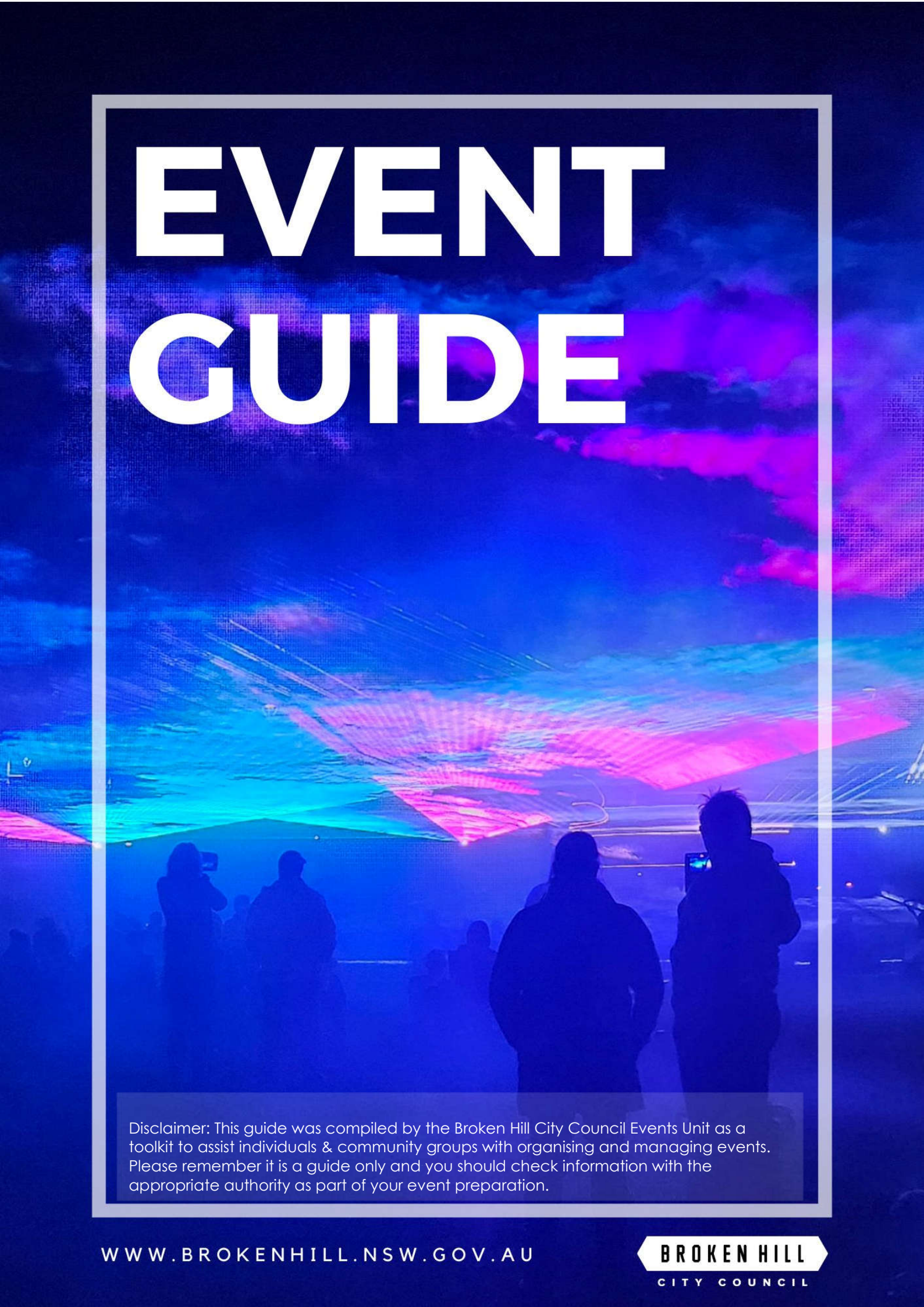


EVENT GUIDE



Disclaimer: This guide was compiled by the Broken Hill City Council Events Unit as a toolkit to assist individuals & community groups with organising and managing events. Please remember it is a guide only and you should check information with the appropriate authority as part of your event preparation.

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INTRODUCTION

The Broken Hill Event Guide provides an outline for those looking to host events within the Broken Hill Local Government Area. This Guide includes many of the steps and resources required to assist in the planning, promotion, and execution of events within Broken Hill, however all events are different and unique. Therefore, you should use this Guide in conjunction with other appropriate advice relevant to your specific event.

