

NARACOORTE LUCINDALE COUNCIL

# COMMUNITY EVENTS TOOLKIT 2022



# PURPOSE

This Events Toolkit is designed as a one stop shop of things to consider for anyone developing or managing an event in the Naracoorte Lucindale Council area.

The contents of this guide may not be relevant for all organisers, but they will give important examples of good practice that will put your event in the best possible position to be safe and successful.

The Naracoorte Lucindale Council recognises that events form part of the fabric of life of a region and can:

- Build community spirit, increase local interest and participation and strengthen local values and tradition
- Provide opportunities for fun, entertainment, celebration and education
- Enhance the local economy by attracting and keeping visitors in the region longer
- Build on and profile local attractions, products, history, culture and the environment

# WHAT IS AN EVENT?

An event is any organised activity or function that requires specific planning where people congregate for a unique purpose. The purpose may include but is not limited to community, cultural and environmental gatherings, commercial activities, celebrations and some sporting events. All events require good project management and a team of people dedicated to making the event a success.

# PLANNING YOUR EVENT

## **When: Picking your event date and time**

Ensure that the date of your event doesn't clash with any other events that might impact access attendance numbers at your event.

## **Where: Picking your event location**

Ensure that the location/venue is suitable and has the required facilities for your event.

A public event held on Council owned land, is open to the community or involves street closures must complete an Application to Use a Public Space form which can be found on the Naracoorte Lucindale Council [website](#).

Naracoorte Lucindale Council has a large range of parks, recreation areas and halls which are great spaces to hold events. To view our list of parks and recreation spaces and their facilities refer to the Naracoorte Lucindale Council [website](#).

To book a reserve or park, please complete an Application to Use A Public Space form, above.

Naracoorte Lucindale Council also operates two Town Halls – one in Naracoorte and one in Lucindale. To enquire or reserve a hall, please complete an online Expression of Interest form on the Naracoorte Lucindale Council [website](#).

For a list of applicable Fees and Charges refer to the Naracoorte Lucindale Council [website](#).

Applications are subject to an approval process and not a guarantee.

Non-council facilities such as sporting clubs, and halls are also available throughout the district and are subject to direct negotiation with the nominated facility manager. Fees may apply.

Facilities in the district can be found by searching the SA Communities [website](#).

### **Who: is your event for?**

You need to consider the age and cultural demographic of your audience, any access requirements and the needs of those who are attending.

When organising your event, consider the following:

- Do you require translators or interpreters at your event or promotional material to be translated into different languages including AUSLAN?
- What food options are available and are they culturally appropriate? E.g. Vegetarian, Vegan, Halal, Kosher etc.
- Is the content of the event culturally appropriate, including performers, welcomes, stallholders and activities?
- Consider using visuals in addition to spoken/written work in presentations and minimise the use of slang/jokes that can exclude non-English speakers
- Tap into local cultural expertise and include them as speakers, performers, caterers or co facilitators.
- Can your event be accessed by people in wheelchairs or other mobility aids?

### **Who will be involved?**

- Who is responsible for managing each aspect of the event? Consider pre-event planning and set up, and post event pack down.
- What other organisations and businesses will you need?
- Who will help? Can you employ paid contractors, or will you rely on volunteers?

### **How will the event happen?**

- Consider how much it will cost and where the funding might come from.
- Will you need to apply for a grant?
- What are the logistics for each element of the event?
- How will you promote the event to let the community know it is happening?

# OTHER CONSIDERATIONS

## **Welcome to and Acknowledgement of Country**

A Welcome to or an Acknowledgement of Country is usually held at the beginning of any event. They are an important way to show respect to the Aboriginal people upon whose land you are meeting, promote relationships between Indigenous and non-Indigenous communities, and further awareness of Indigenous history and culture.

The first step to organising a Welcome to or Acknowledgement of Country is to identify whose land your event will be on. Naracoorte was a meeting place for the people of the South East: Boandik to the South, Meintangk to the West, Potaruwutij to the North and the Marditjali to the East. Lucindale is located on the lands of the Meintangk people.

A Welcome to Country is a protocol that is conducted by local Aboriginal or Torres Strait Islander people to welcome visitors to their land. It must be performed by a recognised Elder who has ancestral ties to the land. This could take the form of speeches in traditional language, speeches in English, singing, dancing or a smoking ceremony.

An Acknowledgement of Country can be given by any Aboriginal or Torres Strait Islander people or non-Indigenous people.

A simple example of an Acknowledgement to Country is:

We acknowledge and respect the traditional owners of the ancestral lands of the South East. We acknowledge elders past, present and emerging, and we respect the deep feelings of attachment and relationship of Aboriginal peoples to country.

For more information refer to Reconciliation SA [website](#).

