



**BASSENDEAN YOUTH SERVICES**

**YOUTH  
EVENTS  
MANUAL**



## STATEMENT OF INTENT

This document has been developed with the intention of guiding the actions of management, staff, volunteers, students and where applicable outside contractors, in order to reflect the principles and philosophy of Bassendean Youth Services. There is also the expectation that management and staff engage in ongoing evaluations of their practices, and their interactions with contractors, external agencies and participants. The objective of such reflection is to ensure that all actions and interactions continue to reflect the stated principles, philosophies, policies and procedures identified in this manual.

## ACKNOWLEDGEMENTS

### **Redistribution:**

Content within this manual may be distributed, utilised and modified by external parties on the condition that appropriate acknowledgements are included

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## **EVENTS SCALE AND PARTICIPANTS LIMITS**

Event scale will be determined by the venue's capacity, available resources and staffing levels. The level of planning, risk management contingencies, marketing and logistical considerations will be reflected by the scale of the event.

### **Event Scale**

- Staff should determine the scale of the event in conjunction with the Manager – Youth Services.
- The size of the event will generally be determined by the available funding and event partners and venue capacity.

### **Age Limits**

- Events should target young people aged 12 to 25 years, however supervised children and parents should be accommodated.
- Unsupervised children (under 12 years) are discouraged from attending.

## **APPROVAL and NOTIFICATION OF YOUTH EVENT**

As part of a larger team within the Town of Bassendean, other stakeholders need to be aware of the nature and duration of public events in advance. Internal stakeholders can provide valuable information affecting event planning, and notification of surrounding residents can assist in the management of community expectations.

It is important to recognise that much of the information in this section is only relevant if the event is being held within the Town of Bassendean.

### **Council Staff**

#### **Chief Executive Officer**

Many of the youth events run by Bassendean Youth Services will be classed as a 'non complying event'. Staff shall seek approval from the Chief Executive Officer.

*'Where the Chief Executive Officer is satisfied that a proposed sporting, cultural or entertainment event that is to be open to the public is likely to result in the emission of noise in contravention of the standard prescribed under regulation and would lose its character or usefulness if it were required to comply with that standard, the Chief Executive Officer may approve the event, subject to such conditions as the Chief Executive Officer thinks fit, for the purposes of this regulation.'*

#### **Health and Environmental Services**

Staff shall notify Health and Environmental Services that approval to hold a 'non complying event' has been approved by the CEO.

Staff shall notify Health and Environmental Services about the youth event including start and finish times, age restrictions security measures, noise phase down procedures and any other relevant details.

#### **Customer Services**

Staff shall inform Customer Services of any youth events including start and finish times, age restrictions and any other relevant details.

#### **Leisure Services**

Staff shall book venues with Leisure Services to ensure there are no clashes with other events.

#### **Asset Services**

- Notification of the event shall be given to Asset Services to ensure that clashes with scheduled works do not occur.
- If relevant, staff shall ensure that scheduled sprinkler times are adjusted or switched off for the duration of the event with a request to Asset Services.
- If relevant, requests shall be made at least 3 weeks prior to the event to have lawn areas mowed in preparation for any youth event.

#### **Rangers Services**

Staff shall provide notification to Ranger Services as this enables the event location to be scheduled into general patrols throughout the night and a quicker response time should they need to attend.

**Councillors**

Through the Executive Assistant, staff shall notify Elected Members of the Council about the event, including; start and finish times, age restrictions, security measures, noise phase down policies, and any other relevant detail.

**Police**

Staff shall give notification to local Police Services as this enables the event location to be scheduled into general patrols throughout the night and a quicker response time should the need arise for Police presence.

**Residents**

Staff shall notify residents within the immediate vicinity of the event location via letter drop, about the start and finish times, age restrictions, security measures, noise phase down policies and any other relevant detail. This should occur at least one week prior to the event.

## **ADVERTISING and MARKETING**

Marketing is fundamental to the viability of a public event. It serves to attract sufficient numbers to justify invested resources, and prepares the wider community's expectations regarding noise levels and human traffic. The profile of the host agency benefits from promotion targeting the wider community and those outside the target group.