The Broken Hill Community Strategic Plan – Your Broken Hill 2040 identifies events as a key focus in Key Theme – Our Community. This focus forms part of an overall goal to ensure the Broken Hill community position ourselves to retain our sense of identity, our health, wellbeing, social inclusion, and connectedness.

Objective 1.4 – Our history, culture and diversity are embraced and celebrated. This objective is developed through a number of strategies including:

- 1.4.1 Raise awareness of cultural and community events that celebrate Broken Hill's cultural diversity.
- 1.4.2 Promote and support reconciliation and inclusion with the Aboriginal community.
- 1.4.3 Ensure our residents and visitors are aware of the importance of Broken Hill in Australian history and as Australia's first city on the National Heritage List.
- 1.4.4 Sustain and grow arts and culture and events and preserve the importance of our social capital, built heritage and history.
- 1.4.5 Celebrate the City's milestones and traditions publicly to increase the opportunity for tourism interest, social interaction and gathering.

Events are a key tool in providing a sense of community within Broken Hill and leads into an increasing and thriving economy driving employment and liveability within the city.

EVENT ORGANISER CHECKLIST

Developing an Event Plan is critical to ensuring your event's success. A clear and realistic timeline for your event and milestones should be developed and followed throughout your planning process. Ensure you allow enough lead time to apply for any licences required, travel, accommodation and logistical support if required from non-local suppliers.

There are many types of event checklists available on the internet. Depending on the size and type of event, you will need to consider many or all of the items below.

- ☒ Event Application Form
- ☒ Public Liability Insurance
- ☒ Risk Assessment
- ☒ Site Map
- ☒ Electrical Requirements
- ☒ Food / Catering
- ☒ Traffic Management Plan
- ☒ Contractor / Supplier Insurance
- ☒ Contractor / supplier risk assessment
- ☒ Marketing and Promotion
- ☒ Signage
- ☒ Community notice
- ☒ Waste Services
- ☒ Amenities
- ☒ Disability Access

Additional Forms

- ☒ Application for Road Closure
- ☒ Application to sell food/drink at a temporary event
- ☒ Application to suspend Alcohol Free Zone
- ☒ Section 68 Form
- ☒ Staffing
- ☒ Volunteers
- ☒ Run Sheet
- ☒ Invitations / Registrations
- ☒ Sponsorship

Day of the Event

On the day of the event you should have a copy of all your documentation, run sheets, event schedules, site map and plans including traffic, event plan, emergency management and site induction documents, in an event control area readily accessible. Contact details for all key personnel should be readily available to all event personnel.

Post Event

You should include an event debrief in your event planning and consider a feedback survey to patrons, suppliers and contractors involved with your event.

EVENT TIERS

Events vary from a small private function for complex large events. Events can be open to the general public with or without an admission fee.

Unless your event is private with under 50 people you will need to submit an event application form. You can submit an event application form as a notifiable event to ensure there are no clashes with other events.

Tier 0 - Notifiable Event

A notifiable event is a small private function with under 50 people. There are no additional services required such as power, waste management. There is no temporary infrastructure in place or contracted services such as photography, food stalls etc.

Notification is to ensure that the preferred date of the event is available. This does not provide exclusive access to the space or park for your event.

Tier 1 - Minor Event

These events may have a fundraiser sausage sizzle but require little input from Council open spaces staff.

A risk assessment must be completed with the application form. This does not provide exclusive access to the space or park for your event.

Tier 2 - Medium Event

This event tier may include events that include temporary shades up to 6x3m in size, food stalls, market stalls, commercial activity, small stage risers no larger than 3m² and 30 cm high.

This does not provide exclusive access to the space or park for your event however Council will endeavour to not accept additional events at the same time.

Tier 3 - Major Event

Major events may include mechanical rides, inflatable devices, temporary infrastructure such as stage, screen, marquee, light towers, fireworks and pyrotechnics, traffic management plan for changed traffic conditions such as a drop off zone or disabled parking, partial or full road closure or car park closure, request to lift an alcohol-free zone. This tier of event also has an attendance of 1000+ people.

A maximum capacity for attendance is determined by the venue. This does not provide exclusive access to the space or park for your event however Council will endeavour to not accept additional events at the same time.

