PROCESS FOR ORGANISING COMMUNITY EVENTS

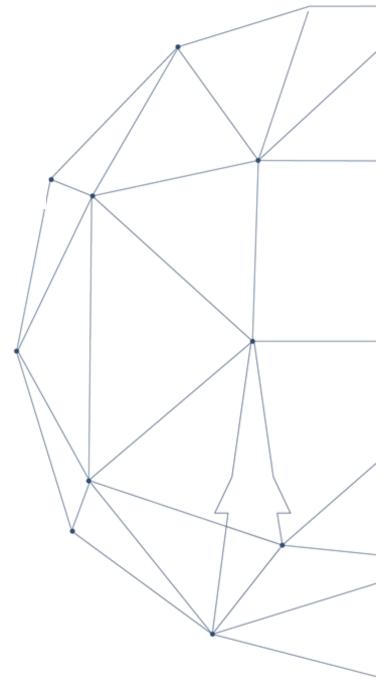## 2019

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Community Events Policy

Rationale

This policy exists to provide guidance for the running of community events at Fairfield Primary School.

Definition

A school community event is an event beyond the school curriculum (this excludes camps, excursions and concerts.) This includes but is not limited to school fairs, art shows and parent social nights.

Aim

The aim of this policy is to:

- To assist community members when organising a Community Event.
- To ensure Fairfield Primary School complies with Department of Education and Training (DET) policy and guidelines in relation to community events.
- To provide documentation that is required for compliance with DET policy and guidelines for the running of a School Community event at Fairfield Primary.

Implementation

- School Council is the governing body of any community event. The Council plays a role in the approval, development, overseeing and accountability of any community event on the school's behalf.
- School Council must approve all School Community Events on the school's behalf.
- School Council has the responsibility to allocate and distribute all fund raising monies, in the best interests of the school.

When planning a School Community Event, use the following processes and provide the relevant documentation to Community Committee. Further information on the items below is contained within this document.

COMMERCIAL OPERATORS

- Negotiate a written contract with commercial operators (see stallholders agreement *Appendix Five*)
- Ensure public liability insurance of a minimum of $10 million is provided per occurrence.
- Ensure compliance with acceptable equipment including amusement rides and structures that are regulated by legislation administered by the Victorian WorkCover Authority Amusement Rides and Structures.
- Ensure all contractors (those who invoice the school) are registered pre-admittance on school grounds via SAMS4Schools. This includes uploading their public liability and Working With Children Check as well as agreeing to the school's OHS and Emergency Management procedures.

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FINANCIAL TRANSACTIONS

- Ensure all external event transactions are accounted for in an accurately and in a timely manner. Follow the protocols set out in *Appendix Four*.)

WORKING WITH CHILDREN'S CHECK (WWCC)

- Ensure all stall coordinators, caterers, logistic providers and contractors provide a current WWCC. Visitors who are on the school site during the school day are to sign in and out at the main office.
- Endeavour to ensure that all volunteers hold a current WWCC.

OCCUPATIONAL HEALTH AND SAFETY

- Notify emergency services if more than 500 people are expected at the event.
- Ensure that a Risk Management Framework is completed.
- Ensure that a Site Plan is developed.
- Ensure that a Traffic Management Plan is developed, if required.
- Ensure that First Aid provision is provided.
- Ensure that Current Liquor licenses are provided, if required.

Evaluation

This policy will be reviewed as part of Fairfield Primary School's annual review cycle in November 2020, or if guidelines change.

This policy was ratified by School Council in **November 2019**

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Process for Organising Community Events

Section 1: Executive Organisation

1.1: Introduction

This document exists to provide guidelines and protocols for the implementation of School Community Events and will be reviewed annually.

A School Community Event is an event beyond the school curriculum (this excludes camps, excursions and concerts.)

These events may include (but are not limited to):
- School Fair
- Art4All
- Music Trivia
- Mother's and Father's Day events
- School Picnics

This guide aims to help School Council and committees plan and manage events successfully and to guide them through the steps they need to take to minimise risk and maximize the likelihood of a well-run and successful event. Read this process document in conjunction with the *Community Events Policy*. (Pages 3 – 4 of this document).

1.2: Role of School Council

School Council is the governing body of any community event. It plays a role in the approval, development, overseeing and accountability of any event on the school's behalf.

