



Manly Life Saving Club

Standard Operating Procedure (SOP)

EVENT MANAGEMENT PLAN

THE GUIDELINES FOR
PLANNING AND ORGANISING A
CARNIVAL OR SPECIAL EVENT

COL TANSLEY (VP SAFETY)

20 December 2010 - Issue-2 (Was named Event Guidelines & Workpack)

(Approved at December 2010 Management Committee Meeting)

CONTENTS

Guidelines

- Purpose
- Aim
- Process
- Responsibilities
- The Workpack
- Important
- Reference Documentation

Attachment to Plan

Event Workpack

- Event Progress Flowchart (Attach to front of Workpack)
- Event Workpack

Workpack Contents

- 01 Cover Page, Contents and Checklist Flowchart
- 02 Event Guidelines (Club, SLSA, Council, Maritime, etc)
- 03 Event Expression of Interest
- 04 Event Operational Plan
- 05 Course & Layout/Map
- 06 Insurance Certification
- 07 SLS Event Risk Plan
- 08 Council Special Event Proposal
- 09 Aquatic Licence (if required)
- 10 Notification Letters, Ambulance, Hospital, Police & Transport
- 11 SLS Special Events Application or Carnival Agreements
- 12 Checklists (Event overview, personnel, equipment, sponsors, etc)
- 13 Information (Services, suppliers, entries, catering, trophies, etc)
- 14 Event Finances and Profit / loss Statement
- 15 Post even report (wash-up)

Guidelines

The Purpose: This Standard Operating Procedure (SOP) is a guide for organising and documenting the actions of staging an Event (Special Event or Carnival) by the person/s authorised by the Club (Management Committee) to perform the task.

This to be achieved, by maintaining a “Workpack” of required information to stage an event and records relating to the event, for current use and future reference.

The Aim: To ensure that the Event is held in compliance with Government, Council and Surf Life Saving regulations and requirements, with the intent of holding a safe and successful event for all involved, competitors, officials, volunteers and the general public.

The Process: All events are initiated as follows and then progressed through each section of the MLSC Event Workpack until completed.

- At the first Management Committee Meeting of the new season, the Committee confirms annual events will continue, approves any new ones and appoints organisers for those events.
- The VP Logistics & Events Officer ensures that the appropriate authorities (Council, Maritime, SLS, etc) are informed of proposed event dates, for confirmation of availability, possible rescheduling and lock-in of the finally agreed dates.
- The VP Logistics & Events Officer calls a meeting of all Event Organisers, to go through the “MLSC Event Guidelines” and MLSC Workpack, ensuring that the Organisers is fully aware of their task, it’s requirements and responsibilities.
- The Event Organiser upon agreeing to take the task, will endorse (sign) the original/official Workpack and be issued reference copy.
- The original/official Workpack shall be held in the club office, being maintained by the Event Organiser, with the assistance of VP Logistics & Events Officer and/or their delegated assistant.

Responsibilities:

- Committee: Events approval and decision
- VP Logistics & Events: Oversee all events and report status to the committee
- Assistant to VP L&E: Assist VP L&E and Event Organiser, as required
- Event Organiser: Coordinate the event and report status to VP L&E
- All others involved: In accordance with the MLSC Event Operational Plan

The “MLSC Workpack”: This is a living document, containing initial information needed to stage an event. Added to “Workpack” will be copies of applications, approvals and any other information relevant to the conducting of the chosen event. The “Workpack” is the Club’s documented log of the Event for current and future reference.

IMPORTANT - It is highly recommended that:

- The planning of an annual events start at the time of wrap-up of the last one.
- For the planning of a new event, it needs to be started at least six months prior to the event and one year would be strongly advised if a run, where public roads authorities are involved..
- Submit event dates to the Council no later than the end of June of each year (directly after the new Management Committee’s first meeting), this to ensure availability, plenty of time to prepare and submit applications, and have sufficient time to resolve any arising problems.

Reference Documentation:

- SLSA Guide to Safer Surf Clubs, Vol-4 Event Sanctioning & Management
- SLSA Organising Ocean Swim Events;
- Council Event Proposal Guidelines (Manly Council);
- Special Events Waste Management Plan (Manly Council);
- Aquatic Licence Guide & Form (NSW Maritime); and
- Event Documentation (MLSC Workpack) from the previous year
- Any other documents relating to the Event/s (e.g. Manuals, rules, etc).

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

MLSC EVENTS WORKPACK

Event:

Date:

Issued by Name:

Signature:

Date:

Received by Name:

Signature:

Date:

01. EVENT WORKPACK CONTENTS

Event Organising and Planning

- 01 Event Workpack Cover Page, Contents, Progress flowchart *
- 02 Event Management Plan & Guidelines
- 03 Event Expression of Interest

*Attach Progress Flowchart to front of Workpack once task started

Supporting Documentation (required four months prior to the event)

- 04 Event Operational Plan
- 05 Course & Layout/Map
- 06 Insurance Certification
- 07 SLS Event Risk Plan

Applications to local Authorities (Submit three months prior to event)

- 08 Council Event Proposal or equivalent
- 09 Aquatic Licence (If Required)

Advisory Letters

- 10 Police, Hospital, Ambulance and Transport

Application to SLSNSW (submit on approval of local authorities applications)

- 11 Special Events Application or Carnival Agreements

Event Checklists

- 12 Overview, personnel, schedule, Equipment, trophies, etc

Event Information

- 13 Services, suppliers, Sponsors, Catering, entries, results, etc)