Tier 0 Non-Bookable Events	Tier 1 Customer Relations	Tier 2 Customer Relations	Tier 3 Community Development
- No additional requirements - Event application is a notification only - Automatic approval	- Power - Under 500 people - Risk assessment required - Booking organisation providing own food eg. Sausage sizzle	- Temporary Infrastructure - Shade shelters up to 6mx3m - Stalls including food vendors, market, information - Commercial activity - Up to 1000 people or as determined by venue - Laser Tag by Arnie's Laser Force - Y's Men's Merry-Go-Round	- Mechanical rides - Inflatable devices 3m+ platform - Temporary Infrastructure - Marquee - Stage - Screen - Fireworks / Pyrotechnics - Traffic Management Plan

PARKS AND OPEN SPACES

In most cases an application to hold an event will be required. Notifiable events can be submitted to ensure that there are no other events on at the same time.

Broken Hill City Council has a variety of parks, gardens and open spaces that can be booked for your event. Council's parks and open spaces available for event staging are listed below together with their suitability for each event tier type.

Please note that events can only be conducted as per the relevant allocated event tier for the bookable space. Council does not provide exclusive use of parks and open spaces for your event.

Park / Open Space	Tier 0	Tier 1	Tier 2	Tier 3
North Family Play Centre				
Duke of Cornwall Park				
Duff St Park				
AJ Keast Park				
Sturt Park Rotunda				
Queen Elizabeth Park				
Town Square				
Patton Park				
Sturt Park				

SITE VISIT

Broken Hill parks and open spaces, the Living Desert State Park and Sculptures can be booked by completing the Council Event Application and Agreement – Parks Form or Sculpture Site and Living Desert Picnic Area Booking Form.

A number of ovals are managed through S355 Committees. These include:

- Memorial Oval
- Picton Oval
- Jubilee Oval
- Lamb Oval

Tier 3 event enquiries for Memorial Oval should be directed to Council's Community Development Coordinator by emailing council@brokenhill.nsw.gov.au.

All enquires in relation to Alma Oval should be directed to Council's Corporate Services Team by emailing council@brokenhill.nsw.gov.au.

APPLICATION AND APPROVAL PROCESS

Under the Local Government Act, 1993 it is a requirement to obtain approval from Council to hold an event.

Before submitting your application to hold an event, it is recommended that you contact Council to discuss your event proposal, determine availability of your preferred location and your application requirements.

Depending on your event tier level and the requirements of your event, additional documents and applications may be required as part of your event approval.

Once your event application is received, Council will undertake an initial assessment. This will identify exactly what is required of you to obtain event approval.

STEP 1: Submit Your Event Application

Your application will need to be submitted in accordance with the event Tier.

Your event application will provide an overview of your event in order to commence the review process.

You may need to submit additional forms for approval prior to submitting your event application.

STEP 2: Initial Approval

Council will check the availability and suitability of your requested space. Your risk assessment will be reviewed at this stage and any changes to the risk assessment will be discussed at this time. You will be advised of any in principle approval so you can keep planning your event.

STEP 3: Assessment and Additional Requirements

Council will contact you to discuss any additional requirements in relation to your event application. This will include the submission of any additional approvals such as road closure, applications to sell food/drinks etc. You will be quoted for any fees and charges at this stage. The quote will need to be accepted prior to a notice of approval being issued.

STEP 4: Notice of Approval

When your application has been assessed and approved, Council will provide written advice of your event approval. This advice will include any additional conditions of use and your responsibilities as the event organiser. You will be invoiced as per the accepted quote at the time of approval.

WHAT TO CONSIDER

Before you submit your application, you should consider some options when it comes to selecting your event date.

It is best to have backup dates in case your preferred date is unavailable.

Things to Consider:

- Bump in and bump out requirements
- Accommodation availability if your event will bring an influx of tourists
- Other events in broken hill and the region occurring at the same time
- Seasonal club use of sporting facilities and ovals
- Sufficient planning time for additional approvals
- Availability of temporary infrastructure
- Be realistic with your attendance numbers. This may impact on approvals and additional requirements
- Be realistic on the scale of event suitable for your chosen location

Event Timeframe

- Tier 0 - Notifiable event: minimum 2 weeks prior to event date
- Tier 1 - Minor event: minimum 4 weeks prior to event date
- Tier 2 - Medium event: minimum 8 weeks prior to event date
- Tier 3 - Major event - minimum 12 weeks prior to event date

Additional Approvals

- Application to sell food/drink at a temporary event - minimum 2 weeks prior
- Road Closure Application for event - minimum 8 weeks prior
- Application to lift Alcohol Free Zone - minimum 6 months prior to event
- Application for Approval to Install/Operate an Amusement Device – minimum 2 weeks prior

SITE PLAN

A site plan gives a clear picture of the area where your event is taking place.

