW Food Authority.

Events with Alcohol

To sell or supply alcohol at your event, you must obtain the appropriate liquor licence from Liquor and Gaming NSW. The licence most relevant for events is the limited licence. Applications for a limited licence should be made 28 days before your event. Police, Council, residents and other interested people can lodge a submission in relation to a liquor licence application.

Prior to or within two working days of applying for a liquor licence, you must submit a notice to:

- NSW Police local area command
- Council, or other consent authority for the land where you propose to stage your event.

Responsible Service of Alcohol

NSW Responsible Service of Alcohol (RSA) certification is mandatory for anyone serving liquor at an event, including volunteers and security staff at the venue.

Alcohol management plan

Consider how you will manage the legal requirements of the licensee including:

- Ensuring serving staff and security officers have their current RSA certification card on them
- Trading hours are adhered to
- Responsible service of alcohol signs are clearly displayed
- Clear signage showing where alcohol can and cannot be served
- Any limit on the number of alcoholic beverages that can be purchased at one time
- Glass or plastic serving
- Procedures to shut down the service of alcohol in the case of an emergency
- Design and layout of queuing areas to reduce crowd frustration.

This is not a comprehensive list of issues that may affect the selling of alcohol at an event. It is a legal requirement for water to be supplied for free where alcohol is available. Consider providing water stations at different positions around the site.

Events with Fireworks

The things that go bang

It is illegal to operate fireworks in NSW without a licence from SafeWork NSW. There are two types of licences: pyrotechnician or single use. Your license will depend on the type of fireworks you intend to display and the length of your event.

If fireworks are planned for your event, you are required to advise or obtain written approval from the following organisations:

- SafeWork NSW and Council at least seven days before the event
- Fire and Rescue NSW local fire brigade or NSW Rural Fire Service and NSW Police at least two days before the event
- The land or property owner where the display will be carried out, as some venues/sites may have their own requirements regarding the use of fireworks
- Depending on the height of the fireworks Civil Aviation Safety Authority

- Neighbours who may be affected by the fireworks display including hospitals, aged care facilities, stables, kennels or veterinary clinics
- Any other applicable agencies or interested parties (SafeWork NSW can advise which agencies need to be contacted).

SafeWork NSW requires these notifications to be made in writing and for no objections to have been raised as part of their approval process.

Ensure you keep a copy of your permits and approvals for future reference.

The notification timings above are minimums and more advanced notice is recommended to ensure that all approvals are obtained prior to the event.

Council has a Fireworks (Pyrotechnics) Display Policy which applies to all fireworks displays in Queanbeyan-Palerang. The policy explains the public notification process that event organisers need to follow if they are having a fireworks display.

Events with Amusements

The fun things

Amusement devices not required to be registered with SafeWork NSW may be installed or operated without prior inspection of Council. These are generally small amusements designed primarily for the use by children 12 years of age or under and may include mini-ferris wheels, battery operated cars and miniature railways.

Other amusements do require registration under the Work Health and Safety Regulation 2017 and include powered amusement devices for people over 12 years of age. These devices will require an approval and inspection by an authorised Council officer prior to operation.

An Activity Approval Application is required. This application will need to be accompanied by:

- A copy of your SafeWork NSW current registration
- An extract of your current insurance, minimum $20M of cover.

Council will not provide an approval to install or operate an amusement device unless it is satisfied that:

- The ground or other surface on which the amusement is erected is sufficiently firm to sustain it while in operation
- The amusement is registered under the Work Health and Safety Regulation 2017
- The amusement is erected in accordance with all conditions (if any) set out in the current certificate of registration issued for the amusement under that regulation
- A log book exists with a proven record of annual inspection
- There is at least $20 million public liability insurance coverage.

Find out more on SafeWork NSW's website.

Events that Require Construction

Structures will require permission from Council or the landowner. Depending on the structure you may also be required to lodge a building or development application with Council or provide certification from an engineer. The QPRC Building and Development team can assist on 1300 735 025.

Erection of tents or marquees for community events is considered an exempt development and will not require consent provided certain criteria are met.

Other Important Information

Have you provided for everyone?