### **Advertising**

Staff should develop appropriate advertising media for young people, which should include:

- Age targets
- Start and finish times
- Date and locations
- Attractions
- 'Smoke, Drug and Alcohol Free'
- Entry Fees
- Bassendean Youth Services logo
- Town of Bassendean logo
- Other sponsor logos
- 'More information' contacts

- Staff should present the finished product to the Director Community Development prior to distribution.
- Ideally staff should organise to have advertising material delivered to all houses in the Town of Bassendean, local schools, other youth centres and any other appropriate places.

### **Local Media**

- If possible staff should develop a media release for the local media which must be approved by the Chief Executive Officer prior to release.

## **PUBLIC TRANSPORT**

Public events targeting young people need to consider patrons' transport options. Venues far from public transport routes and events delivered outside normal hours may create barriers to attendance.

- Staff shall ensure that adequate public transport is available to and from the youth event.
- Staff shall be mindful of planned finishing times of youth events in relations to last scheduled train and bus departures.
- Participants experiencing transport issues after an event has finished shall be permitted to use staff phones to arrange alternative transport.
- Although not directly responsible for loiterers at the completion of events, staff should ensure security contractors remain on site until crowds dissipate.

## INSURANCE

Insurance covering all aspects of a public event is fundamental to its viability and the management of risk. Organisers are required to obtain proof of suppliers' insurances and ensure all aspects of the event are covered adequately.

- Before hiring or appointing any Contractor or Service Provider, staff shall receive a copy of their current 'Certificate of Indemnity' stating the details of their public liability insurance.
- The Town of Bassendean currently has a public liability insurance policy for \$100,000,000.
- Staff should be aware that their personal vehicles and possessions are not insured at an event.

## **ALCOHOL AND OTHER DRUG USE**

Public Events delivered for young people are required to present an approach consistent with the aims and philosophies of the host agency. Event procedures should focus on harm reduction and the promotion of healthy lifestyles, whilst utilising non confrontational methodology in regards to enforcement.

### **Staff**

- In accordance with Bassendean Youth Services' Policy and Procedures, staff are not permitted to consume illegal drugs, substances or alcohol during work time, or be under the influence of such at the workplace.
- Staff should ensure that the Town of Bassendean's Alcohol and Other Drugs Policy is adhered to for all youth events run by the Town of Bassendean.

### **Contractors and Service Providers**

- Contractors and Service Providers will not be permitted to consume or be under the influence of alcohol, illicit drugs or substances for the duration of the event, including set-up and pack down periods.
- Contractors and Service Providers shall not supply alcohol, illicit drugs or substances to participants, regardless of age.
- Staff should inform Contractors and Service Providers who are; observed consuming, or under the influence of alcohol, illicit drugs or substances, or supplying patrons; that they shall be asked to leave the site, and may have their contract or hire agreement terminated at no cost to Bassendean Youth Services or the Town of Bassendean.

### **Patrons**

- All youth events run by Bassendean Youth Services shall be alcohol free. No patron shall be permitted to consume alcohol at the event site.
- All youth events run by Bassendean Youth Services shall be illicit drug and substance free. No patron shall be permitted to consume illicit drugs or substances at the event site.
- Bassendean Youth Services staff are often in situations where young people access services under the influence of alcohol or drugs. Staff must ensure the safety of themselves and other service users as well as focusing on the well being of the intoxicated young person.
- Intoxicated young people must first and foremost not pose a danger to staff and other service users. If the behaviour of an intoxicated young person becomes disruptive or violent, steps must be taken to minimise the risk to others.
- Young people may not engage in recreational activities facilitated by the Youth Service when intoxicated. Bassendean Youth Services attempts to promote healthy lifestyle choices and a safe environment for 'at risk' youth. Exclusion on the basis of intoxication provides a clear message about the Service's aims and philosophy.

### **Security Responsibilities**

Security Guards should take the following steps when dealing with the use of alcohol and other drugs at youth events and should be discussed with the security provider prior to the event:

- Inform patrons that the consumption of alcohol and other drugs is not permitted at the event.
- If patrons are observed consuming alcohol or other drugs for a second time, they will be asked to leave the event.
- Security should be aware that at no point, are they permitted to confiscate alcohol or substances.

# SMOKING

Event management procedures recognise the rights of staff and young people to make informed choices with regard to smoking. Bassendean Youth Services does however attempt to promote healthy lifestyle choices, which require staff to follow procedures when choosing to smoke, and young people to adhere to well defined boundaries. All youth events run by the Town of Bassendean will be described as 'Smoke Free'.

