



Shire of Mundaring

EVENT INFORMATION GUIDE

Version 1

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The Event Information Guide provides an alphabetical listing of information on some of the major factors that should be considered when planning and operating an event.

**THIS GUIDE DOES NOT COVER EVENT APPROVALS AND NOTIFICATIONS.
PLEASE CONTACT SHIRE OF MUNDARING FOR THIS INFORMATION.**

Planning an event can be a complex and detailed process and needs to be undertaken by working through five key stages:

1. Assessing the idea and opportunity
2. Setting the objectives and theme
3. Setting the event date
4. Determining the planning lead time
5. Developing an action plan

Assessing the Idea and Opportunity

A new event proposal should consider:

1. The number and type of events held annually in the community and elsewhere in the region.
2. Any likelihood that the new event may duplicate an existing event.
3. The peak and low months in the region's annual event calendar.
4. The human resources likely to be available at the time it is planned to stage the new event.

In other words, is there a clear identified opportunity to stage the proposed new event?

Setting the Objective and Theme

From the outset, a clear objective (or objectives) should be established for the event, and each member of the committees and other organizations involved must be fully aware of this objective. Typical objectives would be:

- To raise funds for a charity or community service organization.
- To raise funds for a particular project.
- To provide community entertainment.
- To start a new annual event.
- To increase local or regional tourism during off-peak seasons.
- To celebrate a milestone in community heritage or development.

The main objective can play a major part in generating support from local and state government, the community, sponsors, volunteer resources, and the media. In the case of festivals and entertainment events, as well as having a clear objective, it is equally important to establish a strong theme. This theme should be innovative, and one which grabs attention to stimulate wide interest in the event. Strive to create a strong and unique identity, preferably based on some aspect of the particular location.

Special events and festivals generally fall into the following categories:

- Sporting
- Cultural
- Heritage
- Fun/Entertainment
- Agricultural
- Horticultural

Setting the Event Date

Clashing of event dates is one of the main constraints faced by many event organisers, and as regional event calendars are increasingly being expanded, finding clear dates at suitable times of the year can be difficult. Apart from venue availability, the selection of a suitable date should take into account such factors as:

- The type of event and possible competitive influence from any similar events to be held at the same time.
- The potential market/s, if there is likelihood of other events placing constraints on gaining patronage.
- Probable weather conditions at the particular time of the year.

The Importance of Lead Time In Event Planning

When the objectives and themes have been established, the date is set for the event and venue booked, the next step is to estimate the required lead time to undertake the planning process. Apart from funding, by far the most critical issue in planning a special event is allowing sufficient lead time – the time it will take to plan, organise and promote the event. As a general guide, appropriate lead times are:

- Minor local events: 4 - 6 months
- Major local events: 12 – 18 months

Failure to allow adequate lead time invariably increases the chances of errors and of overlooking some aspect of the planning process, gives inadequate time for sponsors to consider submissions, and can result in ineffective promotion.

To determine the required planning time span it is necessary to work backwards from the event date and make a realistic estimate of the length of time needed to complete the many tasks required. The date by which everything must be completed should be set at 2-4 weeks before the event, thereby establishing a buffer period to allow for unexpected delays in getting things organised.

Developing an Action Plan

As soon as the lead time has been defined, an Action Plan or schedule should be drawn up for each month detailing tasks and responsibilities. The Action Plan should show what is to be done, when it has to be done, and by whom. Invariably as the months go by, it will be necessary to alter the timing and/or sequence of some tasks. When this occurs, the Plan should be immediately revised and redistributed.

Event Organiser

Successful event management involves many people undertaking separate tasks in a coordinated manner. Events must be managed in accordance with not only Council's own policies, but also various state laws and regulations. The smooth running of an event depends on clear communication and organising of tasks and the event organiser is encouraged to consider employing the services of a professional event organiser.

Event Management

The event organiser may be a committee, group or individual who has overall responsibility for the management and control of the event. This name will appear on the event application and all other documentation.

Where the event is organised by a committee or a group, then an individual person must be identified on the application as the key contact. Without a designated event organiser, no group will be able to assume responsibility over others; there will be no overall accident prevention, rapid reaction to emergency situations or perhaps adequate insurance to finance a loss should it occur.