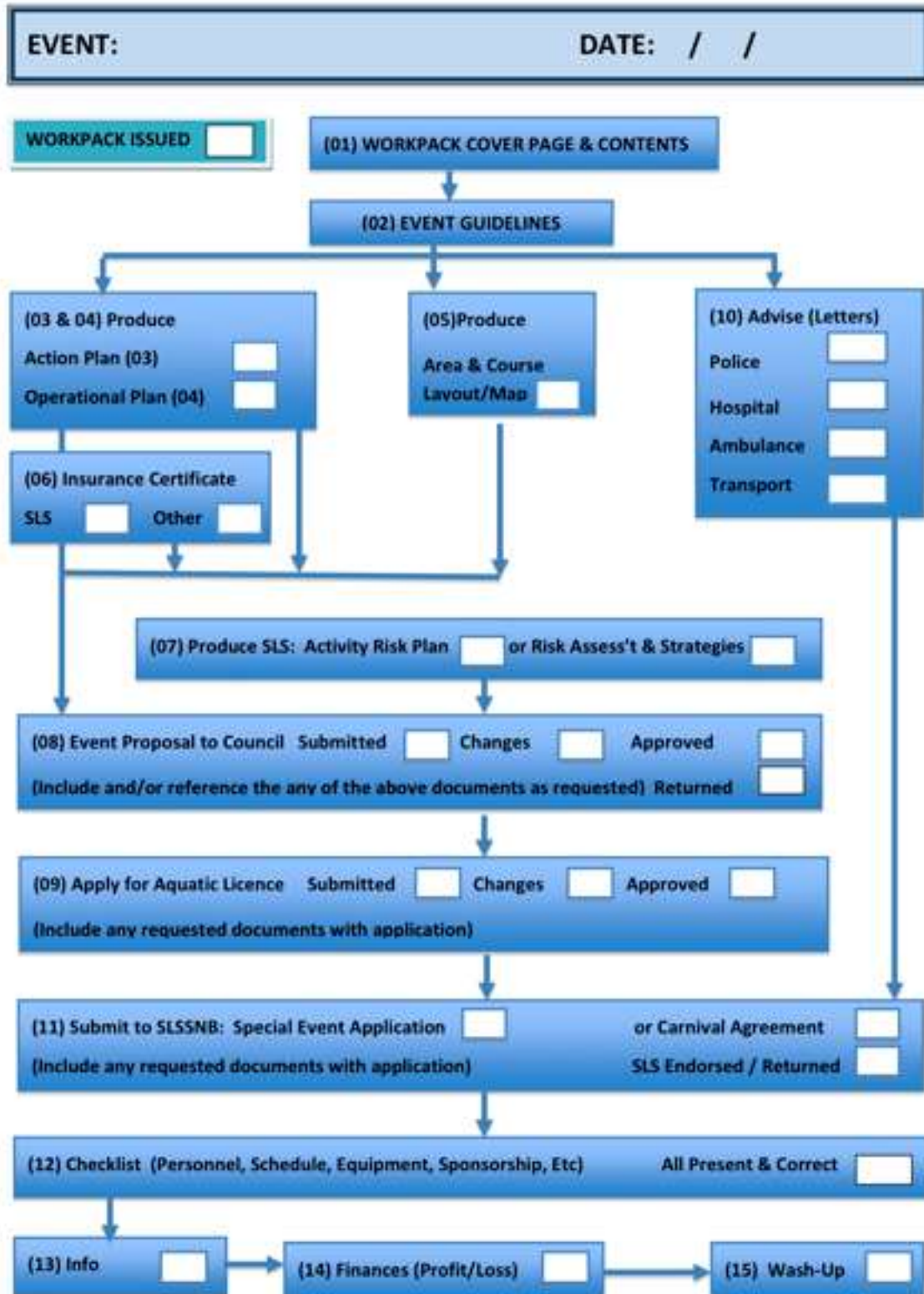
Event Finances

- 14 Event Finances, including detailed and Profit / loss Statement

Conclusions

- 15 Post Event Report (History, Wash-up and summary)

Event Progress Flowchart (tick off as achieved)



02. EVENT MANAGEMENT & GUIDELINES

Planning an Event

Before planning an event it is important that you know what Rules and Regulations are relevant and how they need to be applied.

The following Documents are guidelines to help ensure an event will be planned, managed and run within the requirements detailed by the approving authorities.

Hence, it is **VERY IMPORTANT** that the Guidelines are read and understood by the Event Organisers

Reference documentation contained in this section of the Workpack:

- MLSC Event Management (Guidelines and Workpack)
- SLSA Guide to Safer Surf Clubs, Vol-4 Event Sanctioning & management
- Council/s Event Proposal Guidelines
- Council/s Special Events Waste Management Plan
- Aquatic Licence Guide & Form (NSW Maritime)
- Any other documents relating to the Event/s (e.g. Manuals, rules, etc).

Addition documentation that that could be referenced:

- SLSA Organising Ocean Swim Events
- The previous year's event documentation (workpack)

IT SHOULD BE NOTED THAT THE APPROVAL CONDITIONS OF AN EVENT APPLICATION, COULD HAVE ADDITIONAL REQUIREMENTS TO THOSE IN THE GUIDELINES AND MUST BE FULFILLED

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MLSC

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Responsibilities:

- Management Committee: Events approval and decision
- VP Logistics & Events: Report status each month to the Management Committee
- Event Organiser: Coordinate the event and report status to VP L&E
- VP L&E Assistant: Assist VP L&E and Event Organiser, as required
- All others involved: In accordance with the MLSC Event Operational Plan

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Note: All reference documentation shall be check for currency at the start of each season and workpack up dated accordingly.

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

Guidelines for Safer Surf Clubs Volume 4:

Event Sanctioning and Management

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Introduction

Welcome to the SLSA Health and Safety Guides.

The four guides in this series are designed to provide you with the tools you need to manage your club or service safely.

The four guides include:

- **Volume 1 – Overview of Health and Safety**
- **Volume 2 – Risk Assessment and Management**
- **Volume 3 – Safe Surf Club Practices and supplementary information**
- **Volume 4 – Event Sanctioning and Management**

Volume 1 will get you started with an overview of health and safety issues within Surf Lifesaving. It will provide you with a snapshot of what you need to do across the many areas of practice and legislation.

This guide is aimed at club officers, patrol captains and training officers.

Volume 2 has the theory and tools you need to conduct a risk assessment of your club or service. The guide is designed for the club/service risk assessor.

Volume 3 provides supplementary information such as building evacuation plans, manual handling, hazardous substances etc. along with other information that will assist the safety officer.

Volume 4 provides information on Special Event Sanctioning and Management. It provides the application forms and templates required to gain approval for a special event. Several other resources also accompany this series including:

- **Member information brochure – providing a brief guide on safety and wellbeing for all members**
- **Safety First! – Awareness posters**
- **Safety First! – Awareness stickers**
- **Training Course for Club Safety Officers**
- **Club Self Audit check list to check if you have complied with organisational requirements.**

This Guide comes in two sections. The front section covers the following information:

- **What is a special event?**
- **Deciding on holding a special event**
- **General guidelines for water events**
- **General guidelines for land based events (heat guidelines)**
- **How to apply to conduct a special event**

The back section of this guide includes the following attachments:

- **Form 1 Special event application form**
- **Form 2 Activity safety plan**
- **Form 3 External event organiser declaration**
- **Form 4 Third party contract**
- **Form 5 Post event reporting**

The attachments are also included on the SLSA website in a Word format

What is a Special Event?

Surf Life Saving is now involved in many events and activities, many of them involve our core activity of water safety, aquatic sport and public safety. Others are taken on as part of fundraising or social activities.