## **Staff**

In accordance with the Bassendean Youth Services 'Policy and Procedures Manual';

- All Bassendean Youth Service and Council buildings and vehicles shall be considered strict non-smoking areas.
- Staff shall not supply tobacco products to young people, regardless of age.
- Staff and young people may not smoke in Council vehicles.
- When staff choose to smoke, they should make reasonable attempts to minimise contact with young people.
- Staff who choose to smoke must ensure that they do not take excessively long periods of time, or leave premises/young people unsupervised.

In accordance with the Town of Bassendean's Tobacco Policy;

- Council declares that all Council owned buildings and events are smoke free zones and this policy extends to Council plant and vehicles.

## **Contractors and Service Providers**

- In accordance with the Town of Bassendean's Tobacco Policy, any person, either employed by or representing the Town in any capacity will refrain from smoking whilst acting in an official capacity.
- Contractors and Service Providers shall not supply tobacco products to patrons, regardless of age.
- Staff should inform Contractors and Service Providers of these policies.
- Contractors and Service Providers who are caught smoking or supplying patrons with tobacco products shall be asked to leave the site, and may have their contract or hire agreement terminated at no cost to Bassendean Youth Services or the Town of Bassendean.

## **Participants**

- Patrons should not be encouraged but are permitted to smoke outside of the event providing others are not being exposed to residual smoke
- Smoking will not be permitted on or directly around the event venue or buildings

# AUDIO AND VISUAL PROVISIONS

Audio and lighting provisions are important to the delivery of public events which are appropriate and attractive to the target group. Electrical equipment must be managed in such a way as to minimise risk of electrical shock and cable related injuries. Management of noise is important to mitigate against issues of public disturbance and perception.

## **Lighting – General and Safety**

- If the event is scheduled for hours of darkness, staff should ensure that there is enough general light in the area to accommodate effective security monitoring and public movement.
- Effects lighting should be securely fastened to prevent injury through burns or fall of equipment.

## **Music**

- Staff should ensure that lyrics are suitable for the wider community and ensure that if pre-recorded music is being played then only radio edits are used.
- Staff should ensure that lyrics in live music being played at a youth event do not contain 'offensive' language.

## **Music Levels**

- Staff should have awareness that most youth events within the town will be scheduled as a 'non-conforming event' (see Notification of Event). The focus should be on having the local community aware and prepared for the event.

## **Noise Phase-Down Periods**

- A noise phase-down period should commence approximately one hour prior to the event finishing.
- The noise phase-down period should include facing speakers away from residential housing, and gradually turning the level of the music down.

## **SUN PROTECTION**

Planning should be formulated for outdoor events to reduce the risk of sun exposure. In most instances, Youth Events run by the Town of Bassendean will be run outside of the peak UVR hours of 10am to 3pm. The availability of shade throughout the event should be considered with planning a youth event.

- In accordance with the Town of Bassendean's Sun Protection Policy, natural shade will be utilised to protect participants and spectators, wherever available. When natural shade is not available, the Town will supply or erect portable shade structures, wherever possible.
- Sunscreen (SPF 30+, broad spectrum water resistant) will be made available to participants and spectators. However when this is not possible these parties will be encouraged to bring their own

## **CONTRACTORS and SERVICE PROVIDERS**

In most instances, contractors will be appointed to deliver certain components of a public event. Youth event coordinators are responsible for ensuring that contractors meet all identified expectations and standards. Contractors must understand that they represent the host agency and that their actions and interactions should reflect this position.

### **Service Provisions and Work Conditions Document**

- Staff should ensure that contractors and service providers sign and return the Service Provisions and Work Conditions document in the attachments section of this manual prior to the event.

### **Public Liability Insurance**

- See the *Insurance* section of this Manual.

### **Payments and Payment Methods**

- Unless otherwise agreed to by the Event Coordinator and Manager Youth Services, all payments to Contractors and Service Providers shall be conducted via the Town of Bassendean purchasing procedures.
- Final payment(s) shall not be processed until the completion of the event.

### **Equipment and Starting Times**

- The Contractor shall provide and maintain on site any protective clothing or equipment required for use by patrons for the equipment being operated.
- The Contractor shall ensure that materials and equipment are isolated to prevent access by unauthorised personnel.
- Event commencement times and completion times shall be strictly adhered to and will be set out in the service agreement. The Contractor shall have materials, plant and operators ready for patrons by the times set out in the Service Agreement. Failure to adhere to these conditions may result a reduction of payment.