The event organiser is responsible for planning, organising, leading and controlling the activities associated with or part of the event. Shire of Mundaring staff will not act as the event organiser; Shire staff simply facilitate the event approvals process through Council.

Shire of Mundaring acknowledges the information in this section was sourced from *The Event Planner: A Guide for Event Organisers*; City of Rockingham.

Access for People with Disabilities

To enable your event to be as inclusive as possible it should be accessible to people with disabilities. In addition to wheelchair accessibility, it is helpful to provide:

- Hearing loops and Auslan (sign language) interpreters for people with hearing impairment.
- Public or private transport to and from your event.
- Special parking areas for people with disabilities.
- Accessible facilities such as toilets and food and drink counters.
- Special viewing areas for people with disabilities.
- Regular resting spots along entrance and exit paths.
- Information in large print and/or Braille for people with a sight impairment.
- Drinking water and shade for guide dogs.
- Ticket pricing that includes admission for people with disabilities and their carers.

If providing event information on a website, consider designing it so it can be read by people with a visual impairment. For information on designing accessible websites, go to www.w3.org/tr/wai-webcontent

Accessibility Checklist:

- Entry Steps
- Ramp
- Handrails
- Steps marked/non-slip
- Cleaned/cleared
- Space for Wheelchairs
- Easy access to tables/refreshments
- Adequate seating
- Adequate lighting
- Clear signage – Exit/toilets etc.
- No obstructions on floors – cables etc.
- Wheelchair accessible toilet

Access for Performers, Contractors and Staff

When planning your event, consideration should be given to access and bump-in times for all contractors, staff, performers and entertainers. Special car parking arrangements may need to be made for these people as well as earlier access times than the general public. Similarly, pack down and bump out times should be clearly communicated to all.

Bush Fires

Staging an outdoor event in the Shire of Mundaring, particularly in the fire risk months of November - April can pose the potential to bush fire exposure. The event organiser should ensure that this issue is addressed in an effective Risk Management Plan.

Shire of Mundaring can provide you with its useful booklet, *Fire and Burning Information*. This booklet details important information to observe such as a calendar of burning restrictions, fire danger rating, use of barbecues, firebreaks, permits, volunteer bush fire brigades and contact numbers.

Fire fighting equipment must be supplied in accordance with the Building Code of Australia or as recommended by DFES or other suitably qualified group. All equipment must be maintained in accordance with AS 1851 Maintenance Standards.

Car Parking

It is the event organiser's responsibility to ensure that adequate parking is in place for the event. A parking management plan ideally should be prepared to operate in conjunction with the traffic management plan.

Directional signage to parking should be clear and placed on roadsides in strategic positions (check with the Shire of Mundaring first on sign placement). Where possible, marshalls should be used to direct traffic within the site itself. Security arrangements may need to be put into place for the safeguard of cars whilst unattended.

Promotional material for the event should include information on the availability and location of car parking areas.

Communications for Large Events

Event Organisers and Staff

For large events all event organisers and staff should be in contact via an information hub. Event organisers may have a separate representative at the information hub to facilitate the provision and dissemination of public information.

The communication system should not rely on one single system and it should have its own backup power supply. In the event plan, ensure that the name and contact details of the person who is responsible for the communication system is provided.

Public Communication

Event organisers must be able to communicate with the crowd both for public announcements and in emergencies. Consideration should be given to the style and content of announcements.

Most emergency vehicles have communication systems that can be used in an emergency if public address systems cannot be placed inside the venue. Another option available for event organisers is the use of closed circuit television to provide visual information to the public, particularly to cater for people with hearing impairment.

Telephones

It is strongly recommended that event organisers have a landline telephone or other reliable means of communication readily available at the venue to contact police, emergency services, maintenance and other support services.

It is desirable for public telephones to be available at events with large numbers of patrons attending. Where permanent facilities are not available, event organisers should contact a telecommunication service so that temporary public telephone facilities can be provided.

Temporary additional support to the mobile network may be required at remote public events, or at very large events.