## **Will your event be child friendly and inclusive?**

- Consider including a comfortable and designated breastfeeding area away from crowds, adequate pram access or parking, and baby changing facilities
- Consider the time of the event. If it is aimed at young children or families, morning or afternoon events may be more successful.
- If your event includes working with children under 16 years of age you or other staff and contractors may require a Working with Children Check.

# **COUNCIL SUPPORT**

## **Event Equipment**

The Naracoorte Lucindale Council has event equipment that may be available for use at your event. This includes giant games, witches hats and bunting for events needing to create a temporary barrier or safety zone. Council may also be able to provide roadside community event signage to alert passers by of an increase in pedestrians.

## **Promotion**

All events happening within the Naracoorte Lucindale Council area have the ability to be promoted through Council owned mediums including social media, website and tourism events lists.

## **Community Chest Grants**

Community Chest aims to encourage, develop and support community and sporting groups to increase usage of local facilities, foster development of community services, activities and events, providing opportunities for community participation and benefiting residents of Naracoorte Lucindale Council. Current rounds can be found on the [Naracoorte Lucindale Council website](#).

**For more information and costs contact Naracoorte Lucindale Council on [council@nlc.sa.gov.au](mailto:council@nlc.sa.gov.au) or 08 8762 1100**

# COMPULSORY REQUIREMENTS

## **Event Plan**

An event plan is a key document used to plan all the above aspects of your event, including a timeline of what needs to happen when. Completing an Event Plan will ensure you have considered all requirements of event planning.

Attached is an example of an Event Plan template.

## **Public Liability Insurance**

Naracoorte Lucindale Council requires events to have appropriate Public Liability Insurance to a minimum value of \$10 million in the legal organisation name or governing body.

You are responsible for the safety of event participants and spectators at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants, third parties or their property because of holding an event.

A copy of a current Certificate of Currency must be included with your Application to Use a Public Space Form.

## **Risk Assessment**

Safety at an event is critical. Members of the public expect to attend and enjoy an event safely and securely. Events of any size or nature have risks and it is the responsibility of the event organiser to identify and effectively manage those risks by putting controls in place to reduce the likelihood of risks occurring.

A risk management plan identifies all the potential risks that may arise from holding an event and then lists the steps event organisers will take to reduce or mitigate the identified risks. In order to understand what risks need to be managed, a risk assessment needs to be undertaken.

Attached is an example of a Risk Management template.

## **Bushfires and Fire Danger Season**

The Naracoorte Lucindale Council is in the Upper South East CFS district. The South Australian Fire Danger season generally runs from November - April each year, although the season may be extended due to seasonal conditions.

The exact dates are announced by the SA Country Fire Service in the months leading up to November. During the season some activities are prohibited or require a permit due to the increased risk.

The CFS maintains a forecast of predicted Fire Danger ratings at all times based on how dangerous a bush fire could be if it were to occur. The Event Organiser must keep track of the predicted Fire Danger rating in the lead up to the event via their [website](#).

All events held on Council or Community land must be automatically cancelled on catastrophic fire days.

## **First Aid**

It is recommended that all medium or large scale events have First Aid in attendance. SA Ambulance may be contracted to provide resources on scene at high risk events and can be contacted via their [website](#).

## **Site Map**

A site map is an aerial view of the event site providing a visual diagram of the event layout. A site map ensures that you have allowed adequate space for all the event elements and assists with setting up the event on the day.

Consider including the location of stage(s), stallholders, marquee(s), activities, first aid, toilets, drinking water, bin placement, emergency services access, etc. An accessible and functional site layout is critical to the success of your event.

You should include existing infrastructure and park features when designing your event layout, including trees, fencing and street furniture.



## **Road Closure Application**

For a full or part road closure, the Road Closures/Traffic Control section of the Application to Use a Public Space form must be completed.

Full details of the request, including times of closure, street names and locations must be included.

Council requires up to 8 weeks' notice to process Road Closure applications.

Costs associated with road closure advertising, use of Council road barrier and safety equipment and trained personnel are the responsibility of the Event Organiser.

## **Liquor Licence**

A Short-Term Liquor Licence allows for the legal sale or consumption of alcohol where no permit currently exists. Any event being held on Council managed or controlled property, where you intend to sell or allow the consumption of alcohol must hold a current permit from the Department of Business and Trade.

Depending on the type of event, this process can take up to 8 weeks.

Applications for a Short-Term Liquor Licence can be made via the [SA Gov website](#).

A copy of your licence must be included with your Application to Use a Public Space form.

## **Temporary Food Permits**

The SA Food Act 2001 and Australia New Zealand Food Standards Code contain requirements for food businesses (including not-for-profit organisations/community events). These requirements must always be followed to ensure safe and suitable food is provided to the public.