The NSW Government has developed a [Toolkit for Accessible and Inclusive Events](#) which aims to assist event organisers in creating an event that is accessible to all members of the community. The Toolkit also provides a checklist of access solutions you could apply to your event.

Support and advice is available from QPRC's Community Development team on 02 6285 6198.

Sustainability

All events, even small ones can have significant environmental impacts. It's a good idea to understand these impacts and to apply sustainability principles. Promoting your event's focus on sustainability may also help attract partners, sponsors and patrons. Set clear and realistic sustainability goals and identify what part others can plan in achieving them.

For more information contact QPRC's Sustainability Officer on 1300 735 025 or events@qprc.nsw.gov.au

Budgets

To ensure there are no surprises, consider your budget and potential expenses. Event expenditure may include:

- Staffing and training
- Infrastructure, staging and production
- Artists, performers and amusements
- Catering and food services
- Travel and accommodation
- Cleaning, waste and toilets
- Ticketing
- Marketing and communication
- Licence fees
- First aid and emergency management
- Insurances
- Government agency or private business services such as police, security and traffic management.

What if there is an incident?

An emergency response/management plan outlines how you will respond to an emergency at your event. It should be developed in consultation with police, fire brigade, ambulance and local RFS and SES.

This plan will determine who will respond to critical incidents and what their responsibilities will be - that is, first responder, incident reporter etc.

It will also outline how communication of incidents will occur - through radio or a central reporting point.

Responding to an emergency or incident

1. Investigate and assess the situation
2. Act to reduce harm to spectators or participants without increasing risk to yourself or others
3. Contact the designated critical incident coordinator with details of name, location, the issue and incident status
4. Stay on site until you are formally advised to leave
5. Do not intervene in physical confrontations
6. Do not speak to the media or provide public comment regarding the incident
7. Limit the involvement of bystanders and event staff.

Noise

All events have a responsibility to manage their noise impacts on the surrounding area. Council can direct any event organiser to take certain actions to manage noise if it is deemed necessary.

Use of a public address system or sound amplifying device on community land needs approval from Council and/or the landowner. The event organiser must notify businesses and residents within 500m of your event, in writing, at least seven days prior to the event.

If fireworks are being used, the pyrotechnician needs to notify in line with the guidelines around fireworks.

Communication

Who am I talking to and why?

Establish a communication schedule that may include:

- Publicity/advertising in local papers and other relevant media outlets
- Website
- Letterbox drops
- Posters/flyers/brochures
- Letters to key community groups
- Meetings with key community groups
- Notifying Council's Customer Contact Centre
- Group emails
- Sponsorship agreements

Other than promoting the event itself, people may want to know about:

- Transport arrangements
- Road closures
- Parking facilities
- Safety messages
- Special arrangements (e.g. for people with disability)
- Times the event will begin and end
- Who to contact for more information

Communicating before and at the event

- Electronic Variable Message Signs – VMS
- Social media posts
- Printed/online guides or programs
- SMS event updates and phone apps
- Road signage
- Information booths
- Public address system
- Portable message boards

On-site communication is about communication between organisers on the day and is linked to the staging and logistics.

External Signage

Council's Directional Signage Policy outlines some guidelines that apply for event signage.

If you're intending to use street signage on private property, there are some rules you will need to follow under the State Environmental Planning Policy.

Banners and Sails

Banners can be booked for display across Bungendore Road (Kings Highway) in Queanbeyan. Banners are displayed for a minimum of one week or a maximum of two – they are hung and removed on Tuesdays.

Sails in Queanbeyan are suspended for one month and are generally removed on Fridays. Sails in Bungendore can be displayed for 2-4 weeks.

Banners and sails are not to be used for retail advertising. Further information on specifications and booking is available on the Banners and Sails page of our website.