A “special event” is any event outside the parameters of normal club/branch activity that involves some aspect of surf lifesaving involvement (advice, safety or organisation) Examples of “normal” activity can be considered as:

- Patrols, including operational support activities
- Club surf races and championships
- Club social events and BBQs
- Club members attending carnivals
- Training for SLSA awards and qualifications
- Coaching and officiating activities for members
- Standard Branch/State Carnivals and competitions

Most special events involve members of the public participating in an activity run by the club or a third party, however many may only involve members engaged in non routine activities that require endorsement by the organisation. Examples of special events include:

- Ocean swims
- Sports events such as triathlons, biathlons or beach volleyball
- Fetes, fun carnivals and public exhibitions
- Aquatic safety supervision away from the clubs patrol area
- Community education programs involving aquatic water safety or instruction
- Non organisational approved surf carnivals, boat events or events using our brand, gear, personnel, etc.
- Events conducted outside of the Surf Sports manual
- First Aid posts – for example at concerts or sporting events
- School picnics lifesaving patrols

Deciding on holding a Special Event

So you are planning an event? As an organisation with a public safety focus and a strong community reputation, any event we conduct, or are involved with, will be seen as safe, reputable and well organised.

The administration around event management in this guide serves to uphold these key community expectations while protecting the organisation and its members.

This section focuses on the organisation’s requirements to help you decide if you should/can conduct the event; how to submit a special event application and what other administration is required.

Ask: Does the event need insurance cover and will we get it?

The first question you should ask is: *Can and should I/we hold the event?*

Will the organisation’s insurance cover our members and members of the public in the event?

Insurance protection for all parties is an important part of participation in an event. Some events are becoming “creative” and insurers may not consider the activity normal for Surf Life Saving and therefore coverage may not be automatically granted.

The best rule of thumb is; if in doubt get advice from your State Centre and if required from the SLSA Insurance Broker, John Provan before you spend time completing the special event forms. John's number is 07 3246 7555. State Centres will take this step if they consider the event beyond our cover when assessing your application, so get in early and get advice. Note any advice received on the application form.

Applying to hold a special event

Once you have decided to make an application for a special event you need to fill in the *Application for Special Event Form (Form 1)*

You will also need to define what your involvement in the special event will be and determine the *Category* (see next page).

Once you know what category of event you are conducting review the *table on page 6 to determine what documents you will need to complete*. The table also lists the *timeframes* for submitting applications.

You should send the initial application (Form 1) to your State Centre to be endorsed. A copy should be retained by the club.

You should follow up with any additional forms as required by the relevant category of event. Alternatively, you can also send all completed forms at the one time if you have completed the documentation.

Events which are to be held of '*National Significance*' must be endorsed by the Australian Council, i.e. Major TV coverage, overseas competitors, interstate competitors, international significance etc.

Events that are *not run by an SLSA Entity* but involve SLSA events/members/equipment/IP (Category F) should follow this guide but also contact their State Surf Sports Manager or SLSA General Manager to obtain a Deed of Sanction as part of the application process.

No commitment, without reservation, shall be given by SLSA members until final approval is given by the appropriate authority of SLSA.

Special Event Categories

Step One is to choose the category of event that you are going to hold by reviewing the categories below.

Step Two is to determine which forms/tools you need to fill out by matching the category to the form/tool using column 2 on the next page.

The various types of involvement are categorised as follows:

Category A* – Advisory role only

Acting as an official advisor to another person or organisation (etc) in the safety aspects of an event, but not including any actual participation by club members, equipment etc.

Category B* – Assisting an event

Assisting as an official advisor to another person, or organisation, other than SLSA (i.e. assisting in the safety of supervision of a swim leg or a triaquathon, etc).

Category C – Conducting an event (for another organisation)

Being responsible for the organisation of an event in its entirety, but upon behalf of a person or organisation other than the SLSA (i.e. assuming full organisation control for a fee for services etc).

Category D – SLSA event

A Surf Life Saving Club, Group, Branch or State/Territory Centre acting as a promoter and organiser of the full event, either with or without sponsor involvement.

Category E – Aquatic safety supervision/community education program

A Surf Life Saving Club, Group, Branch, State Centre, Professional Lifeguard and appropriately qualified SLSA member acting as an official advisor and/or assisting in the safety or supervision of an aquatic safety program, e.g., school or community group supervision at a beach.

Category F – External entity conducting SLSA events

An event that is not conducted by a club/branch/state or SLSA and involves SLSA events/members/equipment and/or IP. Examples of events include a surfboat, ironman series or high performance camp etc conducted by a private entity or a group of members not attached to a management entity as the organiser. Such events will need to follow the procedures outline in this guide along with negotiation with the State Surf Sports Manager. Events that operate across borders will require negotiation with the SLSA General Manager of Surf Sports/Operations.

A Deed of Sanction will need to be entered.

** Depending on the scope, scale and formality of your involvement you may not need to follow all of the special event application process. If the scale of the event/advice is considered to be informal and not of a significant nature simply fill in questions 1, 2 and 3 on the Special Events Application form. Your State Centre will contact you if you are required to submit further information.*

Application Process and Timing

Applications must be submitted to your State or Territory Centre with appropriate endorsement within the minimum timeframes as shown below. The below matrix also indicates what Event Sanctioning tools/forms need to be filled in for each category of event.

Table-1

Tools / Forms	Tools/Forms required for Category	Form No.	Time Frame by Event Type	Minimum time Frame
Application for Special Event This is the main document used when make application for a special event . It may be submitted by fax, mail or email to your state centre (approval required by Branches in (NSW/QLD))	A, B, C, D,E, F	1	A/B/ 1 Month C/D/F 3 Months E 14 Days	1 Month prior . (14 days for E)
Activity Safety Plan Provide a copy of the Safety (Risk) Plan as prepared by the club/service covering the scope of the involvement and service the club has been asked to supply	C, D, F	2	1 Month prior	2 Weeks prior
External Event Organiser This appendix should be filled out when an external provider is organising the event . It allows the club/state to explore its due diligence responsibilities prior to committing either entity into a contract for service . A copy of Currency for Public Liability, Professional Indemnity and Personal Accident insurance held by the event organiser must be submitted with the declaration form	B*, C, F	3	1 Month	2 Weeks prior
Contract for Service This appendix is a draft contract for use when engaged by a third party.The third party, club must co-sign a contract for services, which outlines the roles of the parties in the conduct of the event. Category F events will need to enter a deed of sanction a minimum of 1 month prior to the event.	A*, B*, C, F	4	1 Month	2 Weeks prior
Event Reporting This appendix is a final report at the completion of the event . The club should provide this report within 14 days of the conclusion of the event	B, C, D, F	5	14 Days after	1 Month after event