### **Code of Conduct and Training**

- The Contractor shall ensure all staff and those sub-contractors under his employ shall be fully and adequately dressed at all times whilst on site. This shall include the wearing of enclosed shoes and sleeved shirts.
- The Contractor shall nominate a representative for the duration of the event period. This person shall be available at all times for liaison with the event coordinator and shall be familiar with the scope and extent of the service agreement. Any instructions given to this representative shall be deemed to have been given to the Contractor and shall be acted upon accordingly.
- All Contractors, direct employees and sub-contractors and their employees shall be suitably qualified and experienced in the activities in which they are involved.

**Parking**

- See the *Car and Vehicle Parking* section of this document

**Cancellation Policy**

- Staff shall enquire as to the cancellation policy with the Contractor or Service Provider and come to an agreement with both parties prior to entering into a formal arrangement.
- Staff should enquire about any financial penalties incurred for the cancellation of an event. Staff should not engage Contractors who will impose significant penalties for cancellation within reasonable timeframes.

# VOLUNTEERS

Formal volunteering is an activity that takes place for the Town of Bassendean and is undertaken:

- To be of benefit to the community and the volunteer
- Of the volunteer's own free will and without coercion
- For no financial payment
- In designated volunteer positions only

## **Standards**

The following standards are tools provided to assist Officers of the Town in decision making in relation to effective volunteer services and appropriate volunteer management structures.

The Town of Bassendean:

- Defines and documents its policies and procedures for volunteer involvement and ensures that these are understood, implemented and maintained at all levels of the organisation where volunteers are involved.
- Ensures that volunteers are managed within a defined system and by capable personnel with the authority and resources to achieve the organisation's policy goals.
- Has clearly documented volunteer recruitment, selection, and orientation policies and procedures that are consistent with non-discriminatory practices and guidelines.
- Clearly specifies and controls the work of volunteers and ensures that their place of work is conducive to preserving their health, safety and general well being.
- Ensures that volunteers obtain the knowledge, skills, feedback on work, and the recognition needed to effectively carry out their responsibilities.
- Ensures that appropriate processes and procedures are established and followed for the effective planning, control, and review of all activities relating to the delivery of services by volunteers.
- Has defined procedures to control all documentation and personnel records that relate to the management of volunteers.

## **CAR AND VEHICLE PARKING**

Vehicles belonging to staff, contractors and patrons should be parked outside the venue to; enhance event atmosphere, improve monitoring of participants, and reduce likelihood of damage and injury.

### **Staff**

- The event coordinator shall determine the best possible solution for staff parking, contractors and service providers, and participants at the site meeting.
- Staff shall ensure that cars and vehicle are not on the event site, or are in an appropriate area at the commencement of the event.
- Staff shall ensure that vehicles are not moving around the event site during the event.

### **Contractors and Service Providers**

- Vehicular access may be available; however, no parking will be available on site unless otherwise formally advised by Bassendean Youth Services. In the event that parking permission is granted by the Town of Bassendean, the Contractor shall strictly limit parking by his staff and those of his sub-contractors to the areas designated by the Town of Bassendean. Notwithstanding, the availability of parking will not be guaranteed by the Town of Bassendean.

## **DISABLED FACILITIES**

The inclusive philosophy of the Town of Bassendean should be reflected in the provision of facilities which cater for people with disabilities, especially in the areas of ablutions and wheelchair access.

- Staff shall ensure that access to disabled facilities is provided at events where practicable. This should include toilets, and event access.

## **FOOD AND BEVERAGES**

When undertaking the preparation of food and beverages for a public event, strict adherence to health requirements is mandatory. All personnel and external contractors must have a working knowledge of the compliance requirements before event commencement.

### **Temporary Food Stall Permits**

- Operators of food stalls shall apply for, and have approved, a Temporary Food Stall Permit with the Town of Bassendean's Health and Environmental Services before operation of a Food Stall.

### **Operation of a Food Stall**

- The operation of a food stall shall comply with Town of Bassendean Policy and Procedures and any relevant government regulations and acts.

### **Water**

- Staff should ensure that adequate supplies of 'free' drinking water are available at youth events.

### **Healthy Alternatives**

- In accordance with The Town of Bassendean's Food and Catering Policy, where food is available at functions and activities, healthy alternatives will be readily offered. This includes the provision of foods low in fat, high in fibre and fruit and vegetables.