Drinking Water

For outdoor events potable drinking water must always be available to event participants free of charge throughout the duration of the event.

Emergency Management for Large Events

An emergency can be defined as an unplanned occurrence that significantly disrupts the normal operation of an event or poses a serious threat to persons or property, can't be managed by routine response and requires a quick coordinated response across multiple persons or organisations.

In the case of an emergency, both large and small events will benefit from an emergency management plan. An emergency management plan is the development of a range of measures to manage risks to communities and the environment.

An emergency management plan will provide a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery. This plan will ensure that all relevant parties know their roles and responsibilities in the case of an emergency.

The development of an emergency development plan will involve the following steps;

1. Define all priorities in the case of an emergency, for example:
 - Safety of all participants, personnel and the community;
 - Alleviate and minimise damage and ongoing risks; and
 - Implement communication plan, ensuring all parties are kept informed. This stage will also include the implementation of crisis media plan; and
 - Recovery and restoration.
2. Assign responsibilities. The emergency management plan should assign the following Roles:
 - Emergency Director, responsible for activating the emergency plan. A deputy should also be assigned in the case that the director is unavailable; and
 - Emergency Management Group, this group should include personnel from each division of event operation including management as well as a representative from local emergency response groups including ambulance, fire and rescue, police, state emergency services and the local shire. This group should also include the Emergency Director and vice. The Emergency Management Group will be responsible for authorising the final emergency plan, approving evacuations and shutdowns and approving and managing communication plans. Each member will be responsible for their division or organisation, a separate communications manager should also be appointed within this management group.
3. Assign an Emergency Operations Centre in a central, accessible location and include contact details of all relevant parties, a complete responsibility list, a copy of the emergency management plan and all site maps including fire hydrants, underground electricity and other potentially hazardous or relevant utilities, entry and exit points and access roads. This centre will be the coordination point and will house at least one first aid point, all communications and people responsible for resource deployment. It is also important that the Emergency Operations Centre is well equipped to facilitate communications.
4. The centre should contain a landline telephone, a mobile telephone and two way radios for local communications. In addition to this the centre should also contain current telephone directories and a media contact list.

It is important that all parties are familiar with the emergency management plan and the assigned responsibilities. A useful way of communicating this information is to distribute a copy of the plan and brief all event personnel during the event briefing session.

Contact: Emergency Management Australia 02 6256 4600 Email: ema@ema.gov.au

Crisis Communication Plan and Media Management

A crisis communication plan should be developed to minimise any negative media that the event or Shire may receive in the case of an emergency or disaster.

The media may be inclined to publish more negative stories when they feel that they are not being kept properly informed or that information is being withheld from them. If the event and the Shire are to be seen to be pro-active and efficient in both emergency management and crisis communications then the media may report more favourably on the emergency response efforts and the situation. This approach can also assist in minimising the length of time that negative aspects of the event remain in the news.

An important rule to remember in crisis communications is to “tell it all, tell it fast and tell the truth.” This will assist in minimising the effects of the situation.

When considering a crisis communication plan the following stages should be followed;

1. Appoint a single designated spokesperson. This person will be the only individual officially releasing statements and participating in interviews with the media during the crisis. The designated spokesperson may choose representatives of relevant agencies such as the fire brigade to comment on technical topics where appropriate. This strategy will ensure that the correct message is communicated at all times, guaranteeing a united and coordinated approach to all media enquiries.
2. Select a media centre. This centre can be co-located with the emergency operations centre but make sure that the presence of the media will not hinder the response operations. If it is considered that the media presence is not desirable at the emergency operations centre then the media centre should be located somewhere that is easily accessible with access to communications networks such as internet and telephone facilities. Once the media centre location has been set don't change it, the media will need to know how to access the point and may not react favourably if the centre location is changed.

When releasing media statements or addressing the media always address issues in the following order:

1. Ensure that the human aspect of the event is addressed in the first instance. State any fatalities or casualties and your sorrow at these occurrences. Never release the personal details of the affected people before their next of kin have been informed.
2. Next, address the cause of the emergency, the current situation and any remaining actions such as evacuations and shutdowns that still need to occur. Try not to assign any blame without hard facts. Remember, the media is a tool for communicating with the relevant audiences so tell the media anything the community should be made aware of.
3. Address any losses, including financial last and only after the above two criteria have been addressed.