Your site plan should include the following if applicable:

- Location and surrounding roads
- All temporary structures such as stage, amusement devices, food vendors/stalls
- Traffic management - entry and exit points to the event location
- Bins, toilets, first aid
- Emergency service location if applicable
- Power and water sources

Your site map does not have to be to scale and can be hand drawn. It will need to show the event footprint clear enough for Council officers to assess the impact of your event on the environment and permanent infrastructure at the event location.

ACCESSIBILITY

You are legally required to consider the access needs of people with a disability and assess the accessibility of participants that may attend your event. You should also consider whether your event is accessible to other users including:

- An older person
- Parents with pram/stroller
- Hearing and vision impaired
- Wheelchair access
- Intellectual disability

There are several simple steps event organisers can take to be proactive on accessibility and they needn't blow the budget. These can include:

- Public transport
- Parking spaces
- Drop off/pick up zones
- Accessible pathways
- Accessible facilities including baby change facilities
- First aid
- Clear signage
- Promotion

Further information can be obtained from the [NSW Government Toolkit for Accessible and Inclusive Events](#).

EVENT PLAN

Developing an event plan is essential to ensuring your event is a success. A clear and realistic timeline for your event and milestones should be developed and followed throughout your planning process.

The event plan will cover all your essential information that anyone may need to know throughout the planning process as well as during the event.

The event plan is distributed to all those involved in your event and the information provided can be shared in event briefings and stakeholder updates.

It is a one stop shop for all information relating to your event and has important information for suppliers, contractors, stallholders and volunteers.

If applicable you can provide your event plan to emergency services, so they are aware of your event activities and contact details for key organisers, contractors, suppliers and event personnel.

Depending on the size of your event you will need to consider some or all of the following:

- Budget
- Licences and approvals
- Media/marketing
- Gifts
- RSA
- Sponsorship and grant funding
- Volunteers
- Disability access
- Risk assessment
- Road closure permit
- Catering
- Contracted services
- Invitations/registrations/ticketing
- Inductions
- Site map
- Run sheets
- Staffing

Each task should have a specific timeline with a start and deliverable date and assigned to a specific person for action.

Council will require a **risk assessment** to be submitted with your event application form for **all** event levels.

Event organisers have a duty of care to provide a safe environment for all event participants. You should consider all the factors that may have a negative impact on your event. Risks should be carefully analysed, rated according to likelihood of occurrence and the consequence it will cause to your event. Types of risks include but are not limited to:

- Weather
- Equipment failure
- Noise
- Financial
- Crowd control
- Lost children
- Major injury or incident
- Electrical failures
- Temporary structures
- Amusement devices
- Traffic management
- Security
- Waste management
- Asset damage
- Communication

It is important to identify potential risks and hazards, implement control measures and monitor both during your planning stages and during the event.

PUBLIC LIABILITY INSURANCE

Every event held on Council will require a current Public Liability Insurance to the value of \$20 million with Broken Hill City Council listed as an "interested party". Your Certificate of Currency will be required to support your application within 5 business days of receiving your application.

Your Certificate of Currency will be reviewed to ensure it meets the requirements of Council and is adequate cover for the activities specific to your event.

Event Organisers are required to ensure that all contractors, service providers, stallholders and suppliers to your event have appropriate insurance for the service or activity for which they are engaged. It is recommended that you request copies of all Public Liability Insurances from other parties early in your planning as you may be required to provide these as part of your application process.

RISK ASSESSMENT

Council will require a risk assessment that will identify all potential risks and hazards that could be associated with your event. The risk assessment will include the control measures intended to be put in place to mitigate those risks and the potential consequences.

Council has a Risk Assessment Template that can be used identifying a range of potential hazards and risks and the minimum control measures required in order to have your event application approved.

CONTINGENCY PLAN

Your event plan should include a contingency plan where you identify all the possibilities that could occur that would have a negative impact on your event. Once these have been identified, your contingency plan should include a set of specific actions that can be implemented to reduce these anticipated negative impacts on the event if/when challenges arise. At a minimum you should consider a weather contingency.

EMERGENCY MANAGEMENT

An Emergency Management Plan will determine how you respond to an emergency at your event and should include the relevant contact details for event organisers who will be present at the event on the day.

Depending on the size of your event, you may need to include consultation with Council, NSW Ambulance, NSW Police and Fire and Rescue NSW.