** May or may not be requested by your state centre after the initial application has been reviewed*

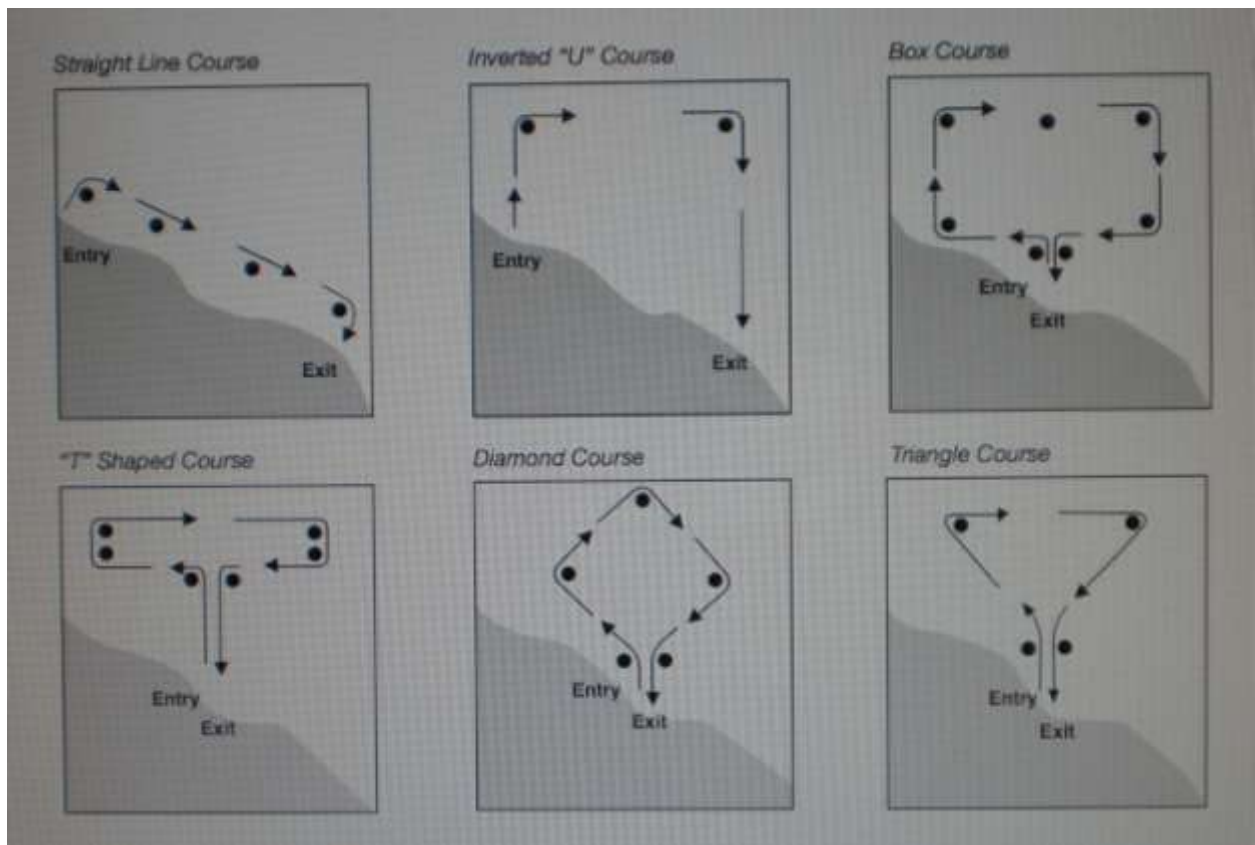
General Guidelines for Water Events

Course Type and Distance

When planning a course for your race it is important to ensure the following key issues are considered

Course Type

The type of the course must suit the local environment It must be friendly to spectators and allow a safe environment for competitors The following are suggested formats for swim races or swim legs of multi sport events



Course Distance

a The race distance is entirely up to the discretion of the organising committee It is recommended that mass participation swims are between 1 and 1.4 kilometres It is extremely important to accurately measure the course to ensure the advertised distance is true

b Race courses can be measured using a handheld GPS unit and/or Range Finder Most GPS units are accurate to 10 metres and therefore offer a reliable source of distance Alternatively mapping software such as OziExplorer™ can be used to mark swim can/buoy waypoints that can then be uploaded to a handheld GPS for accurate laying of buoys

Special Considerations

When planning the course layout there are a number of special considerations.

a. Tidal Issues

- **The race may be dictated by the tide.**
- **If the location suffers from a large tidal range there may be a significant change in race distance between high and low tide.**
- **All day races may need to alter the race buoys to maintain an even race distance as the tide changes.**
- **Tidal predictions up to twelve months in advance can be found at:
*<http://www.ntf.flinders.edu.au/>***

b. Current Speed

- **Locations that experience a rapid current or tidal speed may only have a short window in which to stage the event.**

c. Water Quality

- **The position of a course should be dictated by water quality.**
- **This is a potential major safety/health concern and needs to be considered.**
- **Courses should not be located near storm water drains or effluent outflows.**

d. Water Safety Access

- **There needs to be easy access for water safety.**
- **IRB's must be able to launch and land on the beach in close proximity of the race start and/or finish.**
- **Support and medical services need to have access to these IRB's in an emergency situation.**
- **Additionally shore based water safety spotters need to be able to view the course from vantage points.**

e. Communication

- **There needs to be clear communications between water safety and race command.**
- **If a course is located at the base of cliffs or around bluffs/headlands communications may be affected.**

f. Competitor Safety

- **There should be sufficient separation between the Entry and Exit Course Markers to ensure the outgoing and incoming competitors (swimmers and/or paddlers) do not collide.**

g. Geographical Local

- **Increased water safety should be provided if an event is conducted around headlands etc where line of sight visibility of the course is restricted.**

Water Safety Ratio Guide

The following are recommended guidelines for water safety ratios and support at multi-discipline and endurance events such as triathlons, biathlons, long distance swims and board/ski paddles, and marathon boat rows.

Table 1 – Water Safety for Shorter Swim Distances

Distance		.5km Swim					
Course Shape		U	■	—	▲	◆	T
Numbers*	Craft						
0 – 50	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
51 – 150	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
151 – 250	IRB	2	2	2	2	2	2
	Boards	5	6	6	5	5	5
251 – 400	IRB	2	2	3	2	2	2
	Boards	5	6	6	5	5	5
401 – 600	IRB	3	3	4	3	3	3
	Boards	6	6	7	6	6	5
601 – 800	IRB	4	4	5	4	4	4
	Boards	6	6	7	6	6	6
801 – 1,000	IRB	5	5	6	5	5	5
	Boards	7	7	8	7	7	7

* Numbers of swimmers in the water at any one time.