All external, community events are to be approved by School Council. See *Appendix One* for the *Community Events Proposal and Approval Form.* School Council is responsible for the allocation and distribution of all fund raising monies.

Members of the school community may propose a fundraising activity to raise funds for the school. Fundraising proposals are to be presented firstly to the Community Committee for review/feedback, and then taken to the school Council for approval. School Council approves the event on the school's behalf.

Fundraising for external agencies, e.g. charitable organisations, is not included within this process. This is approved and managed at the school level, by the principal.

1.3: Role of Community Committee

Community Committee ensures that the documentation in *Appendix One* has been completed. This documentation is then made available to School Council.

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1.4: Event Aims and Objectives

Every external community event is to have a clearly stated aim as well as an overall purpose. Each event will have its own set of objectives as laid out in the *Community Events Proposal and Approval Form* ([Appendix One](#)).

1.5: Roles of Volunteers of the Committee

See *[Appendix Two](#)* for the *Volunteer Roles* document that is to be completed by event coordinators.

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Section 2: Process of Organising a Community Event

2.1: Notifications

Emergency Services Notifications—when more than 500 participants expected

If more than 500 people are expected at the event, ALL emergency services including Police, Fire, Ambulance and SES must be notified of the intended event early on in the process.

Some relevant information to pass on includes:
- Venue, date and times of the event
- Type of event
- Road closures and details of traffic alterations i.e. car parks etc.
- Expected numbers
- High risk activities at the event
- Emergency Management Plans
- Event Coordinators details i.e. name, contact information etc.

Community Notification—when more than 500 participants expected

The local community must be notified. All residents and businesses affected by road closures and traffic alterations MUST be notified as a minimum requirement.

Some relevant information to pass on includes:
- Venue, date and times of the event
- Type of event and costs
- Road closures and details of traffic alterations i.e. car parks etc.
- Expected numbers
- Contact details for further information

* Inform the Community Committee when _emergency services_ have been notified.

2.2: Insurance

All stallholders, caterers, logistic providers and contractors must have their own public liability insurance for the minimum sum per occurrence of $10 million. A copy of their _Certificate of Currency_ must be presented to School Council

* Present Certificates of Currency to the Community Committee.

2.3: Risk Management

Risks related to the event should be noted and assessed. This should take into account risks concerning:
- Financial handling
- Wellbeing and safety
- Visitor experience
- Infrastructure
- Resources

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The *Risk Management Register* (*Appendix Three*) is to be used when planning the event.

* Present the <u>Risk Management Framework</u> to the Community Committee.

2.4: Marketing and Publicity

Volunteers are to work alongside the Communications Coordinator to establish a timeline of communications.

2.5: Financial Management

When proposing an event, convenors are to provide a breakdown of the following to School Council:

- Total estimated expenditure
- Total estimated revenue
- Total estimated profit

Appendix Four is a guide to ordering and receipting of goods and services.

- School Council has the responsibility of the purchasing function of the School. Purchase orders must be raised for all purchases.
- No purchases shall be made without an official order form except for petty cash items approved by the Principal or Business Manager.
- School purchase order forms are only to be used for purchases that are paid from school funds, not private purchases. No duplicates of an order will be issued. Any order issued in replacement of an order not received by a supplier shall state that it is a replacement order.
- School purchase order forms must not be used to place an order with a supplier for private use.
- Reimbursement should be used only in emergencies or where the item is of insufficient value for the usual process to be warranted. Permission must be obtained from the Principal or Business Manager prior to the expenditure and must be approved in advance.

Total cost greater than $2,500 (GST included) and equal to $25,000 (GST included)

At least <u>one written quotation</u> is required. A suitable record of the following details is to be filed with the payment voucher copy of the order it supports:

- A detailed description of the goods or services for which quotations were invited;
- Name(s) of organisation(s) invited to submit quotations; and / or
- Quotation, costs and delivery details, together with the name of the person giving the quote and the date given for supply.

* Present <u>quotations for costs greater than $2500</u> to the Community Committee.

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Please consider the following:
- The location of the toilets, temporary and permanent.
- Vendors positioned around pathways are to be accessible by wheelchair.
- Food and beverage vendors are not to be located near toilets.
- Vehicle access is close by for food and beverage vendors.
- First Aid point is centrally located. First Aid point(s) are close to emergency access points.
- Separate alcohol service areas from any children's areas
- Situate alcohol areas are close to a first aid point and toilets.
- Make sure waste facilities are well spaced and clearly visible.
- Separate stages and activities so as not to disturb each other.
- Have a central information point.
- Position stalls around pathways so that they are accessible.