Lost & Stolen Property / Lost Children

Advise details of arrangements that have been made for lost or stolen property and lost children. Show location on site map.

Entry and Exit Details

To ensure entrances and exits are efficient they must be designed to cater for the type of crowd, number of patrons and various situations that arise throughout the life of an event. They should:

- Provide clear exit and escape routes;
- Have separate vehicular and pedestrian access;
- Be kept clear of all other activities;
- Provide for supervision;
- Marshalling and directing of crowds;
- Provide access for emergency services and their vehicles;
- Provide access for wheelchairs;
- Stagger entry times by timetabling entertainment;
- Have sufficient and appropriate barriers, fences, gates and/or turnstiles;
- Locate ticket sales in the vicinity of but separate from entrances;
- Provide sufficient and appropriately trained staff;
- Have control points for searching for prohibited items (glass, weapons, alcohol, drugs);
- Have barriers that don't impede entrance or exit to the event by crowds;
- Provide a secure area for storage of confiscated goods;
- Have toilets and site maps located nearby;
- Have clear, well-lit entrance and exit signs; and
- Provide separate entrances and exits for entertainers and staff.

For all events:

- Exit widths must comply with the *Building Code of Australia*;
- Exits for outdoor events should be evenly distributed around the event site; and
- Paths of travel to exit doors must be kept clear of obstructions and electrical equipment.

For events within buildings:

- Numbers of exits and distance of travel to a road or open space must comply with *Section D of the Building Code of Australia*; and
- Exit signs must be provided to comply with *AS2293* and be illuminated and clearly visible.

Event Cancellation

Factors resulting in event cancellation may include:

- Weather;
- Poor ticket sales;
- Venue damage/availability;
- Star performer sickness/substitution; and
- Lack of sponsors.

When the event is cancelled just prior to the anticipated start time, crowd control becomes critical, especially if large numbers of patrons are already present and/or are awaiting entry. Part of the crowd may become disorderly and cause property damage or injuries. Event organisers should establish contingency plans to deal with the need to cancel, cut short or postpone a public event.

Hire of Shire Facilities

The Shire of Mundaring is home to a number of halls, pavilions, ovals and recreation centres. Hire of the facilities for casual users is subject to a number of conditions of use. Whilst these are outlined on a document provided at the time of booking, below are some of the key issues that are documented and that the hirer should be aware of:

- Hire fees and Bond
- Keys
- Cancellation Policies
- Use of the Venue and Set Up
- Smoking
- Alcohol
- Cleaning of Venue / Removal of Goods Brought In / Respect of Venue Property
- Insurance and Public Liability
- Indemnity
- Intellectual Property
- Decorations
- Equipment Hire
- Smoke Machines and Flammable Materials

Image Release Form

It is possible that photographs will be taken during an event which may feature close up images of individuals or small groups. The event organiser should be aware that as per the Privacy Act 1988, permission must be obtained from each individual before such images are used for promotional use such as brochures, newsletters, web sites, etc.

An Image Release form (see example below) should be used as a model for developing one specific to your event.

Image Release Form

Name: _____
Address: _____
Postal address: _____
Phone number: _____
Email: _____

I hereby give the Shire of Mundaring unconditional and irrevocable permission to use, copyright and publish the photograph/s taken of me for the purpose of promotion, marketing, and general publicity for the Shire of Mundaring.

I release the Shire of Mundaring from all legal claims that may come as a result of the use of my photograph. I fully understand and agree with the way my photograph will be utilised.

I declare that I am at least 18 years of age.

I have read the above information and agree to abide by its conditions.

Signature: _____ Date: _____

Information Centres

An information booth, desk or office should be set up at the event to provide the following:

- Emergency co-ordination centre;
- First aid posts and public communication;
- Communication with event organisers and staff;
- Maps of the site for patrons, sponsors and key stakeholders;
- Detailed information about the event and its activities; and
- Staff knowledgeable in all aspects of the event.