Table 2 – Water Safety for Longer Distances

Distance		1.2km Swim					
Course Shape		U	■	—	▲	◆	T
Numbers*	Craft						
0 – 50	IRB	2	2	3	2	2	2
	Boards	3	3	4	3	3	3
51 – 150	IRB	3	3	5	3	3	3
	Boards	4	4	5	4	4	4
151 – 250	IRB	5	5	7	5	5	5
	Boards	5	6	6	5	5	5
251 – 400	IRB	6	6	8	6	6	6
	Boards	5	6	6	5	5	5
401 – 600	IRB	7	7	8	7	7	7
	Boards	8	8	10	8	8	8
601 – 800	IRB	8	8	8	8	8	8
	Boards	10	10	10	10	10	10
801 – 1,000	IRB	8	8	8	8	8	8
	Boards	12	12	12	12	12	12

* Numbers of swimmers in the water at any one time.

N.B. Please note that these ratios are a guide only, and the organisation's special events committee should have the final decision on water safety numbers.

General Guidelines for Land Based Events (Heat Guidelines)

Vigorous exercise places some people at risk of heat illness, especially in hot weather. If untreated, heat illness can lead to the more serious and potentially life-threatening condition of heat stroke. By understanding the causes of heat illness event organizers and anyone involved in sport or physical activity can help prevent heat illness by using the advice provided in the Guidelines to minimize the risks.

Most of the advice to competitors involves simple rules of common sense. Listen to your body and stop or slow down if you feel unwell. This is particularly important for children. Make sure that competitors have access to cool drinking water, wear a good hat and take particular care in the hottest parts of the day or year.

Sports Medicine Australia provides guidelines for conducting events in hot weather.

Further information is at: www.sma.org.au under Information / resources or via <http://www.sma.org.au/information/launch.asp>

The three main documents that will assist land based activity organisers include:

- Playing and exercising safely in hot weather – Fact Sheet
- Policy – Preventing Heat Illness in Sport
- Hot Weather Guidelines

These documents provide advice on:

- Participants risk of heat illness from physical activity in hot weather conditions
- Provide clear cancellation policy for sporting bodies conducting events in hot weather conditions
- Education for event coordinators and participants on methods of minimizing the risk of heat illness and the avoidance of situations that may worsen heat illness.

It is recommended that the Wet Bulb Globe Temperature (WBGT) is the best measure of heat strain currently available. WBGT is not the same as Ambient or “Dry” temperature as the

WBGT accounts for levels of humidity, radiation, wind movement and ambient temperature. WBGT can be measured on site immediately prior to the start of an activity or event using a specific WBGT thermometer. This is done to ensure measurements are reflective of the conditions at which the event is to be conducted.

The Bureau of Meteorology provides daily WBGT forecasts and state forecasts can be found by typing in “Thermal Comfort Observations” into the search field on the BOM website – www.bom.gov.au

Further information is at: http://www.bom.gov.au/info/thermal_stress/#apparent

SPECIAL EVENT PROPOSAL

MANLY COUNCIL GUIDELINES

Events presented within the time frame of July 2009 ! June 2010

(All events are subject to Council approval)

Event Organisers, wishing to present an event in the Manly LGA, must prepare a formal detailed written proposal for consideration by Manly Council.

It is expected that a proposal should be received at least eight weeks prior to an event.

An event proposal is to be sent to Council Records: records@manly.nsw.gov.au

1. Full event details.

**All proposals must include full details, if applicable, of at least the following:
Community Impact Statement (CIS)**

- **A CIS allows Manly Council to be aware of the impact that, granting a Letter of Consent for an event, will have on the local community**
- **A Letter of Consent cannot be granted unless Manly Council is satisfied that the overall social impact will not be detrimental to the well being of the local or broader community**
- **Event Organiser name**
- **Event Name**
- **Date/Time of Event**
- **Date/time Bump in/Bump out**
- **The Event Organiser shall effect and maintain at his/its own expense a public liability policy, of not less than \$10 million, with an APRA approved insurer, in respect of the event in the name of the organiser and noting the interest of the Council in respect of liability to the public in the event of death or bodily injury or damage to property arising out of any accident or other event which may occur in the course of the organiser's activities.**
- **Outline of Event**
- **Location and Site Plan**
- **Structures, with dimensions to be**
- **Signage (including sponsor) erected**
- **Parking space requests**
- **Risk Management Plan**
- **Anticipated attendance**

- Waste Management Plan
- Security/Medical support
- Portable Toilets
- Traffic Management Plan/Road closure
- Media coverage
- Catering/beverage requirements
- Liquor Licence
- Promotional activities (giveaways)
- Sponsors and requirements
- Signage
- Entertainment activities

2. Waste Management Plan:

A formal application for an event must include a Waste Management Plan.

3. Application Fee:

Each event application must include a payment of \$210 inc. GST, payable to Manly Council. (non refundable)

4. Fees:

Applicable Fees	\$ Fee (inc GST)	Condition
Application	\$210.00	Per application, non refundable
Event	\$6,600 - \$22,000	Per day or part thereof
Manly Surf Clubs on the area	Waived	Subject to format/size of event/impact
Non Profit/Community/Charity Per Groups	\$110.00	Up to 5 x Surf/Swim events per year per Club day or part thereof
Grass Usage Aeration	\$7.50	Per square metre of total area of impact
All day vehicle parking	\$93.50	Per vehicle space, per day
Road Closure	\$6820.00	Per day
Bump in Council supervision	\$50.00	Weekdays per hour or part thereof
Bump in Council supervision thereof	\$70.00	Weekends/public holidays per hour or part thereof
Amendment to issued Letter of Consent	\$120.00	Each reissue of Letter of Consent
Restoration Bond	\$300 - \$15,000	Subject to format/size of event/impact on the area

All costs incurred by Council as a result of the event, such as additional cleaning, rubbish removal, lifeguard wages are calculated separately to designated fees.

Event fee include one bump in day before and one bump out day after.

Be advised that once an application has been received and approval for the event/activity agreed then payment will be required within 30 days or prior to an event date, unless otherwise stated, from issuance of the Letter of Consent.

5. Refund of Event fees:

If an Event Organiser cancels an approved event for any reason seven (7) days or less prior to an event commencement date, only 50% of the event fee will be eligible for refund.

No refunds will apply if an event is cancelled on the event day(s) due to weather conditions and/or a decision made by the event organiser.

6. General Conditions/Guidelines: Please read the following carefully.

Event Organisers should be aware that certain conditions and guidelines will apply:

An event proposal should be sent to Council for consideration at least eight (8) weeks prior to the proposed event date.

An event fee can be influenced by a number of factors such as size, space requirements, structures involved, sponsor involvement, area requested, nature of the event etc.

An Event Organiser must demonstrate that a Risk Management Plan has been developed.

