



Community Event Toolkit



ACKNOWLEDGMENT OF COUNTRY

The City of Canada Bay acknowledges the Wangal clan, one of the 29 tribes of the Eora nation and the traditional custodians of this land. Council pays respect to Elders past and present, and extends this respect to all Aboriginal and Torres Strait Islander people living in or visiting the City of Canada Bay.

COMMITMENT TO CHILD SAFETY

The City of Canada Bay recognises the care and protection of children and young people is everyone's business and are committed to championing child safety within our community. Council actively advocates for the rights of children and young people, upholding our commitment as a child safe organisation.

The City of Canada Bay Community Event Toolkit has been created to assist event organisers in planning and delivering successful events by providing practical resources, guidance, and information on Council requirements for hosting events within the local government area.

This toolkit is an initiative of the Plug & Play Canada Bay project and has been proudly funded by the NSW Government in collaboration with the City of Canada Bay.

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How to get started

In the initial stages of planning your event, it is important to clearly define the type of event you wish to deliver, identify your target audience, and understand the purpose of the event. Establishing these key elements early will help shape your event concept, guide decision-making, and identify the activities, resources, approvals, and requirements needed to deliver a safe and successful event.

The City of Canada Bay allows applications for the following event categories:



COMMUNITY INDOOR VENUES

Facilities specifically designed for indoor community use and venue hire such as halls, meeting spaces, and function rooms.



PARKS AND OPEN SPACES

Areas characterised by natural, green and open-air areas such as parks, reserves and sportsfields that are owned and/or under the care and control of Council for public, community and recreational use.



ROAD CLOSURE EVENT SITES

Roads or streets adapted for temporary community events and social use.

As every event is unique, the approvals, application processes, and planning timeframes required may vary. While this toolkit aims to assist event organisers throughout the planning process, it remains the responsibility of the organiser to identify any gaps and ensure all aspects of the event are appropriately managed and considered.

If you are unsure about what approvals or requirements may apply to your event, we encourage you to contact Council early in the planning process. Council staff can help you understand the necessary steps and provide guidance on getting started.



Community Event Portal quick links



Scan or visit
bit.ly/ccbeventportal
to view the portal

Apply to host your event

Planning an event in Canada Bay? We'd love to help bring your community together!



Scan or visit bit.ly/ccbapplyevents

Book your event site or venue

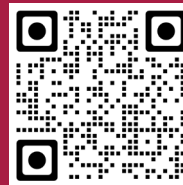
Explore the venues and areas where you can hold your events.



Scan or visit bit.ly/booksiteccb

Toolkit and guides

Set your event up for success with templates, checklists and samples.



Scan or visit bit.ly/ccbtoolkitguides

Resourcing your event

View where you can apply for community funding.



Scan or visit bit.ly/communityfundingccb

Create inclusive and accessible events

Looking to make your event more accessible? View tips and resources here.



Scan or visit bit.ly/inclusiveguideccb

Street Performance Permit

Looking to perform in the City of Canada Bay area? Apply here.



Scan or visit bit.ly/streetpermitpilot

Choose mobile food vendors

Select pre-approved food and beverage vehicle vendors to trade at your events.



Scan or visit bit.ly/pre-approvedmobilefoodvendors

Food safety info and requirements

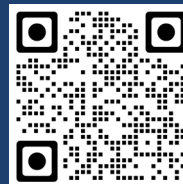
See temporary food requirements and approval process for event organisers and vendors.