If you or any organisation participating in your event plans to sell or serve food, a current permit must be held. As an Event Organiser you are

responsible for ensuring all food vendors are appropriately licenced.

All Event Organisers conducting events in the Naracoorte Lucindale Council area involving food vendors are required to complete a Temporary Event Food Notification Form prior to their event. This form can be found on the Council [website](#).

### **Extra Facilities**

Depending on the size and location of your event, extra toilets, bins and security may be required.

The organisation of these and associated costs are the responsibility of the Event Organiser.

### **Site Clean Up**

It is the responsibility of the Event Organiser to ensure all rubbish and equipment is removed from the event site at the end of the event.

The Event Organiser is responsible for any damage caused to public property that occurs because of their festival or event.

The costs associated with repairing such damage will be the responsibility of the Event Organiser; however, repair work should be undertaken in consultation with Council.

### **Post Event Evaluation Form**

Evaluating the successes and challenges of an event is an important step for identifying areas of improvement for future events.

### **COVID-19 Plan**

The Covid-19 situation is constantly changing. It is the event organiser's responsibility to ensure that any proposed event meets State Government requirements.

For current Public Health Directions see the SA Health Covid 19 [website](#).



Naracoorte Lucindale Council  
*Better by Nature*

## **Naracoorte Lucindale Council**

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 [naracoortelucindalecouncil](https://www.facebook.com/naracoortelucindalecouncil)

Cover Image:  
Naracoorte Fringe Street Party, 2021

# EVENT PLAN EXAMPLE

Event Details	
Event name	
Event date/s	
Event time/s	
Venue and address	

Event Checklist			
Task	Who	When	Status
<b>Administration</b>			
Determine type of event		Start of project	
Develop communication plan for event		Start of project	
Establish Budget		Start of project	
Develop an event brief / plan / schedule		Start of project	
Contact list – listing all relevant stakeholders, roles and contact details		Start of project	
Checklist – ensure this checklist is up to date and includes appropriate timelines.		Start of project	
Arrange schedule for regular team meetings with relevant stakeholders		Start of project	
Organise agenda's and a minute taker		Start of project	
<b>Community Engagement</b>			
Contact local businesses and community groups to become involved in the event		12 weeks out	
Advise local businesses and residents of the event, any road closures		6 weeks out	
<b>Reports</b>			
Provide status reports to stakeholders regularly		On-going	
Final event report		Post event	
<b>Procurement and Finance</b>			

<b>Event Checklist</b>			
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status</b>
From your event plan source and secure the external services you require		Start of project	
Organise purchase orders (in advance)		Ongoing	
Start budget spreadsheet and update throughout event		Ongoing	
<b>Run Sheet</b>			
Prepare an event run sheet outlining all the tasks for event set up, during event and event bump out		8 weeks out with ongoing updates	
<b>VIP's and dignitaries</b>			
Invite local councillors to the event		6 weeks out	
Invite Federal and State Members to attend event and VIP area (if relevant)		6 weeks out	
Organise a Welcome to Country (if applicable)		10 weeks out	
Prepare any notes or speeches for any of the above mentioned (if applicable)		4 weeks out	
<b>Media and Marketing</b>			
Fill out a communications plan with list of dates and publications in which you wish to advertise or promote		12 weeks out	
<b>Invitation (design):</b>			
If need any flyers, posters, adverts designed, enlist an external designer to create documents for you		11 weeks out	
<b>Distribution</b>			
Prepare invitation distribution list		8 weeks out	
Send out electronic and hard copy invitations		6 weeks out	
<b>Photography</b>			
Determine if photographer required		12 weeks out	
Get quotes and book photographer		10 weeks out	
Ensure a photo consent form sent to photographer and available at event		4 weeks out	
<b>Operations</b>			

Event Checklist			
Task	Who	When	Status
<b>Maps</b>			
Determine all site / venue availability including site sizes and power		12 weeks out	
Prepare overall site map and finalise locations		6-8 weeks out	
<b>Applications</b>			
Conduct site visit and identify infrastructure, power and lighting requirements		Prior to 12 weeks out	
Book venue and fill out appropriate application / paperwork		12 Weeks out	
Apply for Temporary Liquor License		12 Weeks out	
Book any extra services required in accordance with the event application above i.e. toilets, generators, bins		9-11 weeks	
Conduct final site visit		1 week	
<b>Equipment List</b>			
Prepare hire equipment list (tables, chairs, marquees etc) identifying locations of each (external providers)		11 weeks out with ongoing updates	
Get relevant quotes and book		10 weeks out	
Prepare site maps and arrange delivery times		6-8 weeks out	
Ensure mobile contact numbers for all hire companies for on the day		Ongoing	
<b>Signage</b>			
Prepare a event signage list (not project acknowledgement): <ul style="list-style-type: none"> <li>• Directional signage (toilets, no entry)</li> <li>• Promotional signage</li> <li>• Sponsor / Partner signage</li> <li>• Program</li> </ul>		7 weeks out	
Collect existing signage		1 week	
Order and / or print remaining signage		4 weeks	
<b>Entertainment</b>			
<b>Master of Ceremonies (MC)</b>			