Developing a Site Plan (when roads are closed)

- Highlight the section/s of road/s to be closed.
- Highlight where road barriers and detour signs will be placed.
- Indicate the detour (alternative) route/s.
- Designate access points for emergency vehicles.
- Designate drop-off points (i.e. for people with a disability).
- Indicate parking areas for patrons, contractors and staff.
- Provide stage locations and list of activities to be held in each area.
- Highlight entrances and exits
- Remember to mark NORTH on your map and provide a Melways reference.

Entrances and Exits

Use the checklist below to ensure entrances and exits are efficient. They should:
- Provide for supervision, marshalling and directing of crowds.
- Provide exit and escape routes.
- Provide access for emergency services and their vehicles.
- Separate vehicular and pedestrian access.
- Provide access for wheelchairs.
- Be kept clear of all other activities.
- Have sufficient and appropriate barriers, fences, gates and/or turnstiles.
- Have toilets located nearby.
- Have site maps located nearby.
- Have clear, well-lit entrance and exit signs.

For the site plan of the school grounds, see the school office.

* Present <u>Site Plan</u> to the Community Committee.

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2.7: Traffic Management Plan

If there will be any alteration to normal traffic movement, including parking, pedestrians, cyclists, vehicles or if you require any section of any road or street closed for your event a *Traffic Management Plan* is required.

- A *Traffic Management Plan* must be submitted to Darebin Council no less than three weeks prior and include all appropriate permits obtained and notifications given

* Present the <u>Traffic Management Plan</u> to the Community Committee.

2.8: First Aid and Public Health

It is essential that First Aid be organised. First Aid room(s)/tents must be fitted, or in close proximity to:
- Chairs and tables
- Easily identified signage that is visible at night
- Power and running water
- Ramps or be located on the ground floor with no steps
- Adequate lighting

The following is a guide to follow for the provision of first aid at your event

- 500+ attendees – 2 first aiders
- 1000+ attendees – 4 first aiders
- 2000+ attendees – 6 first aiders
- Patrons First Aiders First Aid Posts

* Present <u>First Aid provision</u> to the Community Committee.

2.8: Food Management

To consider:
- Food handling skills / training
- Facilities and location where the food is prepared and cooked
- Packing, labelling and transportation of the food
- What happens if a Total Fire Ban occurs during your event?
- Facilities where food is being displayed/served/sold (premises hygiene)
- Exposure, handling and serving of food (including personal hygiene)
- Method of food storage and contamination prevention
- Hand and utensil washing facilities
- Food Act Certificate of Registration
- Compliance of Food Safety Program for selling high-risk food
- Waste disposal and recycling nearby
- Disposal of food scraps for composting and the disposal of greasy water

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2.9: Safe Use of LP Gas at Public Events

Ensure an experienced person is in place to oversee all LP Gas activities:

- Ensure that records and safety arrangements are prepared and retained by their operators including the site Gas Safety Check List.

- Ensure that catering vendors meet their obligations for safe use of LP Gas.

- Ensure that storage and handling of LPG as is properly managed at the event (including provision of safety standards, safety procedures and emergency procedures).

- Liaise with Fire Services, Regulatory Authorities, gas companies, catering vendors and appliance hires as appropriate. The Event Organiser should be aware that where formal guidance is required, it might take some time for provision of the guidance.

- Ensure Mobile Catering Vehicles are fitted with a compliance plate.

Catering Vendor Responsibility

The catering vendor also has responsibilities for the safe provision and use of LP Gas at the event.

2.10: Alcohol Management

If your event intends selling or supplying alcohol, a current liquor licence from the Department of Justice - Responsible Alcohol Victoria must be obtained. There are many different types of licenses including:

- General Licence
- Temporary Licence
- Major Events Licence

* Present a <u>current liquor licence</u> to the Community Committee.

2.11: Waste Management Plan

To consider:

- A recommended minimum requirement for each event is the provision of a general waste bin and a general recycling bin per waste station.

- Consideration should also be given to food recycling options.

- Bin caps help in ensuring that waste is disposed of in the correct manner.

- Bin caps are available for loan to the Darebin Community from the Darebin City Council. To enquire about Bin Cap Loan please call the City of Darebin Arts and Culture Unit on (03) 8470 8888.