Scan or visit bit.ly/ccbeventfood

Waste and sustainability

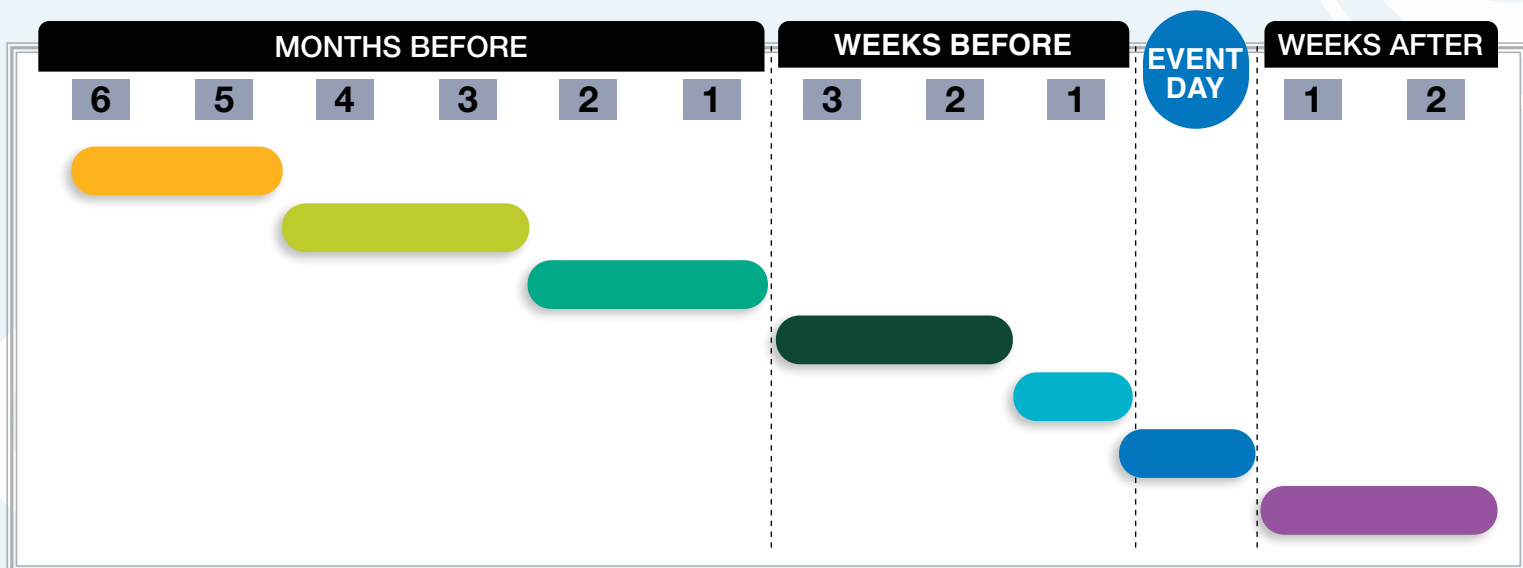
Explore tips and resources for waste and sustainable event management.



Scan or visit bit.ly/eventwasteguideccb

Event Planning Timeline

Use this timeline as a planning guide for tasks that may be required before, during, and after your event. Not all tasks will apply to every event, and additional planning considerations may be required depending on your event's size and complexity.



APPLICABLE FOR ALL EVENTS

- ★ Event approvals and permits
- ★ Budget and funding
- ★ Risk management
- ★ Accessibility and inclusion
- ★ Communications and marketing plan
- ★ Waste and sustainability management
- ★ Site and operations management
- ★ Post-event review

5–6 months before event

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- | | |
|---|---|
| ☐ Create event plan and complete risk checklist | ☐ Prepare Council's event application and required documentation, including event plan and risk checklist |
| ☐ Define the event purpose, objectives, and theme | ☐ Assess site accessibility, including transport and parking paths of travel, toilets and changing places, charging or mobility devices, service animal facilities, and sensory-friendly features. |
| ☐ Define target audience and expected attendance numbers | ☐ Book key services and infrastructure, first aid, entertainment and activities, temporary structures, Auslan interpreters and accessibility services |
| ☐ Decide event type (community/commercial, indoor/outdoor, food, alcohol, road closures) | ☐ Prepare vendor contracts/agreements (insurance, bump-in/out, requirements) |
| ☐ Estimate overall budget, including accessibility requirements | ☐ Engage a security company, if required |
| ☐ Identify funding opportunities and note application deadlines | ☐ Engage a qualified Traffic Management Company to develop a Traffic Management Plan (TMP) and Pedestrian Management Plan (PMP), if required |
| ☐ Develop sponsorship packages | |
| ☐ Submit funding applications and approach sponsors | |
| ☐ Draft initial event budget | |

3–4 months before event



- ☐ Submit event application including temporary road closure, if required
- ☐ Finalise core event planning:
 - Confirm vendors (food, rides, stallholders)
 - Book venue and equipment
 - Establish communications plan
 - Develop weather contingency plan
 - Secure licences, permits, and approvals
- ☐ Develop marketing and promotion plan:
 - Media releases, social media, posters, radio, online listings
 - Clearly communicate accessibility information in diverse formats for different audiences
- ☐ Prepare key documentation for event planning and notifications
- ☐ Recruit and assign staff and volunteers (including accessibility support roles)

1–2 months before event



- ☐ Confirm all entertainment and activity providers
- ☐ Finalise emergency and evacuation procedures, ensuring inclusion of people with disabilities
- ☐ Plan incident management procedures i.e. Emergency STOP plan
- ☐ Plan accessible entry points, including priority queues and wider access lanes
- ☐ Confirm waste and litter management plan, including procedure for all vendors, bin locations and contamination management (signage, education)
- ☐ Notify Local Police about event