Things to include in your Emergency Management Plan could include but are not limited to:

- Response to emergencies that may not require additional outside help
- How/who will contact emergency services
- Identify meeting point with emergency services
- How/who will hand over control of your site to emergency services
- Who will authorise evacuation
- How will you pause/stop your event
- How/who will communicate with other event staff, performers, contractors, service providers and patrons
- How will event staff assist in an emergency eg evacuation

FIRST AID

Whether your event is small or large there is a possibility of a medical incident occurring. Event organisers are required to ensure there are adequate facilities and qualified personnel to provide first aid.

Depending on the size of your event, you may wish to engage a first aid provider such as St John's Ambulance. You can request their services via [St John NSW - First aid at events](#)

EVENT CANCELLATION PLAN

Event organisers should be aware of conditions under which they might need to cancel the event. These could include severe weather conditions either prior or during the event, staffing levels, hazard or onsite emergency.

An event cancellation plan template is available for event organisers to measure weather, steps to take and implementing notification process for event cancellation. Council has used the Beaufort Wind Scale method to measure observed conditions.

CROWD CONTROL

Appropriate security and crowd control measures are essential for a successful event and for the safety of those attending and working on site.

The event organiser has a duty of care to protect the event site and the people who are both attending and working at the site.

Crowd control measures should be included in your risk assessment. Depending on the size of your event you should ensure that relevant stakeholders are considered in your crowd control measures such as emergency services and security.

Some important considerations when considering crowd management include:

- Entry/exit points
- Sale of alcohol
- Use of licenced security guards
- Ticketed or non-ticketed event
- Lost children
- Stolen property
- Cash on premises
- Property damage whilst on site
- Communication with event personnel and event participants
- Crowd movement through the event site

FOOD

All food businesses including mobile food vendors and temporary food stalls, must comply with the requirements of the Food Act 2003 and Food Regulations 2025 as well as ANSFSC Food Standard Codes and other relevant Australian guidelines and standards.

Food safety practices are essential for the health and safety of our community. To minimise the potentially serious impact upon the health and wellbeing of the community, as well as the financial viability of their business, food business operators must ensure that relevant food safety standards and requirements are always satisfied. Food business operators and food handlers need to ensure that food is protected from chemical, microbiological and physical contamination.

A form of running water must be available at every food business for the purpose of hand washing and utensil washing.

Mobile food vendors or food stalls are businesses operating out of a van or trailer, or temporary shade that is used for the preparation and sale of:

- On-site preparation eg. Kebabs, hamburgers, sausage sizzle
- One step food preparation eg coffee, popcorn, fairy floss, donuts
- Any type of food including pre-packaged food eg cake stall, jams

All mobile food vendors and stall holders must submit an Application to Sell Food and/or Drink at Temporary Events - [Application to Sell Food and or Drink at Temporary Events](#).

This will also require the food vendor to supply public liability insurance and applicable food safety supervisor and food handling certificates.

The event organiser is also required to provide a list of all food vendors and food stalls operating at the event a minimum of 7 days prior to the event.

Location of food vendors must be included on your site plan. You should take into account stall holder requirements such as power, vehicle access and height clearance. The event organiser must have a copy of public liability insurance that can be provided to Council upon request.

Council staff may attend events to observe the practices of food businesses.

ALCOHOL

Having alcohol available at your event adds a layer of complexity that will require additional planning. To sell or supply alcohol at your event you must firstly ensure that you have the appropriate approvals and liquor licence.

The majority of the city's parks, ovals, and sporting facilities are alcohol free zones or have a licence operating as part of a sporting club season such as AFL or the Trots.

Council approval is required to serve/sell alcohol at any open space, park, reserve, oval, sporting complex or within the CBD and other identified alcohol free zone.

The event organiser will be required to apply for a limited licence or have in place the applicable licence for the provision of alcohol. For information on temporary limited licence and to obtain a licence you will need to apply through the Office of Liquor and Gaming NSW. Information on how to apply for a temporary licence can be found at [Liquor and Gaming NSW](#).

A Request for Suspension of Alcohol Free Zone/Alcohol Prohibited Area must be submitted to Council with a recommended lead time of 6 months prior to an event - [Request for Suspension of Alcohol Free Zone Alcohol Prohibited Area](#).

You will also be required to submit notice to the NSW Police Local Area Command.