- A standard formula for determining how many waste stations to provide at your event is one waste station per 200 patrons.

- Determine the number of waste stations by to considering whether food is provided or available for purchase, the size of venue and the duration of event (e.g. event over mealtimes).

- Bins should be located near eating areas, exits and entrances and remember patrons are unlikely to walk more than 20m for a waste station.

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- The types of hazardous waste on site, where these will be stored, who will be responsible for them and where they will be taken post event.
- Event organisers must ensure that the location is left clean and tidy. Clean up the site after all logistics have been removed, including marquees, and once all waste stations have been emptied and removed.
- Most contamination of recycling bins occurs at the event conclusion. Recycling bins should be removed as pack up commences.

2.12: Working with Children Check (WWCC)

All stallholders, caterers, logistic providers and contractors are to provide a current WWCC card. Visitors who are on the school site during the school day are to sign in and out at the main office.

* The school will provide a list of parents who have current WWCC to the event coordinator.

2.13: Emergency Management Plan

The school has an existing *Emergency Management Plan* (see the school office for a copy) that is available to all event coordinators. This may need to be modified for the purposes of a School Community event. This may include:

- Arrangements for on-site emergencies not requiring outside help.
- Arrangements to request police and emergency services assistance.
- Specific arrangements to hand over control to police.
- Identify personnel who can authorise evacuation.
- Identify key staff and provide mobile telephone numbers.
- Identify how the event will be interrupted i.e. how will you tell the public.
- Identify steps taken to cater for people with disabilities.
- Identify access and evacuation routes.
- Identify where fire extinguishers and fire hoses are located.
- Identify evacuation areas for performers, volunteers and patrons.
- Establish an emergency control centre, which has back up power.
- Provide details of coded messages to alert and stand down staff.
- Identify the role event staff will take in supporting civilians.
- Identify meeting points for emergency services.
- Identify triage and ambulance loading areas.
- Identify steps to be taken if a bomb threat is received.
- Identify safe assembly areas for different types of emergencies.
- Identify processes for dealing with lost children and/or disoriented people.

* Present the <u>Emergency Management Plan</u> to the Community Committee

2.14: Post Event Evaluation

Event organisers, committee members, key stakeholders, festival/event staff and volunteers, security, contractors, vendors and entertainers should all be given the opportunity to debrief and evaluate the event, even if they choose to send a representative from the group.

The next event can be enhanced when recommendations and suggestions for improvement are considered.

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Event Details (Include Date and Time)	
Purpose of Event	
How will monies raised be used?	
List the sustainability considerations addressed in running this event (e.g. attempts to avoid waste.)	
Submitted by (Convenor):	**Contact details** (mobile & email)
Budget Total estimated expenditure: _____ Total estimated revenue: _____ Total estimated fundraising: _____	Detailed budget attached ☐
Key Convenors WWCC required	List with contact details and roles attached ☐
Form sent to: Community Committee ☐ School Council ☐	Event approved by school council ☐

Appendix Two – Volunteer Roles

Volunteer Role	Name of Coordinator	Mobile Phone Number	Email address
Convenor			
Key Volunteer Contacts			
Community Notifications			
Marketing and Publicity			
Financial Management / Treasurer			
Food Management			
Safe use of LP Gas			
Waste Management Plan			
Sponsorship			
Emergency Services Notifications			
Contractors Insurance Check			
Commercial Contract Check			
Risk Management			
Site Plan			
Traffic Management Plan			
First Aid			
Alcohol Management			
WWCC			
Emergency Management Plan			
Post Event Evaluation			

* Shaded roles are to be reported to the Community Committee.

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Appendix Three – Risk Management Register

School:

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):

Sample blank risk register

School:

Supervising teachers/staff:

Program/Activity:

Year Level (if relevant):

Date(s):

Location(s):