### **Sale Prices**

- Staff should take into consideration the financial diversity of patrons when pricing food and beverages at youth events, and consider 'break even' targets or projected losses to make these accessible.

## **POWER CONNECTIONS AND CONSUMPTION**

Correctly rated equipment and cable layout are important from a safety and continuity perspective when planning a youth event. Plans need to be formulated for outdoor events where rain is a possibility to reduce the risk of electrical accidents.

### **Power Requirements**

- Staff will need to ensure that sufficient power is available at the event site.
- The hiring of a generator and distribution board may become necessary to supply the correct power.

### **Cable Management**

- Staff will ensure that patrons and workers are safe from cables laying on the ground or hanging from heights.

# SECURITY

Responsibility for event security should be contracted to a specialist contractor in most cases. Security staff must be adequate for the scale of the event and be provided with specific information as to what actions are appropriate if an issue arises. Responses must be aligned with the philosophy of the host agency.

## **Operational Requirements**

- Staff should ensure that there is adequate security for the event and that a registered security company is contracted.
- Security is to be hired 30 minutes prior to and after the events scheduled start and finish times.
- The Event Coordinator shall ensure that security personnel are adequately orientated with the event layout, including boundaries and indoor/outdoor requirements.
- The Event Coordinator shall brief security personnel on Town of Bassendean procedures and policies including those pertaining to alcohol, drugs, substances, and violence.
- The Event Coordinator shall liaise with the security company regarding the expected methods of intervention.

## **Security Responsibilities**

Security should take the following steps when dealing with alcohol and substances at youth events:

- Inform participants that the consumption of alcohol and substances are not permitted at the event.
- If patrons are observed consuming alcohol or using substances for a second time, they will be asked to leave the event.
- Security should be aware that at no point, are they permitted to confiscate alcohol or substances.

## **SIGNAGE**

Signage is an important promotional tool for a public event to inform both prospective patrons and the wider community. Signage within the event venue will ensure patrons are aware of the location of public facilities and potential hazards.

### **Event**

- Staff shall ensure that adequate event signage is provided around the event site and if possible, throughout the Town of Bassendean.

### **Facilities**

- Staff should ensure that facilities including toilets, water, food, exits, fire exits and entrances are all clearly marked.

### **Strobe Lights**

- If strobing lights are to be used, staff should ensure that adequate warning signs are present.

## **STAGES AND DANCE FLOORS**

Specialist staging must be assembled by an experienced contractor and meet all safety requirements.

- If a stage or dance floor is to be assembled, staff should contract a qualified and experienced provider.
- If a truss (metal structures used for hanging lights or sound equipment) is to be utilised then a qualified and experienced company should be engaged.
- Contractors must ensure that all stages, dance floors and trusses comply with Australian Standards.
- All temporary structures should comply with Town of Bassendean Policies and Procedures.

## **STORAGE ON SITE**

Equipment not in immediate use should be stored to prevent loss or damage. Event staff should not store items belonging to participants due to liability considerations.

- Staff should ensure that adequate storage is available at the event site for property belonging to Bassendean Youth Services and the Town of Bassendean.
- Staff and event personnel should not store participants' personal items.

## **WASTE AND ENVIRONMENTAL SERVICES**

Public Events can generate considerable quantities of rubbish and waste. Effective management and disposal ensures safety and public perceptions are not compromised.

### **Bins**

- Staff should ensure that adequate bins are provided at the event site
- Staff should be aware that extra bins can be arranged through Health and Environmental Services for events held within the Town of Bassendean.

### **Rubbish Pick-up**

- Staff should organise to have loose rubbish picked up after the event.

### **Rubbish Removal**

- Staff should arrange to have rubbish placed in Town of Bassendean bins ready for collection.

### **Toilets and Toilet Ratios**

- Toilets numbers should be arranged with regard to Town of Bassendean Policy and Procedures and any relevant government regulations and acts.

## **ANIMALS AND PETS**

Event organisers must consider the potential risks and issues of allowing pets to be present at a youth event.

- For health and safety reasons, animals should not be permitted at the event site.
- Ranger Services should be called immediately for any loose animals present at youth events.
- Security shall be informed of the above policy by the Event Coordinator.

## **URBAN ART**

Urban Art demonstrations can be a popular attraction at events targeting young people. Due to the volatile nature of the substances used, special precautions must be taken to; ensure public safety, prevent damage to property and mitigate against the illegal use of spray cans.