Event organisers, in some cases, can apply to use the Civic Centre Off-Premise Liquor Licence for an event held on Council managed land, excluding the Broken Hill City Art Gallery, which has its own licence. The [Application to use the Civic Centre Off-Premise Licence](#) should be made prior to submitting the request for suspension of alcohol free zone. Conditions and fees apply to the use of the Civic Centre Licence.

An alcohol management plan should be developed and consider the following:

- Clearly identified areas of where alcohol can be consumed
- RSA certified staff
- Security requirements
- Proof of age checks and use of wristbands
- The use of glass
- Applicable signage for alcohol free or dry zones
- Availability of free water

Security provided by a licenced security operator will be required for public events with alcohol available. You should take into account additional security costs and requirements relevant to the number of patrons you expect to attend.

Prior to applying for your temporary liquor licence, ensure that your event dates are available for the location you wish to conduct your event. There may be additional charges if you need to change the date of your licence.

SERVICE OF ALCOHOL

Anyone serving alcohol is required to have a current Responsible Service of Alcohol (RSA). There are several online education sites where you can complete a qualified online RSA course if there are no physical courses available to attend. Check before completing the course, that the provider is a recognised and certified education body.

WASTE MANAGEMENT

Broken Hill City Council is committed to developing a sustainable and liveable city. Events of any size can create large amounts of waste and the management of such is a major component of your event plan. The event organiser is responsible for ensuring that your event site is maintained with minimal impact on surrounding areas.

A well-developed waste management plan can save you time when it comes to the post event clean up. Waste disposal can be costly so finding ways to reduce or avoid waste altogether can assist with the financial viability of an event.

Council can assist with waste management through the provision of additional bins, recycling bins and additional collection services, fees will apply.

The number of bins for both general waste and recycling will be determined by the number of people who attend your event and the type of event. Events that do not incorporate food and drink will need fewer bins. Location of bins will be determined by the location of food vendors or high waste producing activities.

The monitoring of bins at your event is encouraged to ensure bins aren't overflowing and your site remains clean.

Council is able to supply event MGBs, recycling MGBs and skip bins. The event organisers are able to arrange for the recycling bins to be emptied as a source of income for the event. Should Council empty the bins, the bottle/can refund will not be passed on to the event organiser.

For minor and major public events hire fees are applicable for additional bins and servicing.

When estimating the number of bins for your event, Council will work on the following method

1,000 people x 2 meals = 2,000 litres estimated waste

Divide 2,000 by 240L (standard bin size) = 8 bins = 4 bin stations of 1 waste and 1 recycling bin each.

Broken Hill Waste Facility operates 7 days per week excluding some public holidays. Please check Council's website for up-to-date operating hours.

TOILETS AND AMENITIES

Toilets are top of the list when it comes to essential requirements at any event. The number of toilets facilities required will be determined by the number of people at your event, how long the event runs for and whether food, drinks or alcohol are available at the event.

There are permanent toilets available at all Council managed open spaces, ovals and sports grounds. You will need to determine if the permanent infrastructure will be sufficient for your event. If not, you will need to provide additional portable facilities.

You will need to discuss the placement of portable toilet facilities with Council as part of your event planning process.

The following guidance for the provision of toilet facilities at special events is taken from the NSW Government Department of Premier & Cabinet Event Starter Guide.

Toilet facilities for events where alcohol is NOT available.

	Males			Females	
Patrons	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	0	18	10
< 5000	8	25	17	30	17

Toilet facilities for events where alcohol IS being consumed (BYO or sold through liquor permit)

	Males			Females	
Patrons	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

TEMPORARY STRUCTURES

Temporary structures at events can include small 3 x 3 shade marquees, marquees, staging, screens, banners and flags, seating, scaffolding etc.

In some cases, large structures may require a Development Application (DA) for the erection of temporary structures, which exceed the exempt development size limits contained in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP). A DA can take up to 12 weeks to be processed.

The use of temporary structures across Council's open spaces will be determined by a range of factors including location, community use, safety, disruption to underground and above ground services.

All structures should be marked on the site map and are subject to Council approval during our application review process.

MARQUEES, SHADE TENTS

All of Council's open spaces have underground services and as such, pegging is not allowed in most circumstances. Should structures utilising large pegs be required, consultation with Council's events staff and specific approval sought.

Small shade tents of 3x3m or 6x3m must be weighted appropriately with sandbags or similar. These structures should not be tied together and all four legs must be weighted individually.

Event organisers should monitor wind carefully during events where temporary structures are in place. As a general guide, Council suggests a minimum of 15kg per leg depending on the forecast wind speed (including gusts) during the course of the event. This amount should increase by 15kg per leg for every 10km/hr increase in wind speed.

