

WAGGA WAGGA COUNTRY COTTAGES EVENT MANAGEMENT PLAN

May 2022

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1. Introduction

This Event Management Plan provides the event management procedures to be followed for events held at 85 Hillary Street, North Wagga, NSW, 2650.

2. Event details

The event details are captured in the Event Booking Request document (see [Appendix 1](#))

3. Event requirements

a. Alcohol

The intent for the majority of events is that alcohol is provided under a Bring Your Own (BYO) arrangement.

If the event requires alcohol to be sold and consumed, then this arrangement will be provided on the condition that a liquor licence can be obtained in accordance with [Liquor & Gaming NSW](#).

b. Cleaning services

Cleaning services are provided by the property owners and monitored throughout the events.

There are water services to the facility to assist in maintaining a high level of cleanliness that the property is known for.

c. Communication procedures

Communication with participants and event staff during the event will consist of verbal communication due to the owners of the property residing on the premises.

Communication with the public will be determined based on the type of event being held as the event is being held on private property.

Communication in the event of an incident will be managed through the property owners in partnership with the event organiser.

d. Incident management procedures

The facilities have adequate entry and exit points which are kept clear at all times. The property is accessible by emergency response vehicles and is an open area which has ramp type of access (e.g. driveway and sloped grass area).

The primary emergency assembly point is in an open area with the ability to move this assembly point depending on the type and location of the emergency.

The property owners are experienced in emergency preparedness and incident management.

e. Insurances

The type of event will determine if public liability insurance is required from the suppliers. If required, insurance is to cover damage to property and equipment.

The property owners maintain public liability insurance.

f. Lighting and power management

Adequate lighting is in place at the facility.

Should the electrical supply fail then a generator is available to provide auxiliary power. This will be located in the fenced area next to the covered area with restricted access.

A certified electrician is available, being Jared Koetz Electrical, 0428 839 681.

g. Noise management

Activities that are likely to cause additional noise during the event are managed as follows:

- Noise curfew conditions are adhered to, in accordance with [Protection of the Environment Operations \(Noise Control\) Regulation 2017 - NSW Legislation](#)
- Advise event organisers that live entertainment is to cease within the timeframes stated in the [Protection of the Environment Operations \(Noise Control\) Regulation 2017 - NSW Legislation](#)
- Property owners to monitor noise levels, particularly when nearing the noise curfew timeframes

h. Risk register

A risk register has been established to capture a range of risks that may exist as a result of different events. This register is not exhaustive as it will depend on the type of event, the duration, and the environmental conditions at the time e.g., weather.

i. Security

Events are managed in accordance with the guidance provided in the [Consider safety and security when organising an event - Premier & Cabinet \(nsw.gov.au\)](#), as events may differ.

Events are to be risk assessed, which will take into consideration 'what could happen' and 'what if' scenarios. The level of risk will determine the level of security required.

j. Smoking area

There is a designated smoking area that is away from the main area of the event. There are enclosed ashtrays and water facility in this area.

k. Temporary structures

The facility has a covered area to accommodate changes in weather conditions. In the event that the weather requires additional covered areas then the carport(s) of the cottages are able to be used and tents/gazebo's are to be erected by the property owners.

l. Toilets

There is a dedicated toilet block at the facility consisting of 2 standalone single toilets and 1 disabled toilet (with a change table), each with their own hand basin.

Additional toilets can be made available using the 3 toilets in the cottages plus portable toilets will be hired, where required.

The cleanliness of the toilets will be monitored and maintained throughout the event by the property owners.

m. Traffic management

Events are held on a private property with driveway access. No partial or full closure of public roads is required.

Property has 11 designated parking spaces, which includes one accessible parking bay, with the ability to create additional accessible parking bays as required. There are an additional 12 carparking spaces attached to the cottages. Access to the carparking spaces is mostly flat with a minor slope in some areas.

n. Waste management

Waste management is the responsibility of the property owners.

Waste facilities are provided by the property owners with waste removal services provided by Smallmon Brothers Waste.