Event Promotion

1. List your event on ATDW

Creating an event listing on the Australian Tourism Data Warehouse (ATDW) will ensure that you appear on:

- queanbeyanpalerang.com.au/visit
- visitNSW.com

Once listed, your event may be selected to appear in other QPRC channels including:

- Visit Queanbeyan-Palerang's (Visit QP) monthly what's on guide and e-newsletter
- Curated content on the Visit QP's blog and social media posts on Facebook and Instagram accounts
- The electronic noticeboard in the Queanbeyan CBD

To maximise chances of featuring in these channels the event should:

- be listed on ATDW by the 15th of the month before the event
- have high quality imagery and comprehensive, compelling event information
- be relevant to the theme/tone of the channel and planned content

List your event for free at:

https://oauth.atdw-online.com.au/login

2. Get social

Promoting your event on social media platforms like Facebook or Instagram is a great way of extending your promotion reach. You can post about recent updates and announcements leading up to the event, images or videos onthe day(s). This is especially important if you intend to organise the same event next year.

QPRC's Tourism team can be found by searching for VisitQueanbeyanPalerang on Facebook and Instagram. Tag the account on your relevant posts.

3. More tips and tricks

- Local media is often looking for story ideas and upcoming unique events can provide great content
- Write a media release for local newspapers to see if they're interested in covering your story. A well-planned media release can include an interesting story angle, succinct and compelling quotes and links to original, high quality imagery
- Local radio across regional Australia has a strong interest in community events and stories. Make sure they receive your media release and you could follow up with an offer to be interviewed
- Advertise on social media; a small budget carefully targetedto your core demographics can provide great reach
- Most towns have a local Facebook group that discusses community issues. Check the rules and posting guidelines of your local group and, if appropriate, let them know about your upcoming event
- Printed materials, including postcards and posters in shop windows can be effective if located in high traffic areas
- If your event is sponsored, ask your sponsors to include details of your event in their e-newsletter and social media channels

Do you need Security?

Crowd control

A security guard service licensed for crowd control and with event experience can provide invaluable expertise tohelpmanage potential risks at your event and may be legally required. It is mandatory that any person undertaking a "security activity" is appropriately licensed to carry out that activity. These activities include:

- Acting as a crowd controller, venue controller or bouncer
- Guarding cash or valuables (including cash in transit)
- Protection of assets, guarding infrastructure and servicing security equipment

Risk management

Your risk management plan may identify high-security risks that are likely to occur at the event. For most large events where alcohol is served, the licensing arrangements will require a minimum number of security officers be employed. If you do contract a security company, it is advisable to liaise with them during the event planning stage. One way to do this is to develop your security plan with your provider.

Security Plan

Your security plan should include:

- Type of security being used for the event e.g. private security personnel
- Details of the private security firm (including company name, master licence details, lead contact person and phone numbers, and the number of personnel at the event)
- Security, transport and storage procedures for cash, valuable items, prohibited items, dangerous goods, hazardous substances and equipment
- Sufficient and appropriate barriers, fences, gates and turnstiles

- Ticketing arrangements and procedures for checking tickets
- Examples of identification used by staff, contractors, artists and media, as well as a register of those with accreditation
- Secure area for storage of confiscated goods
- Arrangements for lost and stolen property
- Arrangements for lost children and vulnerable adults

A briefing should be given to security personnel before the event and cover:

- Venue layout
- Emergency evacuation plans
- People who may require access to the event (such as council staff, building surveyors and inspectors, environmental health officers, fire safety and prevention officers and workplace safety officers)
- What accreditation should be sighted
- Each security operative's role and responsibilities on the day
- Responsibilities relative to the NSW Police
- Responsibilities during an emergency

If police are present at the event, whether on general duty or on a user pays basis, event organisers are not entitled to direct the activity of police or to have inappropriate influence on operational commands. However, you should liaise with the NSW Police in the lead-up to your event and agree how issues or concerns can be raised on event day.

NSW Police is responsible for regulating the security industry. For more information about security licensing, visit the NSW Police Force website.