The information centre is where information about any aspect of the event during its operation can be gained and where consultation occurs in relation to major decisions before being executed. The information centre staff will know how to contact the event manager at all times. At a small event, this may be by mobile phone [if range permits], two-way radio or loud hailer. Make sure that the information centre is marked on the event site plan.

Legal Contracts

In today's world we are surrounded by examples of people in litigation because of perceived non performance of contractual obligations, or worse.

To ensure that your organisation reduces its vulnerability to litigation, you should have access to a lawyer to clear your agreements with sponsors, contractors, service providers and your interaction with the public. Even better, co-opt a lawyer onto your Organising Committee - **WHEN IN DOUBT, CONSULT YOUR LAWYER**

Occupational Health And Safety

The provisions made for people working at your event will depend on its various components. Some of the issues you may need to consider include:

- Handling of electricity, gas, and other hazardous materials.
- Supplying ear protection for people working in noisy areas.
- Operating equipment and machinery and whether licensed operators are required.
- Supplying sunscreen and other personal protective equipment for people working at outdoor events
- Providing drinking water for people and volunteers working at events
- Providing adequate training to safely carry out assigned jobs at the event such as:
 - handling money
 - moving heavy items
 - managing and directing traffic
 - crowd management

You should contact Work Cover WA to discuss your responsibilities in relation to the occupational health and safety issues relevant to your particular event.

WorkCover WA
2 Bedbrook Place
SHENTON PARK WA 6008
Telephone: 9388 5555
Telephone: 1300 794 744 (Advisory Services)
Website: www.workcover.wa.gov.au

Post Event

A de-brief is the process whereby participants in an event have the opportunity to discuss and report to event organisers; what worked, what didn't work, why didn't it work and how can it be fixed. The success of the next event can be markedly improved when recommendations and suggestions for improvement are considered.

Event organisers, key stakeholders, event staff, security, contractors, vendors and entertainers should all be given the opportunity to debrief and evaluate the event. A survey form distributed prior to de-briefing will give direction and clarity to the discussion.

Determine the de-briefing meeting details (date, time, venue etc) and distribute the details with a survey form to event organisers, key stakeholder representatives, and representatives or managers of other parts of the event. Keep track of whom you have given the form to.

Power, Lighting and Gas Supplies

Event organisers need to ensure that an adequate and safe supply of power and gas is available for the duration of the event. This may require consultation with the relevant supply authority to determine if the capacity of the existing supply infrastructure is adequate for the event.

Where it is necessary for on-site generation of power, the plant is to be safe and suitable for the needs of the event and not cause nuisance, and/or offensive noise conditions. Suitable back up facilities may be required as appropriate.

Event organisers are responsible for ensuring that lighting is provided throughout the event so there is adequate illumination of the event area for the safe movement of patrons, entertainers and support service personnel.

All venues and egress paths must be able to be illuminated to 40 lux (approximately the light provided by a 40-Watt light bulb) by lighting that is:

- Independent of the event production lights;
- Controlled from a central position;
- Able to reach the required illumination within three seconds of being energised;
- Supplied from the supply authority mains or a generator approved by the local authority;
- Enclosed venues must have emergency lighting that will operate if the main electrical source fails. For buildings this is lighting that complies with AS/NZS2293.1; and
- Outdoor venues must have at least two alternative power supplies.

Ensure that the following standards are met at the event (check with an electrician or Work Safe if unsure):

- Auxiliary power including battery backup may be required to meet emergency power needs in the event of a power outage. Any emergency backup system shall enable operation of lighting for emergency evacuation and operation of a public address system and other equipment to enable safe evacuation. Event organisers should consult with the power supply authority concerning the potential for power outage in the area where the event is to be held. In some cases power supply may be cut where the bushfire risk is high or extreme, therefore, event organisers should also consult with the appropriate utility and fire service regarding the issue.
- All works on the provisions of power supplies for the event need to be carried out to meet the requirements of the supply authorities and comply with Australian Standard/New Zealand Standard 3000 - Electrical installations, and must be carried out by appropriately licensed electrical contractors and certified accordingly.
- All gas installations must be in accordance with Australian Standard/New Zealand Standard 1596 - The storage and handling of LP Gas, and or Australian Standard 5601 (AG 601). Gas installations, and must be carried out by appropriately licensed gas fitting contractors and certified accordingly.