Event Checklist			
Task	Who	When	Status
Identify and get quotes		10 weeks out	
Send confirmation and contract		9 weeks out	
Obtain signed contract – ensure contract is signed by both parties		8 weeks out	
Prepare MC notes and script		6 weeks out	
Send through notes / script, event brief, map and run sheet		4 weeks out	
<b>Entertainment</b>			
Identify acts and get quotes		10 weeks out	
Book acts / artists by sending confirmation and artist contract		9 weeks out	
Complete an artist register and program		8 weeks out	
Obtain signed contract – ensure contract is signed by both parties		6 weeks out	
Send through entertainment notes, event brief, map and run sheet including bump in and out instructions		4 weeks out	
<b>Catering</b>			
Identify catering requirements: <ul style="list-style-type: none"> <li>• Entertainers</li> <li>• Volunteers</li> <li>• Staff</li> </ul>		10 weeks	
Get quotes from catering companies		9 weeks	
Confirm menus and prices		8 weeks	
Confirm final numbers		2 weeks	
Arrange for food delivery or pick up		1 week	
<b>Post - Event</b>			
<b>Administration</b>			
Put photos and / or any competition results on the web and file accordingly		Post event	
<b>Debrief</b>			
Arrange debrief with event staff involved		Post event	
Arrange debrief with other relevant stakeholders		Post event	

Event Checklist			
Task	Who	When	Status
Write an event report		Post event	
<b>Acknowledgements</b>			
Write thankyou letters / emails and send to all stakeholders, suppliers, volunteers and other relevant event staff		Post event	
<b>Finance</b>			
Ensure all invoices are received, reconciled and paid		Post event	
Bank any income		Post event	

Budget Template		
INCOME	Minimum Budget \$	With Extras \$
Sponsorship (eg Developer - prizes)		
Sponsorship (eg Media outlet, inkind advertising)		
Core Budget - project number XXXX		
<b>TOTAL (ex GST)</b>		
<b>EXPENDITURE</b>		
<b>TOTAL</b>		



<b>Event Runsheet Example</b>		
<b>PRE-EVENT</b>		
Time	<i>Job / Task</i>	<i>Who</i>
Time	<i>Job / Task</i>	<i>Who</i>
<b>EVENT</b>		
Time	<b>EVENT START</b>	<i>Who</i>
Time	Official Start – MC	<i>Who</i>
Time	Speaker/Performer	<i>Who</i>
Time	Speaker/Performer	<i>Who</i>
Time	<b>END OF EVENT</b>	
<b>POST-EVENT</b>		
Time	<i>Job / Task</i>	<i>Who</i>
Time	<i>Job / Task</i>	<i>Who</i>
<b>CONTACT LIST</b>		
<b>Name</b>	<b>Role</b>	<b>Mobile</b>
<b>RESOURCES TO BRING</b>		
<i>Item</i>		<i>Who</i>

## Risk Assessment

### Process:

Use the matrix provided below to judge the likely risk of activities and hazards at your event. Where possible, identify ways to minimise that risk through the addition of actions or control measures.

### Examples:

Hazard	Risk Ranking	Actions / Control	Responsibility
Power cords to catering are a trip hazard	8 – Moderate risk	Power cords to be elevated above the walkway	Catering Manager
Staff or volunteers practise improper manual handling	4 – Low risk	All staff and volunteers to be provided with manual handling training	Event Coordinator

0-5 = Low risk 6-10 = Moderate risk 11-15 = High risk 16-25 = Extremely high, unacceptable risk		Severity of the potential injury or damage				
		1 Insignificant damage to property, equipment or minor injury	2 Non-reportable injury, minor loss of process or slight damage to property	3 Reportable injury, moderate loss of process or limited damage to property	4 Major injury, single fatality, critical loss of process/damage to property	5 Multiple fatalities, catastrophic loss of business
Likelihood of the hazard occurring	5 Almost certain	5	10	15	20	25
	4 Will probably occur	4	8	12	16	20
	3 Will possibly occur	3	6	7	12	15
	2 Remote possibility	2	4	6	8	10
	1 Extremely unlikely	1	2	3	4	5

Hazard	Risk Ranking	Actions / Control	Responsibility