Event Contacts Directory

AREA	COUNCIL CONTACTS	NON-COUNCIL CONTACTS
All event advice including those listed below	QPRC Events team 0481 007 012 events@qprc.nsw.gov.au	
Traffic management advice (traffic management plan and road closures)	QPRC Events team 0481 007 012 events@qprc.nsw.gov.au	For local traffic control services please click this link: https://www.yellowpages.com.au/
Risk management (including fireworks)	Risk Management Coordinator 1300 735 025	Workcover Ph: 02 4321 5000 www.workcover.nsw.gov.au
Bookings – QPRC Indoor spaces	02 6285 6583 qprc.communityfacilities@qprc.nsw.gov.au	
Bookings – QPRC Halls (Bungendore and Braidwood)	1300 735 025 qprc.communityfacilities@qprc.nsw.gov.au	
Bookings – Open spaces or parks	02 6285 6243 openspacesbookings@qprc.nsw.gov.au	
Bookings – Sportsgrounds	6285 6231 https://www.qprc.nsw.gov.au/Sportsgrounds	
Waste management	QPRC Waste Minimisation Officer 02 6285 6268 wastematters@qprc.nsw.gov.au	For local waste management services please click on this link: https://www.yellowpages.com.au
Food and beverages regulations	Environmental Health Officer 1300 735 025 health.environment@qprc.nsw.gov.au	NSW Food Authority 1300 552 406 www.foodauthority.nsw.gov.au
Alcohol licencing		NSW Government Liquor and Gaming www.liquorandgaming.nsw.gov.au
Working with Children Check		Service NSW https://www.service.nsw.gov.au/transaction/apply-working-children-check
Fundraising (conditions for raffles, chocolate wheels and donations)		NSW Government Liquor and Gaming www.liquorandgaming.nsw.gov.au
NSW Fire Brigade and Rural Fire Service		**Fire and Rescue Queanbeyan Station** 41 Campbell Street, Queanbeyan **NSW Rural Fire Service** 10 Ellerton Drive, Queanbeyan 02 6128 0600
Copyright (music)		Australian Performing Right Association (APRA) 02 9935 7900 www.apra.com.au
Welcome to Country Services of Aboriginal Elders	QPRC Aboriginal Liaison Officer 1300 735 025	https://www.indigenous.gov.au/contact- us/welcome_acknowledgement-country
Ambulance Service Notification of events		**Ambulance Service of NSW** 02 9320 7777 https://www.ambulance.nsw.gov.au/ **Queanbeyan Ambulance Station** 7 Erin St, Queanbeyan **Bungendore Ambulance Station** 31 King St, Bungendore **Braidwood Ambulance Station** 73 Lascelles St, Braidwood
Volunteers for events		Volunteering ACT 02 6248 7988 www.volunteering.nsw.gov.au www.volunteeringact.org.au
Canberra/Queanbeyan Town Crier		https://www.facebook.com/act-towncrier

Resources

The list below is from the NSW Premier and Cabinet Event Starter Guide. Browse this list of useful websites and publications to help make your event a success.

Websites

- Department of Premier and Cabinet has the Event Starter Guide and the NSW Government's Whole of Government Policyfor the Application of User Charges for Major and Special Events.

- Destination NSW focuses on driving tourism and acquiring and developing major sporting and cultural events for Sydney and regional NSW. It does this by working with industry partners to develop existing events, attract new events and maximise the economic, strategic and community benefits of events.

- Secure NSW has a mass gatherings guided self-assessment tool for owners and operators of places of mass gatherings to determine the likely attractiveness of a business to terrorist attack

- Creative Parnerships Australia provides information on marketing and sponsorship

- Local Community Insurance Services is a specialist insurance provider established to manage the insurance needs ofclubs and community groups withinAustralia

- Arts Law Centre of Australia is a community legal centre for the arts in Australia. Here you will find sample contracts, information on arts insurance and free advice on legal issues

- Media Entertainment & Arts Alliance provides information on wages for arts workers

- Transport for NSW provide a guide to traffic and transport management for events

- Office of Sport has information on risk management and insurance for sporting clubs, much of which is also applicable to event organising. Click the link and type "insurance checklist" in the Search box, then follow the links

- legislation.nsw.gov.au contains the current and historical NSW acts, regulations, planning instruments and other statutory instruments

- austlii.edu.au is the website of the Australasian Legal Information Institute. It hosts current Australian (Commonwealth) legislation, regulations and case law

- nationalsecurity.gov.au contains Australia's Strategy for Protecting Crowded Places from Terrorism.