The Event Organiser must provide an APRA approved all risks and public liability policy in respect of the event and all its associated activities, in the name of the organiser and noting the interest of Manly Council, the event, date and location.

That the requirements of the Occupational Health and Safety Act 2000 and regulations are to be fully observed to the satisfaction of Workcover requirements.

Council does not allow any alcohol and tobacco sponsorship/advertising.

Council does not physically reserve any vehicle spaces when an All Day parking fee has been paid. The Event Organiser is responsible to physically reserve parking spaces for the approved period in approved vehicle spaces.

No balloons are to be used for promotional/advertising activities.

No bottled water is permitted to be sold or distributed.

Events in Manly are to be classified as "Smoke Free Events"

An Event Organiser is required to protect both the environment and Council property.

An Event Organiser is responsible for all costs incurred in relation to waste management associated with the presentation of the event. A Waste Management Plan must be prepared prior to approval.

Any products sold or giveaways distributed must use reusable, recyclable environmentally friendly materials, both product and packaging. (e.g. no plastic)

Approval for an event and/or its location is at the discretion of Manly Council.

Once an event has been approved (Letter of Consent sent) no changes/additions can be made without a possible monetary penalty.

The refund of the Restoration Bond is subject to any damage to Council property and/or

landscaping.

When an Event Organiser receives a Letter of Consent that document must be signed by the Event Organiser as indicated, agreeing to the fees and conditions and returned to Council with any fee payments, prior to the event. Failure to do so will make an approval null and void.

8. Corporate Events/activities:

No Corporate Events/Activities are permitted.

9. Event Schedules:

- A: Each event has maximum consecutive three day period
Maximum one event per weekend, two per month
Maximum one event per week, two per month

Exception:

January - maximum one event per weekend, three per month
January - maximum one event per week, two per month

- B: Non Profit Community/Charity groups:
1. Each event has maximum of one day in duration.
2. Each group maximum one event per month.

10. Council Rights:

Council reserves the right to determine and approve the number/ length/ space/ time/ cost/ suitability/ conditions and location of all event applications.

If you have any queries, please contact either:

Marday Luscombe on (02) 9976-1752 (marday.luscombe@manly.nsw.gov.au)

Or

Jon Morgan on (02) 9976-1569. (jon.morgan@manly.nsw.gov.au)

Event proposal to be sent to: records@manly.nsw.gov.au

Jon B. Morgan
Manager Events and Tourism.
Manly Council

COUNCIL – WASTE MANAGEMENT CONDITIONS FOR EVENT ORGANISERS

Council's Policy for Waste Minimisation and Management at Public Events includes a number of criteria that event organisers must adhere to when planning an event in the Manly Local Government Area. The conditions are listed below. As part of these conditions Council will require a waste management plan that must be completed and submitted with the application to hold the event. Depending on the nature of the event it may not be necessary to complete all sections of the waste management plan.

Any event proposed for a public place and requiring the permission of Manly Council must conform to the conditions set out in this section.

It is the responsibility of the event organisers to communicate Council's requirements to all parties involved, including sub-contractors and/or other individuals.

General

An event waste management plan must be completed four (4) weeks prior to an event.

Submission of a completed copy of Council's standard waste management proforma would be sufficient. Events occurring more frequently than every six months are only required to submit one event waste management plan per year.

The event organiser is responsible for meeting all costs incurred in relation to waste management.

Waste Avoidance

The event organiser must take appropriate steps to ensure waste is avoided wherever possible. Event organisers may consider utilising a mobile dishwashing service (such as Manly Councils) or offering discounts to people who bring their own container/cup/utensils.

Plastic and polystyrene products and packaging, including drinking cups, food containers, drinking straws and stirrers, knives, forks and spoons must not be used. Balloons are also not permitted.

Event organisers must provide reusable plates, cups, knives, forks and spoons with refundable deposits or biodegradable products.

There must not be any food/drink 'give-a-ways' unless they conform to conditions 3,4 and 5. The distribution of literature and non-food/drink samples must be from approved stalls only.

Waste Collection

Products sold, used or distributed at an event must be collected for recycling or composting by the event organiser or their agent. Similarly, the collection and removal of any waste generated is the responsibility of the event organiser.

Facilities must be provided for the separation of recyclables, organics and waste. This includes the provision of adequate garbage, recycling and organics receptacles in and adjacent to the event area.

Separated waste, recyclables and organics must be taken to appropriate, licensed receipt facilities.

Waste Education

There must be public announcements at hourly intervals, where a public address system is available, concerning the re-use, recycling and disposal facilities at the event.

Approved signage (consistent with NSW Waste Boards designated signage) must be displayed prominently to inform patrons of the location and correct usage of recycling, organic and waste facilities. It is important that the signage displayed corresponds with the service that is being offered.

Suggestions to Avoid and Reduce Waste at Special Events

Resource NSW has developed a program to reduce waste at events. This program, known as Waste Wise Events, outlines 7 steps to avoiding and reducing waste at events.

Step 1: Commitment

Make a commitment to avoiding and reducing waste at your event.

Step 2: Packaging

Eliminate unnecessary packaging. Select materials that reduce waste and litter or are easily recycled.

Step 3: Equipment

Match equipment to the packaging material used.

Step 4: System

Match a management system to the equipment and packaging used.

Step 5: Standards

Where appropriate use standard signs and equipment to reduce confusion.

Step 6: Communicate

Tell caterers, vendors and participants about your program before, during and after the event.

Step 7: Evaluate

How effective has your waste wise program been?

For more information visit the Waste Wise Events website at www.resource.nsw.gov.au
[Special Events Waste Management Plan 2008 - 93 KB](#)

Manly Council - ABN 43 662 868 065

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www.manly.nsw.gov.au | records@manly.nsw.gov.au

NSW MARITIME - AQUATIC LICENCE

A Guide for organising, promoting or conducting activities on the NSW waterways

WHAT IS AN AQUATIC LICENCE?

The State's waterways are a community resource which are often subject to conflicting demands for access. In order to balance organised activities on the waterways with the rights of other people, NSW Maritime issues aquatic licences, under the Water Traffic Regulations – NSW.

WHEN IS AN AQUATIC LICENCE REQUIRED?

An aquatic licence is required by any person or organisation conducting, promoting or organising an aquatic activity, such as a race, display, regatta, exhibition or other activity, which affects the availability of navigable waters for normal use. Typical activities, for which an aquatic licence is required, include:

- Surf-lifesaving events
- Sailing events
- Waterski events
- Powerboat events
- Festivals, regattas and displays, including fireworks displays.

Please contact 13 12 56 if you are unsure whether your activity requires an aquatic licence.

HOW IS AN AQUATIC LICENCE OBTAINED?