- The Event Coordinator shall ensure that unpaid urban artists are registered as volunteers by the Town of Bassendean.
- Staff shall ensure that all spray cans (full or used) are accounted for at the end of the event.
- Staff shall ensure that the urban artists are familiar with spray can security practices.
- Staff shall ensure that participants are not able to enter the urban art spray area for security and safety reasons.
- Staff shall make arrangements to ensure that there is no overspray on buildings, structures or vehicles.
- Staff shall ensure that filter masks are provided.

## **FIRST AID**

First aid contingencies must be in place to effectively manage risk. The extent of these contingency measures should reflect the scale of the event and the types of activities being conducted.

- Staff should ensure that a first aider, with a current senior first aid certificate, is present at all times during the event, including the set up and pack down phases.
- Adequate supplies of first aid consumables should be available and stock levels of first aid kits checked.
- If warranted, staff should arrange to have a qualified first aid organisation present for the duration of the event.
- Emergency access plans must be arranged prior to the event in case vehicles are required in a medical emergency.

## TICKETING FOR EVENTS

Event Coordinators should avoid charging for youth events if possible. Bassendean Youth Services operates under a philosophy of equitable access for all young people and entrance fees may provide a barrier to participation. Nominal entrance fees may be acceptable, though revenue must be balanced against the risks and costs involved with money handling, extra staffing and security.

- Paid ticketing should only be employed during exceptional circumstances and not be fixed at a rate which precludes universal access.
- Free ticketing may be utilised to restrict numbers to particular events if the capacity of the venue, security or ablutions may be stretched.

## **CASH HANDLING**

Cash handling procedures are important to mitigate the likelihood of theft and improving the accountability of those involved.

- Food and drink stock should be compared with income received from sales.
- A single staff member or volunteer shall be nominated as the responsible party for monitoring the cash float at any given time.
- Cash floats should be of a suitable size to cater for demand, though not exceed \$50.
- Quantities of notes exceeding \$20 should be collected and held by paid staff members.
- Cash floats should be kept within lockable cash boxes by paid staff.

## **VENUE AND SITE INSPECTIONS**

Staff involved with Event Coordination must conduct a physical inspection of the proposed site to assess the impact of unforeseen factors more clearly observed on location.

- Staff should conduct a site or venue inspection at least two weeks prior to the event.
- Staff should keep in mind general access for vehicles, access for contractor or service provider's amusements, access for emergency vehicles, and height restriction of trees and roofs and parking facilities.

## **FLOOR AND SITE PLANS**

Site plans for a youth event are an important element of the planning process. A site plan will attempt to create an appropriate atmosphere, whilst taking safety and practical considerations into account.

### **Location of Amusements**

- Event elements situated in close proximity will improve the general atmosphere of an event and improve security monitoring and cable layout.
- 'Natural Pathways' of human traffic should be considered when developing site plans.

### **Space Restrictions**

- Staff should compile information on the necessary height and space requirements for hired amusements.

### **Defining of Boundaries**

- When developing a site plan, staff should define the physical boundaries of the event to assist with lighting and security.

## **EMERGENCY EVACUATION PLANS**

Emergency evacuation plans are an essential tool in managing risk at public events. Staff must ensure that appropriate measures are taken to plan for evacuation of the site or facility.

- In consultation with the Manager – Youth Services, staff should develop an emergency evacuation plan for the event.
- Staff should include all emergency exits from buildings on evacuation plans.
- All emergency exits should be marked clearly and evacuation diagrams displayed.
- Staff should include access points for emergency vehicles.
- Staff should consider emergency lighting when developing site plans and evacuation plans.
- All relevant personnel should have copies of the plan during the event.

## **RISK MANAGEMENT**

All public events targeting young people inherently carry a number of risks. The purpose of Risk Management processes is to identify possible risks and assess both the likelihood of them occurring, and their possible consequences. By anticipating potential risks, event coordinators are able to put in place treatments which mitigate the risk's likelihood or provide an effective response if it did occur.

- Staff shall develop a detailed risk management plan for each event.
- Risk Management assessments should be utilised during planning processes to validate the viability of intended event inclusions.

## **EVENT DEBRIEFING**

In order to monitor compliance with the Events Management manual and identify areas for improvement, a debriefing process should occur soon after the event. Debriefing is fundamental to policy improvement processes and the management of future risk.