Selecting a Venue

The venue is often vital in determining the success of the event. A venue can assist in increasing the amount of potential interest that an event generates. Factors to consider include, is the venue an attraction in its own right? This may assist in defining the event, providing it with a point of difference.

- Is the venue easily accessible to participants, spectators and the media?
- Does the venue minimise infrastructure costs?
- Does the venue appeal to the target market?

The choice of a venue or site that is suitable for a particular event will depend on a number of factors, such as:

- Type, timing and duration of the event;
- Expected number of attendees;
- Size and location of the area;
- Existing facilities:

- Accommodation / camping;
- Availability of potable water, toilets, ablution facilities and power supply;
- Solid and liquid waste collection, storage and disposal;
- Food services;
- Car parking facilities, traffic flow;
- Availability of shelter;
- Access for persons with a disability; and
- Facilities for the care of young children.
- Environmental factors such as:
 - Weather conditions/time of the year;
 - Proximity to reservoirs, water catchment areas and the risk of pollution of natural resources;
 - Other potential impacts on the environment;
 - Proximity to residential areas and noise levels; and
 - Surface drainage.
- Access and egress for those attending, emergency vehicles, and service vehicles such as waste collection services;
- Potential impacts on cultural heritage sites; and
- Land tenure (Local Government or private), National Parks DEC/ native title issues.

Site Plan

A site plan is a map that ensures all parties are clear about the set-up of the event.

A site plan assists with approvals and minimises any confusion when discussing the location of the event and associated infrastructure. A site plan is also essential for other event stakeholders including;

- Event personnel;
- Volunteers;
- Emergency services;
- Media;
- Vendors;
- Participants;
- Spectators;
- General community; and
- Sponsors.

The site plan must be as simple and informative as possible to minimise any confusion about what is contained within the event and exactly where it is located. The site plan should be posted throughout the event at entrances, exits and the central command centre.

It is often useful to have copies of the site plan distributed throughout the community (via the local paper or a mail drop) and with promotional packs or tickets to ensure both event attendants and the general community are aware of the event set-up. This will assist in minimising the adverse effects that the event may have on the local community by allowing them to forward-plan and accommodate any inconveniences such as road closures.

In order for a site plan to be useful to stakeholders it is essential that it covers every aspect of the event however, a spectator site plan may be simplified, showing only essential directions and main attractions.

Site Plan Checklist

- Venue Features
 - Surrounding features and landmarks
 - Entrances and exits
 - Pedestrian route
 - Vehicle access
 - Parking, buses, drop-off areas etc
 - Bus stops and taxi ranks
 - Disabled parking, set down and pick up
 - Restricted areas
 - Main power, water, gas etc
 - Standby generators
 - Picnic and quiet areas
 - Fire fighting equipment
 - Emergency access and exit routes
 - Triage centres – mass casualty

- Amenities and Services
 - Headquarters / Control centre
 - Security
 - First aid posts
 - Information centre
 - Media centre
 - Telephones
 - Toilets, disabled, baby change facilities etc
 - Rubbish bins
 - Licensed and unlicensed areas
 - Lost children and property centre
 - Drinking water
 - Seating
 - Shelter and shaded areas
 - Ticket sales
 - PA System

- Event Activities and Attractions
 - Stage location
 - Stores
 - Liquor outlets
 - Entertainment sites
 - Food/ vendor stalls
 - Start/ Finish lines
 - Commentary
 - Fireworks areas

Sun Protection

Approximately 90% of cases of skin cancer could have been prevented and Australia has the highest rate of skin cancer in the world. To reduce risks, especially at outdoor events, information should be provided to patrons by event organisers to include the following:

- Shade;
- Where possible schedule outdoor activities to avoid the peak UV exposure period between 11.00 am. 3.00 pm daylight savings time;
- Encourage patrons to cover skin with suitable clothing e.g. UV safe;
- Encourage patrons to wear a broad-brimmed hat; and
- Liberally apply SPF30+ sunscreen and reapply at least two-hourly, or as directed by the label.