If using larger event structures requiring pegging, structural and technical drawings will need to be submitted with your event approval application. Installation must be according to the manufacturers specifications and comply with the State Environmental Planning Policy (exempt and Complying Development) 2008.

Large structures may require a fire safety plan and emergency exit signage.

SMALL TEMPORARY STRUCTURES/GAZEBOs

There are a range of small marquee and gazebos on the market which are most often used at events. The most common size is 3m x 3m and 6m x 3m with or without sides. Most standard structures of this nature come with tie down rope and pegs with weight bags being an optional extra.

Council does not allow the pegging of any structures without prior consent and generally works on other methods to secure temporary structures of this nature. This can include water ballast, sandbags or other weighted bags secured to each leg.

Event organisers should monitor wind carefully during events where temporary structures are in place. As a general guide, Council suggests a minimum of 15kg per leg depending on the forecast wind speed (including gusts) during the course of the event. This amount should increase by 15kg per leg for every 10km/hr increase in wind speed.

STAGES

Temporary stage structures of less than 50m² and no higher than 2m off the ground do not require certification. Any structures above this will require technical and structural drawings and will require certification. You will need to submit certification with your event approval application.

All stage structures will need to be installed according to the manufacturer's specifications and comply with State Environmental Planning Policy (Exempt and Complying Development) 2008.

AMUSEMENT DEVICES

Amusement devices can range from a small merry-go-round to large scale mechanical rides. It is the event organiser's responsibility to ensure the amusement devices used at your event comply with NSW WHS Amendment Regulation 2022 and WHS Regulation 2017.

You must ensure that the hire company has the appropriate paperwork for each amusement device including SafeWork NSW registration certificate, service log book, operation manual and safe work method statements.

You should include the operation of all amusement devices in your risk assessment.

The following are some examples of amusement devices that must be registered:

- Inflatable devices (continually blown) with a platform height of 3m or more
- Giant slides
- Most powered or non-powered (manual) mechanical devices
- Miniature trains not owned and operated by a model railway society, club or association
- Go-karts
- Climbing walls

As part of your event application approval, you must submit the Application for Approval to Install/Operate an Amusement Device. You will need to supply the following documents with this form:

- Amusement device company details and public liability insurance
- SafeWork NSW registration certificate for each device
- Contractor/Operators details

POWER, LIGHTING, NOISE

As the event organiser you must ensure that there is adequate lighting and power facilities to adequately conduct your event.

LIGHTING

All of Council's open spaces have some lighting however this is not adequate to conduct events at night time. You will need to consider the location of your event activities, the type and placement of additional lighting sources.

You will be required to ensure there is enough light to see pathways and any potential obstacles.

There are limited options for hire of additional lighting in Broken Hill so you will need to take this additional cost into account when preparing your budget.

POWER

The availability of power varies across Council's open spaces. It is advisable to understand what type of power your event requires (three phase or single phase), location of power sources, how much power you need from each outlet. This should be marked on your site map to enable Council to understand and consider whether your power requirements are feasible at your event location.

Event organisers are responsible for ensuring that any contractors, service providers and contractors have all their electrical equipment tagged and tested within 6 months of use.

NOISE

Depending on the type of event you are conducting, noise levels can be much higher than normal use of an open space impacting on local residents.

Music, amplifiers, generators, amusements and crowds all generate noise. The placement and direction of amplified equipment can be located to minimise impact on local residents. You can also minimise impact by scheduling your event with consideration of the location.

If you are conducting an event that is going to have an impact on local residents, it is advisable to conduct a letterbox drop of the neighbouring properties, 7 to 14 days before the event. This should notify residents of the event and the potential impact as well as a contact number for on the day of the event.

Event organisers are responsible for ensuring their event complies with the provision of the Protection of the Environment Operations Act 1997.

TRAFFIC MANAGEMENT

When planning your event, you will need to consider traffic access, parking and pedestrian access and whether there is sufficient to cater for your expected attendance numbers.

It is advisable to consider if there is a need to close or partially close a public road or car park or change pedestrian routes for your event. If you are planning on doing any of these you will need to apply for a Road Openings, Road Closures and Hoardings Permit - [Application for Road Openings, Road Closures and Hoardings](#).

Applications will be considered by the Local Transport Forum which meet the first Tuesday of each month. A Traffic Control Plan (TCP) or Pedestrian Management Plan (PMP) must be submitted at the time of your road closure application. The TCP must be prepared by an accredited traffic control service provider. Applications will not be considered without a copy of a TCP or PMP or the event organisers current public liability insurance with a limit of no less than \$20m.