The quantity, size, and type of bins available are:

- 4 x 240 litre wheelie bins for general waste
- 2 x 240 litre wheelie bins for recycling

The size and type of event will determine the type of bins to be provided. Additional bins, such as skip bins, are available from Smallmon Brothers Waste.

4. Event set up procedures

The following checklist forms part of the event set up procedures.

| Category | Activity | Who | Done |
|---------------------|--|-----------------|------------------------------|
| Incident management | Confirm the following is in place: <ul style="list-style-type: none"> <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> First aid kit <input type="checkbox"/> Emergency assembly signage <input type="checkbox"/> First aider available for the event <input type="checkbox"/> Incident response record | Property owners | <input type="checkbox"/> Yes |
| Traffic management | Confirm the following is in place: <ul style="list-style-type: none"> <input type="checkbox"/> Safe entry and exit to private parking area <input type="checkbox"/> Traffic coordinator to advise parking locations based on number of attendees and accessibility requirements | Property owners | <input type="checkbox"/> Yes |
| Catering | <ul style="list-style-type: none"> <input type="checkbox"/> Identify the type of catering <input type="checkbox"/> Advise if additional tables are required for serving food <input type="checkbox"/> Advise what cleaning supplies are provided by the caterer <input type="checkbox"/> Advise who is managing waste removal during the event | Organiser | <input type="checkbox"/> Yes |
| | Confirm the following is in place: <ul style="list-style-type: none"> <input type="checkbox"/> Dedicated preparation and wash area <input type="checkbox"/> Waste facilities for the caters to use <input type="checkbox"/> Provide cleaners to remove food items/tableware | Property owners | <input type="checkbox"/> Yes |

| Category | Activity | Who | Done |
|------------------|--|--|------------------------------|
| | during the event | | |
| Drinks | <input type="checkbox"/> Identify the types of drinks to be offered <input type="checkbox"/> Provide the time for drinks to be served <input type="checkbox"/> Advise if a tea/coffee station is to be set up | Organiser | <input type="checkbox"/> Yes |
| | <input type="checkbox"/> Advise the number of RSA staff to be provided <input type="checkbox"/> Provide RSA staff, if required | Property owners | <input type="checkbox"/> Yes |
| Waste management | Confirm the following is in place: <input type="checkbox"/> Adequate bins are in place <input type="checkbox"/> Dedicated waste collection area is in place and communicated with staff | Property owners | <input type="checkbox"/> Yes |
| Noise management | Confirm the following is in place: <input type="checkbox"/> Event organiser/contact is aware of the noise curfew <input type="checkbox"/> Music is as stated and approved as part of the Event Booking Request process <input type="checkbox"/> Entertainment, including music, is held between the noise curfew timeframe being: <ul style="list-style-type: none"> ○ 08:00 to 23:00 Friday, Saturday and day before a public holiday ○ 08:00 to 20:00 during non-daylight saving time periods ○ 08:00 to 21:00 during daylight saving time periods | Property owners | <input type="checkbox"/> Yes |
| Event management | Confirm the following is in place: <input type="checkbox"/> Event organiser/contact is aware of when the event is to cease <input type="checkbox"/> Event to cease: <ul style="list-style-type: none"> ○ Midnight on Friday, Saturday and day before a public holiday ○ 20:30 during non-daylight saving time periods ○ 21:30 during daylight saving time periods | Property owners | <input type="checkbox"/> Yes |
| Security | <input type="checkbox"/> Determine if security is required <input type="checkbox"/> If required, company and licence details are provided | Property owners (in consultation with organiser) | <input type="checkbox"/> Yes |
| Risk management | <input type="checkbox"/> Review the risk register for currency and type of event <input type="checkbox"/> Update the risk register where necessary <input type="checkbox"/> Confirm the control measures are in place <input type="checkbox"/> Communicate the control measures with the organiser and determine if there are any additional risks that require controls to be implemented | Property owners | <input type="checkbox"/> Yes |
| Insurances | <input type="checkbox"/> Obtain copies of public liability certificates of currency from suppliers | Property owners | <input type="checkbox"/> Yes |

Appendix 1 – Event Booking Request Form