Volunteers and Staff

The size of your event may necessitate looking beyond your available staffing resources. The event organiser may need to secure volunteers to help out on the day with a variety of tasks and assignments. It is imperative that as an event organiser, you plan this element well. There are numerous community groups who are often willing to help and through the nature of their club or organisation or their area of expertise, may be well suited to a particular activity.

The following steps should be undertaken in planning the volunteer and additional staffing component:

1. List activities that require additional manpower (potential volunteer activities).
2. Create a shortlist of groups to target for filling the activities.
3. Approach the groups to ascertain their willingness.
4. Once secured, ensure a team leader is identified. Communicate ideally with that one contact.
5. Hold volunteer group meetings and briefings to ensure all members are kept informed, understand their duties and obligations.

6. Copy team leaders with event plans, running sheets and all documentation (including risk management plans) that is relevant for their carrying out their duties.
7. Ensure all volunteers and additional staff understand the event's objectives and fulfilment of sponsorship obligations.
8. Provide all volunteers and event staff with safety vests and / or appropriate uniform and ID tags.
9. Make arrangements for meals and refreshment breaks for all volunteers.
10. Ensure that post event the volunteers are acknowledged with the appropriate means; this may include letters of thanks, facilitation fees, reward certificates, official thank you function, mementos and more.

Weather

The impact of weather on your event will depend on the activities you are coordinating. It is very important to carefully consider potential weather impacts and to include them in your risk assessment. You should also have in place arrangements to deal with conditions such as:

- Heat—provision of shelter, water, first aid, sun cream, mosquito repellent;
- Wind—provision of shelter, and ensuring structures and dangerous items are secure;
- Rain—provision of shelter, and protecting leads and wiring;
- Hail—provision of shelter; and
- Cold—provision of shelter and warmth.

In the case of extreme weather it may be necessary to cancel or postpone your event to ensure the safety and security of those present. So, before the event, you should establish:

- Conditions for cancellation/postponement;
- Who is responsible for deciding to cancel/postpone;
- At what time you need to make a decision about cancelling/postponing an event;
- How you will advise staff, volunteers, performers and people planning to attend the event of the cancellation/postponement; and
- Contingency plans if the event is still able to go ahead.

This information should be included in your pre-event staff and volunteer briefings as well as in your event documentation.

If you are running an event to generate income you might consider insurance that will protect you against loss in the case of cancellation. It is advisable to monitor weather forecasts in the lead-up to your event so you can plan for the predicted weather conditions. The Bureau of Meteorology can provide you with long and short-range forecasts.

Bureau of Meteorology

Telephone: 9263 2222

Website: www.bom.gov.au

References

- Local Government Events Procedures Guide –[Eventscorp, Western Australia]
- Event Planning Guide 1st Edition – May 2003 [City of Ballarat]
- Guidelines for Concerts, Events & Organised Gatherings [Unpublished –Department of Health.]
- The Event Planner: A guide for Event Organisers [City of Rockingham]
- Community Sporting Events Application Package [City of Mandurah]

Recommended Reading

- Festival and Special Event Management, 2002. Second edition.
[J. Allen, W. O’Toole, I. Mc Donnell, R. Harris]
- Event Management and Event Tourism. 1997 [D. Getz].
- Special Events – A Managed Approach. [EventsCorp].
Available: www.westernaustralia.com [“Industry”, “Regional Events”]
- Regional Event Management Handbook, [R. Harris and J. Allen,2002].
- O’Toole W, www.epms.net
- Special Events –Event leadership for a new world
Dr Joe Goldblatt, CSEP., 2005
- Event Starter Guide - State of New South Wales through the Office of Protocol and Special Events in the NSW Department of Premier and Cabinet (formerly NSW Premier's Department), 2005. www.events.nsw.gov.au/event-starter-guide
- Volunteer Rights & Volunteer Checklist – Volunteering Australia
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