- Staff should conduct an event debriefing with all relevant stakeholders.
- Feedback gathered from the event debriefing should be collected in the Event Review Proforma.

# APPENDIX 1 - SERVICE PROVISIONS & WORK CONDITIONS

These Service Provisions & Work Conditions are set by the Town of Bassendean - Youth Services and are made in reference to Youth Events conducted by the Town of Bassendean

1. No smoking, alcohol, or illicit drugs will be permitted on or directly around the site or buildings of which the site forms a part at any time.
2. The Contractor, his employees, and those of his sub-contractors shall not be under the influence of illicit drugs or alcohol on or directly around the site or buildings.
3. The Contractor shall ensure all staff and sub-contractors shall be fully and adequately dressed at all times whilst on site, including the wearing of shoes and shirts.
4. The Contractor shall provide any protective clothing or equipment required for use by participants for the equipment being operated.
5. The Contractor shall ensure that the area of the Work, materials and equipment are isolated to prevent ready access by unauthorised personnel.
6. Directions or instructions shall be issued by and acted upon only where these are made by nominated representatives of The Town of Bassendean.
7. The Town of Bassendean may require the removal from the Site of any person employed by the Contractor who in the opinion of the Town of Bassendean is incompetent or misconducts himself. Any effect on the contract value or completion arising as a consequence shall be at the Contractors own cost.
8. All Contractors, direct employees and sub-contractors shall be suitably qualified and experienced in the activities in which they are involved.
9. No payment claims will be entertained until submitted in an approved format and duly certified as being correct by the Town of Bassendean.
10. The Contractor will be required to document in their invoice as a separate line item the total amount of goods and services tax applicable for all works associated with the event.
11. All materials and goods shall be of the best quality and appropriate for the purposes for which they are intended. All materials and goods must be handled, fitted, connected and commissioned in strict accordance with the manufacturer's recommendations.
12. The Town of Bassendean's representative will inform The Contractor's nominated representative of where materials, plant and operatives should be located for the duration of the event, upon The Contractors arrival on the site.
13. Event commencement times and completion times shall be strictly adhered to. The Contractor shall have materials, plant and operatives ready for participants by the prearranged times. Failure to do so may result in a reduction of fees paid by the Town of Bassendean.
14. The Town of Bassendean shall make a reasonable extension of time in respect of any delay not caused or contributed to by any act or default of the Contractor.
15. The site shall be maintained in a clean and tidy state. The removal of any rubbish, debris, or bi-products of The Contractor's materials, plant and operatives shall be the responsibility and expense of The Contractor.
16. Damage to property by The Contractor, his staff and those sub-contractors under his employ, including paths, grassed areas, trees and roads which are on or adjacent to the site, including adjoining property encroaching onto the site, shall be rectified at The Contractor's expense to the satisfaction of The Town of Bassendean.

SIGNED by the Contractor .....

.....  
print name

Company's Name .....  
Company's ABN .....  
Company's Address .....  
.....  
.....

## APPENDIX 2 - RISK ASSESSMENT MATRIX

- >7: Extreme risk**  
– detailed action plan required
- 6,7: High risk**  
– needs senior management attention
- 5: Medium risk**  
– specify management responsibility
- <5: Low risk**  
– manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to Low or Medium.

	Consequence				
People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Reputation	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or ACT Auditor General's Office, or inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.
Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M

	Numerical:	Historical:
Likelihood	>1 in 10	Is expected to occur in most circumstances
	1 in 10 - 100	Will probably occur
	1 in 100 – 1,000	Might occur at some time in the future
	1 in 1,000 – 10,000	Could occur but doubtful
	1 in 10,000 – 100,000	May occur but only in exceptional circumstances

		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	6	7	8	9	10
Likely	4	5	6	7	8	9
Possible	3	4	5	6	7	8
Unlikely	2	3	4	5	6	7
Rare	1	2	3	4	5	6

## APPENDIX 3 – EVENT REVIEW PROFORMA

Event Name		
Event Date	Event Start Time	Event Finish Time
Event Location	Estimate Attendance	
Who attended?	<input type="checkbox"/> Teenagers <input type="checkbox"/> Families <input type="checkbox"/> Young Children <input type="checkbox"/> People with disabilities <input type="checkbox"/> Other _____	
Evaluator's Name		

What made the Event Successful?

What could be improved for the event?

What were the participants responsive to at the event?