Application forms are available from any NSW Maritime operations centre or from our website. An application needs to be completed, signed and lodged, together with all supporting documentation (such as land owner's consent and/or council approval), a minimum of 4 weeks prior to the date proposed for commencement of the activity.

Late applications will incur a late fee or the application may be refused.

NSW Maritime assesses all aquatic licence applications having regard to a range of factors including:

- All risks associated with the event;
- Potential impact on normal use of the area, in particular the safety of other vessels, swimmers and other water users, speed, congestion, commercial vessel activity, fishing etc; and
- Environmental impacts such as noise and wash.

When NSW Maritime approves an application it issues an aquatic licence which is subject to conditions appropriate to the activity. These conditions may include the provision of adequate signage/buoyage or the attendance of NSW Maritime staff at the event.

PUBLICITY

The need for publicity depends on the nature of the activity. Aquatic activities which require exclusive use of navigable waters must be advertised at the aquatic licensee's

expense. Typically this is achieved by placing an advertisement in a newspaper. It may also be necessary for the aquatic licensee to liaise with organisations who may be affected by the proposed activity.

INSURANCE REQUIREMENTS

An Aquatic Licence is issued on the basis that the Licensee expressly and unreservedly indemnifies

NSW Maritime from all liability associated with the Aquatic Licence Event and releases NSW Maritime from any actions, of whatsoever nature, that may be instituted in relation to the Event.

Acceptance of the Licence constitutes irrevocable acceptance of this condition. It is a condition of the Licence that the Licensee must clearly advise all participants in the Aquatic Event associated with the Licence whether or not they are covered by the Licensee's insurance should they sustain injury or loss as a result of participating in the Event and provide details of the coverage.

This advice must be provided prior to participation in the Event.

It is also a condition of the licence that a written warning must be given to all participants by the Licensee in relation to the particular risks associated with participating in the Event and a written acknowledgement of these risks must be obtained from the participant.

The warning and acknowledgement can be included on the Application Form completed by the participant.

PENALTIES

Conducting an activity without an aquatic licence when one is required could render the organiser liable to a penalty of up to \$1500 under the Water Traffic Regulations – NSW as well as being subject to litigation.

FEES AND FURTHER INFORMATION

For details on fees and further information contact NSW Maritime as follows:

- **Info Line on 13 12 56 (open 7 days a week, 8.30am to 4.30pm)**
- **Your local NSW Maritime operations centre**
- **Visit our website www.maritime.nsw.gov.au**

03. EVENT EXPRESSION OF INTEREST

The purpose of this section is to highlight the primary steps need to respond to an "Expression of Interest" to hosting a carnival or special event, if the need arises (Most Club events do not go through this process)

Steps

- Get Management Committee Approval to holding/hosting the event
- Appoint event organiser
- Read and understand the requirements to holding/hosting the event
- Ensure the Club has availability, resources, gear, etc, to submit an "Expression of Interest"
- Complete and submit the "Expression of Interest" by the date, via the Club's Administration Section.

NOTE: All event correspondence, in and out, shall be directed through Club Administration for accountability, for the records and future reference.

Comments:

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

04 EVENT OPERATIONAL PLAN

The purpose of an Event Operational Plan is to give clear understanding of the event, the responsibilities, and requirements, to those organising, assisting (Volunteering) and those who need to know. With the aim of achieving a safe and successful event for all those involved, competitors, support team and spectators alike.

The Event Management Plan includes:

- 1 Introduction
- 2 Event Details & Requirements
 - Event Action Plan
 - Overview
 - Risk Assessment
 - Event Location, Course and Layout maps
 - Insurance
 - Event Applications
- 3 Event Management & Records
- 4 Event Management, Support and Responsibilities
 - Equipment
 - Communications
 - Water Safety
 - Beach Safety
 - Road Safety
 - Medical Support
- 5 Decision making process
- 6 Event Risk Assessment
 - Overall (pre event)
 - Conditions (on the day)
- 7 Pre-Event Information, Announcements & Briefings
- 8 Event Contingency
- 9 Event Cancellation
- 10 Emergency Action Plan
- 11 Post Event wrap-up and Report

IMPORTANT: This Plan being a supporting Document to all Special Events application. For Carnivals, optional at this time, but recommended.

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

05 EVENT LOCATION

LAYOUT & COURSES PLANS

The purpose of these maps is to clearly identify the courses and layout arrangements for the event, for use by those involve, for Event application submissions and for participants information on the day.

The map requirements (to suit type event)

- Water course with Buoy location identified
- Run Courses with street locations identified
- Contingency (back-up) course
- Beach & off course layouts
- Photos where applicable

NOTE: Layout maps to include such things as, beach set-up, first aid, BBQ, merchandising, registration, information, etc

COMMENTS:

IMPORTANT: These map/s being a supporting documents to all Event applications, needs to be started at least four months prior to the Event

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

06 EVENT INSURANCE

The purpose for this section is ensure that the insurance cover is appropriate for the Event, covering all participants, volunteers, competitors and any other interested parties.

Types of Cover and steps to be taken:

1. SLS Events where only SLS members are involved (carnivals, IRB)
 - Obtain Insurance "Certificate of Currency" from SLSNSW
2. SLS Events with non SLSA members participating, (Swim/run/paddle)
 - Obtain Insurance "Certificate of Currency" from SLSNSW
 - Obtain additional cover for all competitors from SLS insurer
 - Advise SLS insurer, after the event, number of competitors
3. Events organised by or with other organisation, with non SLSA members participating, (Swim/run/paddle)
 - Obtain Insurance "Certificate of Currency" from SLSNSW
 - Obtain Insurance "Certificate/s of Currency" from Organisation/s
 - Arrange to include all interested parties on each other's insurance
 - Obtain additional cover for all competitors from SLS insurer
 - Advise SLS insurer, after the event, number of competitors

If uncertain of insurance coverage, CHECK IT OUT

COMMENTS:

IMPORTANT: These Certificates of Currency being supporting documents for all Event applications.

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

07 EVENT RISK MANAGEMENT PLANS

The purpose of these Risk Management Plans is to identify any hazards associated with the Event, categorise and document the action/s that will be taken to minimise the risks, with the aim of achieving a safe and successful event for all involved, competitors, support team and spectators alike.

Both the following Risk Plans are standard forms from SLS, and it's just a matter of filling in the appropriate one for the type of Event

NON-CARNIVALS - SLS Activity Safety (Risk) Plan

CARNIVALS/IRB - SLS Risk Assessment & Development Safety Strategies

The Activity Plan should include:

- General Information about the event
- Identified Hazards
- Risk Factors for those Hazards
- Actions to Minimise the Risks
- **EMERGENCY Action Plan**

COMMENTS:

IMPORTANT: This Plan being a supporting Document to all Event applications.