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
Define the risk event including a risk title and a short description *What can go wrong?*	Describe the risk event cause/s and consequence/s. *What would cause it to go wrong? (causes) What are the impacts if it does go wrong? (consequences)*	Describe any existing policy, procedure, practice or device that acts to minimise the risk *What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?*	**Effectiveness of existing controls** *How effective are the current controls we have in place? (choose one)*	**Current Risk Consequence** *How big would the impact of this risk be if it occurred? (choose one)*	**Current Risk Likelihood** *How likely is this risk to occur? (choose one)*	**Current Risk Rating** *What is the current risk level based on the risk rating matrix?*	Describe the actions to be undertaken for those risks requiring further treatments. *What will be done? Who is accountable? When will it happen?*	**Target Risk Consequence** *(choose one)*	**Target Risk Likelihood** *(choose one)*	**Target Risk Rating** *What is the target risk level based on the risk rating matrix?*
Risk Title **Risk description**	Causes • xxx Consequences • xxx	•	Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	•	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low
Risk Title **Risk description**	Causes • xxx Consequences • xxx	•	Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	•	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low
Risk Title **Risk description**	Causes • xxx Consequences • xxx	•	Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	•	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low
Risk Title **Risk description**	Causes • xxx Consequences • xxx	•	Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	•	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low

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What is a purchase order?
This is an agreement by the School to purchase goods/services and that the School agrees to pay for. If you expect the School to pay for something – you need a purchase order first.

Do I need a quote?
Quotes are required for all purchases. Quotes should be received and approved prior the purchase. Quotes are to accompany a purchase order.

What is a delivery docket?
These sometimes are provided by suppliers with goods. They usually have the quantity and description of the goods. Usually there are no prices listed and delivery dockets cannot be used for payment of goods. Delivery dockets should be retained for cross-referencing with the invoice.

What is an Invoice?
This is what the supplier provides so that goods can be paid. Please check these to ensure that the prices match the quotes and the quantity and items are as ordered.

ORDERING PROCESS

Purchase orders must always be written and approved **BEFORE** goods are ordered or received. All volunteers are required to receive approval for the purchase of any items on behalf of the school by the Event Treasurer. Only if the Treasurer is unavailable can they be approved by our Event Coordinators.

The School **will not** be responsible for goods purchased outside of this process.

STEP 1 – Request purchase
- Request approval for the purchase from either the Event Treasurer or Event Coordinator.

STEP 2 – Obtain a quote (if the value is greater than $2500)
- Request a quote for the required goods from the creditor/company.

STEP 3 – Review quote with Event Treasurer
- Check funds are available and ensure that expenditure is in line with approved budget.

STEP 4 – Raise purchase order
- The Event Treasurer will organise a purchase order with the school's Business Manager.

STEP 5 – Purchase order approval
- The Event Treasurer or Event Coordinator will notify the volunteer and Business Manager of the approved purchase order.

STEP 6 – Order items
STEP 7 – Receive items Once goods arrive, ensure that you.
- Check goods (quantity, description, price are correct). *If goods are not correct, contact supplier immediately to arrange refund/replacement*
- Note model number, serial numbers, etc. Write these details on the invoice. Note whether the order is complete or not.
- Once confirmed that invoiced items are correct, sign invoice and give invoice immediately to the Business Manager for payment.

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Appendix Five – School Council Short Form Services Contract

Between

<Insert School Council name and ABN>

of

<Insert School Council address>

(**School Council**)

And

<Insert Supplier's name and ABN>

of

<Insert Supplier's address>

(**Supplier**)

The Contract Details follow:

1.   Details

School Council representative	Name:
	Phone:
Supplier representative	Name:
	Phone:
Date of Agreement	

2.   Services and Specification

<Insert description of the Services (for example, contract deliverables could be described in terms of the results or outcomes required). If a written specification has been prepared, include it at attachment 2>

3.   Rates and Fees (incl. of GST)

<Insert the agreed rates and/or fees for the Services (inclusive of GST)>

4. Completion Date

<Insert date you require Services to be delivered and a time (if any)>

5. Terms and Conditions

5.1 The Services must be supplied in accordance with the Conditions at Attachment 1.

5.2 Capitalised terms in these Contract Details that are otherwise undefined have the meaning given in:

5.2.1 the Conditions at Attachment 1; or

5.2.2 the Specification at Attachment 2,

with the meaning in the Conditions to take precedence to the extent of any inconsistency.

Executed as an agreement

<School Council to sign>

_____
Signature of President

_____
Signature of Witness

_____
Full name of President (printed)

_____
Full name of Witness (printed)

<Supplier to sign here>

Signed for and on behalf of the Supplier by:

_____
Signature of Supplier's representative

_____
Signature of Witness

_____
Full name of Supplier's representative (printed)

_____
Full name of Witness (printed)

_____
Position of Authority (printed)

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