Publications

- Accessible Events — A Guide for Organisers was developed by the Australian Human Rights Commission in partnership with the meeting and events industry. The Guide is designed to help event organisers ensure that events are accessible to people with a disability. It can be accessed using the link above or online from the Meetings and Events Australia (MEA) website

- Allen, Johnny (et al), Festival and Special Event Management, 4th edn, 2008, Wiley Australia Tourism Series, ISBN 0470 81252 4

- NSW Government, Guide to Traffic and Transport Management for Special Events, 2018, (available on the Transport for NSW website). This guide has comprehensive information for event organisers, with a focus on traffic management.

- Australia/New Zealand Standard Risk Management AS/NZ ISO 31000:2009, ISBN 0 7337 9289 8 and Risk Management Guidelines HB: 436:2004, ISBN 0 7337 5960 2

- NSW Ambulance had a large involvement in the release of the Safe and Healthy Crowded Places Handbook.

Accessible Event Checklist

This checklist includes features that should be considered to ensure your event can be accessed and enjoyed by all people. While this guide cannot cover every instance of accessibility, it is designed to encourage inclusive thinking.

PRE EVENT	YES	NO	N/A
Budget for potential access requirements? (Eg. portable ramp, charging station for scooters).			
Is the event being held in an accessible location? (Eg. public transport network, external paths).			
Are there physical barriers in public areas?			
Site map developed, including accessibility features? (Eg. disability toilets, accessible parking bays, drop off).			
Have the communication needs of all people with disability been considered? (Eg. braille printing, captioning, Auslan interpreter, hearing loop or other assistive communication technology).			
Have presenters, performers and stallholders been asked if they require any access adjustments?			
If an accessible online registration platform is being used, is there a range of registration options (Eg. telephone, email).			
Have extra event staff/volunteers been allocated where appropriate and aware of access feature locations.			
If the event has a cost, consider registering the event with NSW Companion Card Program.			
Emergency management to address people with disability. Are all event staff/volunteers aware of the procedures?			
Consider training for event staff/volunteers on disability awareness and considerations (Eg. access, assisted persons, guide dogs, communication).			

PROMOTE	YES	NO	N/A
Is information about disability access included in all promotional material?			
Is your electronic invitation or flyer in Microsoft Word format as well as PDF?			
Is your invitation easy to read? (Font size minimum 12, contrast of text to background.) Consider using accessible formats (Eg. large print, audio and digital to assist those with low vision).			
Supply contact details for accessibility enquiries (Eg. please contact us in advance if you need additional support to make the most of your participation in our event).			
Have you provided access information or used the access symbol on the invitation?			

EVENT VENUE	YES	NO	N/A
Display site map and visible signage to direct attendees to accessible facilities.			
Does the venue provide accessible parking?			
If not, allocate a space for accessible parking, clear signage and drop-off area.			
Service and information desk on event site.			
When making provisions for accessible parking, access distance between parking spaces, ramps, pavements and signage.			
Is there a grassed area available for toileting guide or assistance dogs?			
Create a quiet zone within the event for people requiring a low sensory area.			
Will people using wheelchairs be able to reach objects? (Eg. refreshments, water taps).			
Is there clear signage for assistance, toilets, lifts, information stall, etc?			
Is there adequate lighting for people with low vision?			
Allocated space for wheelchair or scooter users amongst seating and tables?			
Adequate seating provided for rest areas, particularly at outdoor events. Consider some chairs with a back and arm rests.			
Is there ramp access to marquees, stage, buildings and other structures? If not, can a portable ramp be used?			
Are handrails provided to all steps and ramps?			
Ensure all pathways are clear (at least 1m wide) and potential trip hazards have been removed or secured.			

CATERING	YES	NO	N/A
Food and beverage stalls can be easily accessed by people using wheelchairs.			
Dietary requirements are considered (Eg. coeliac, vegan, no dairy).			

POST EVENT	YES	NO	N/A
Evaluation completed and recommendations for subsequent events recorded.			
Event checklist completed and report results to Community Development team.			

QPRC

Need more information?