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

08 COUNCIL EVENT PROPOSAL & APPROVAL

The purpose of this Proposal is to compile a detailed description of the Event for submission to the local Council/s, requesting approval for it to take place.

For Help, refer to Council guidelines (section-2 of this Workpack) and/or previous year applications.

The Application Proposal should include:

- Covering letter
- The Proposal Document
- Waste Management Plan
- Event Operation Plan (Optional for Carnivals, but recommended)
- Risk Manage plan
- Courses/Layouts
- Insurance
- Any other requested information

Application and Approval steps:

- Submit Application
- Upon receipt Approval, pass fees and Bond invoices to the club treasurer
- Upon receipt Approval, Event Organiser to sign for acceptance letter of council conditions for the event and return to council
- Upon receipt Approval, if applicable, complete Site Inspection forms, as instructed and send/email to inspecting authority
- Upon completion of event, if applicable, complete Site Inspection forms, as instructed and send/email to inspecting authority
-

NOTE: The Application MUST BE submitted at least 2 months prior to the event, and at least 3 months if an Aquatic licence required.

COMMENTS:

Any problems contact Club Email: admin@manylsc.com or phone 9977 2742

09 AQUATIC LICENCE PROPOSAL & APPROVAL

The purpose of this Application is to compile a detailed description of the Event for submission to NSW Maritime, requesting issue of an Aquatic Licence for it to take place. An Aquatic licence is not required for all Events, only those using areas under authority of NSW Maritime (e.g. Ocean, Harbour) with the exception of SLS Carnivals(IRBs), which at this time do not require a licence.

For Help, refer to NSW Maritime guidelines (section-2 of this Workpack) and/or previous year applications.

(Council Approval MUST be obtained before this application can be made)

The Application should include:)

- A covering letter
- A completed "Application for an Aquatic Licence" form
- Clubs "Authorised Representative" confirmation letter
- Event Management & Risk Plans
- Location, Layout & Course Maps
- Insurance - Certificate/s of Currency
- Council Event Approval letter (Cover page)

Application and Approval steps:

- Submit Application

COMMENTS:

IMPORTANT: This Aquatic Licence Application MUST BE submitted at the latest, two month prior to the Event. BUT most important, is to check the availability of the required Event area

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

10 ADVISORY LETTERS

The purpose of these Letters is Advise the appropriate local authorities of the on coming Event, These letters are a requirement of SLS for all types of Events

The letters are included in this Workpack, just need signing, dating and emailing.

(Council & Aquatic Approval MUST be obtained before these letters are sent)

The Letter are to: (those applicable)

- Ambulance Service
- Local Hospital
- Local Police
- Transport Department(only, if impact on public transport demands)
- Surfcom (on season)

COMMENTS:

IMPORTANT: These letter are a requirement of SLS and need to be reference as been sent in the SLS Event applications or agreements.

Any problems contact Club Email:admin@manlylsc.com or phone 9977 2742

11 SLS EVENT APPROVAL OR AGREEMENT

The purpose of these Documents is to give clear overview of the event, the organisation, responsibilities and requirements to SLS, for final approval for the Event to go ahead. These documents can not be submitted until all other proposals and applications have been approved, and advisory letters emailed.

Both the following documents are standard forms from SLS, and it's just a matter of filling in the appropriate one for the type of Event

Application for Involvement in a Special Event (Non-Carnival)
Carnival Management Agreement (SLS Carnival Only)

The Application or Agreement should include:

- Covering letter
- A completed Application or Agreement form
- Event Operational Plan
- Risk Plans
- Course and Layout maps
- Insurance - Certificate/s of Currency
- Council Approval letter (Copy of cover page)
- Aquatic Licence were applicable (copy of licence cover page)

COMMENTS:

REMEMBER! NO SLSNSW ENDORSEMENT - NO EVENT

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

12 EVENT RECORDS

The purpose of this section of the **Workpack** is for the filing of documents relating to the planning and organising of the event, such as the following:

- Action Plan and meeting minutes
- Event Committee
- Event Overview
- Schedule
- Officers, duties and estimated number of volunteers
- Equipment requirements
- Sponsors
- Event (on-the-day) weather and conditions assessment
- Register of attending volunteers
- ATV, driver qualifications.
-

COMMENTS:

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

13 EVENT INFORMATION

The purpose of this section of the Workpack is for the filing of information or documents relating to the running of the event, such as the following:

- Catering
- Merchandising
- Publicity, fliers, entries
- prizes, trophies
- PA systems
- ATV Hier
- etc

COMMENTS

Any problems contact Club Email:admin@manlylsc.com or phone 9977 2742

14 EVENT FINANCES

General Information

The purpose of this section of the Workpack is to give a general overview of the Event Finances Management and for accountability.

All purchasing of items, services, etc MUST be done in accordance with the club purchasing procedure, that's using Purchase Order Forms

Refer: to the club Purchasing & Reimbursement Procedure (Copy Follows)

Upon conclusion of the event, a profit / loss statement to be obtained the the treasurer and included in the Workpack, for future reference.

COMMENTS:

On completion of event, get financial statement from treasurer.

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742

PURCHASING & REIMBURSEMENT PROCEDURE – 18 March 2003

When making a purchase it is IMPORTANT the a Purchase Order is completed and filed as a reference to all purchase transactions for accounting and traceability

It is IMPORTANT that to complete all sections of the form and clearly specify the requirements of the purchase, (e.g. make, model, size, colour, etc)

ANY PROBLEMS, consult with club administration (club office)

Purchasing Procedure

- 1. Obtain Purchase Order form from Purchase Order folder (held in club Office)**
- 2. From purchase order folder, listing page (front of folder) take the next consecutive number for reference of the purchase (e.g. order number 00197).**
- 3. Complete all sections of form**
- 4. Put copy of form into purchase order folder**
- 5. Send/take order to supplier (Mail, Phone, Fax, email or in person)**
- 6. Record in Purchase Order Folder, on purchase listing page, the details of the purchase
(e.g. PO#: 00197 / Date: 14/01/03 / Supplier: Burton/Item: Ski/Order Type: Fax)**

Reimbursement Procedure (of personal expenditure)

- 1. Obtain Reimbursement form from Purchase Order folder (held in club Office)**
- 2. Complete**
- 3. Attach receipts and submit to club administration for processing and payment.**

15 EVENT CONCLUSIONS

The Purpose of this section of the Workpack is to record some sort of history of this individual event, to carry out a wrap-up meeting, recording the minutes and a summary of the event for future reference.

COMMENTS:

IMPORTANT - Start Plan for next year's Event, taking into consideration things learnt from previous years and wrap-up reports with

Any problems contact Club Email: admin@manlylsc.com or phone 9977 2742