If the road you wish to close is a Roads and Maritime Service (RMS) owned road, you will need to request additional approval which will have an extended approval timeframe depending on the significance of the road.

It is important to consider pedestrian access to your event area. Parking requirements should be considered when preparing your site map. For larger events, a drop off/pick up zone can be incorporated assisting with disability access.

Council has a standard TCP in place for a drop off/pick up zone for events in Sturt Park. Council can provide guidance on the requirement for a TCP in relation to your event.

FIREWORKS

Fireworks can be a great addition to events however they can also have an environmental and human impact.

Fireworks are not suitable to be launched from most of Council's open spaces however applications will be assessed on feasibility together with the overall event application.

SafeWork NSW manages the authorisation and planning of fireworks displays. You will need to provide details of all proposed fireworks/pyrotechnic displays in your event approval application.

Council will also require the following:

- SafeWork NSW notification issued under the NSW Explosives Act 2003
- Fireworks contractor Certificate of Currency for public liability
- Inclusion of safety measures in the event risk assessment
- Current SafeWork NSW licence for the contractor and pyrotechnic
- Pyrotechnics Workers Compensation Insurance
- Site map clearly marking the launch point and applicable exclusion zones

OFFICIAL AND CIVIC DUTIES

If you would like to include official representation from Mayor and Councillors at your event you will need to complete the Special Request for the Mayor's Attendance form. You will need to include what role you expect the Mayor/Councillors to undertake and any background information or speech notes if applicable.

TRADITIONAL OWNERS

The Wilyakali are the Traditional Owners of the land within the Broken Hill City Council Local Government Area. It is important to recognise the Wilyakali people either by a Welcome to Country or an Acknowledgement of Country.

Welcome to Country is conducted by a Traditional Owner or Elder and welcomes people to their land. It occurs at the opening of an event as the first item on the program. For events in Broken Hill, event organisers should request a Welcome to Country through the Wilyakali Corporation. Welcome to Country is usually reserved for events/ceremonies with official proceedings and speeches as part of the program.

Acknowledgement of Country can be performed by any individual, Aboriginal or non-Aboriginal. It is a way of all attending an event or gathering of any kind to acknowledge the traditional owners of the land.

Approved wording for an Acknowledgement of Country is "We acknowledge the traditional owners of the land upon which we meet today, the land of the Wilyakali people, and pay our respects to their elders; past, present and emerging."

Smoking Ceremony can be performed together with a Welcome to Country and should be discussed with the Wilyakali Corporation at the time of requesting a Welcome to Country.

BUDGET AND FUNDING

You should start putting together your budget early. Start with a rough draft filling in each line item with educated guesses and do your research.

Ensure you get multiple quotes from potential contractors, suppliers and vendors. Research will help you in negotiating the best deal. Always get a minimum of two quotes for anything event if you have a preferred supplier and be prepared to negotiate and ask for a price match.

Update your budget daily and keep track of your receipts. This way you can keep on top of potential blow outs and ensure your budget is on track for break even or profit.

You should incorporate a contingency figure into your budget to help with the unexpected. Depending on the type and size of your event a contingency of between 5% and 25% will allow for a sufficient buffer to absorb any additional costs.

Be creative in keeping your budget in check through sourcing in-kind products and services or seeking additional income through local sponsorships and grant schemes.

EVENT SPONSORSHIP

Council offers event sponsorship for medium and major events which drive economic growth, showcase Broken Hill and its tourism experience, and increase visitation outside of peak times.

Event sponsorship is specifically designed for events that attract participants from outside of Broken Hill and the immediate region. Applications close 1 December each year.

Applicants must be able to:

- Demonstrate matching dollar for dollar funding from local businesses and sponsors
- Demonstrate the ability to attract visitors from outside of Broken Hill
- Assist council in achieving the objectives set out in the Broken Hill Community Strategic Plan - [Community Strategic Plan](#)
- Raise the profile of council through prominent acknowledgement of their support assistance
- Create opportunities for local business
- Be managed by a registered organisation that is not part of council.

COMMUNITY ASSISTANCE GRANT

The Community Assistance Grant program enables the community to access assistance for events and programs aimed at enhancing the liveability of the city. There are two funding rounds in the financial year:

- Round 1 - Closes 30 April each year
- Round 2 - Closes 31 October each year