2–3 weeks before event



- ☐ Event promotion (online, print, social media) reviewed and approved by Council then commence launch
- ☐ Submit event plan, risk checklist, and public liability insurance certificate of currency to Council
- ☐ Complete required forms — relevant event booking applications and [Temporary Food Application \(S68\)](#)
- ☐ Distribute [Temporary Food Notification](#) links to accepted vendors, and send final list of nominated vendors to Council, if required
- ☐ Book venue to receive event permit and site booking confirmation
- ☐ Notify Fire NSW and NSW Ambulance Service about event
- ☐ Send event invitations to VIPs (e.g. Mayor and Councillors)
- ☐ Arrange additional waste services or bins, if required
- ☐ Distribute resident/local business notification letters

1 week before event



- ☐ Increase promotional activity
- ☐ Conduct staff/volunteer briefing
- ☐ Distribute rosters
- ☐ Confirm waste bin delivery locations
- ☐ Confirm all vendor requirements and arrival times
- ☐ Notify Safe Work NSW and send a copy of a firework licence to Council, if required
- ☐ Conduct final site inspection including power, water, infrastructure checks, and safety compliance (e.g. emergency exits)

Day before and event day



- ☐ Manage bump-in and event operations
- ☐ Put up clear signage and wayfinding
- ☐ Conduct event induction for all staff, vendors, and performers including accessibility and inclusion briefing
- ☐ Monitor waste and recycling stations to prevent overflow, allow general cleanliness and litter control
- ☐ Check weather forecast and activate contingency plans, if required
- ☐ Oversee event exit procedures i.e. clean up, bump-out and finalise accounts

1-2 weeks after event



- ☐ Send thank you communications to attendees, staff and volunteers, sponsors and other stakeholders
- ☐ Collect and review survey feedback, if applicable
- ☐ Conduct event debrief with staff and volunteers
- ☐ Complete and submit grant acquittal reports, if required
- ☐ Prepare sponsor/stakeholder reports
- ☐ Compile event photos/videos for future promotion

**Need
advice?**

**Contact the
Events Team**



events@canadabay.nsw.gov.au



9911 6555

Additional resources

Ambulance Service of NSW

Notification to emergency services of event including access for emergency vehicles and provision of care for sick and injured.

Phone: (02) 9320 7777

Email: Ambulance-EventPlanning@health.nsw.gov.au
bit.ly/nsw-ambulance-events

Bureau of Meteorology

Weather forecasts for your event.

Phone: (03) 9669 4000

bom.gov.au

NSW Police – Burwood Police Area Command

Notification of event, including event details, event contacts, emergency access, event site, program and activity inclusions such as fireworks and service of alcohol.

Phone: (02) 9745 8499

Email notification categories:

- Road Closure Events: bupactraffic@police.nsw.gov.au
- General Community Events: bupacsocials@police.nsw.gov.au

Canva

Free to use online graphic design tool to create social media posts, presentations, posters, videos, logos and more.

canva.com

Disability Council NSW

Making your event accessible for people with disability.

Phone: (02) 9716 2612

dcj.nsw.gov.au

SafeWork NSW

Fireworks, occupational health and safety issues for staff, volunteers and contractors.

Phone: 13 10 50

Email: contact@safework.nsw.gov.au
safework.nsw.gov.au

Environment Protection Authority (EPA)

Noise regulations, litter and waste management.

Phone: 131 555

epa.nsw.gov.au

Fire and Rescue NSW

Notification to emergency services of event including fire hazard considerations such as cooking, gas, heaters, and fire performers.

Phone: (02) 9265 2999

Email: info@fire.nsw.gov.au
fire.nsw.gov.au

Liquor & Gaming NSW

Fundraising activities at your event, competitions and the sale or supply of alcohol (liquor licence required).

Phone: 1300 024 720

liquorandgaming.nsw.gov.au

Metropolitan Local Aboriginal Land Council

A Welcome to Country should be conducted where possible by Elders, local Aboriginal spokespersons, or recognised cultural service providers.

Phone: (02) 8394 9666
alc.org.au

NSW Food Authority

Preparation and service of food and beverages at your event.

Phone: 1300 552 406
foodauthority.nsw.gov.au

The Centre for Volunteering

Recruit and manage volunteers, provide volunteer insurance, and understand volunteer and organisational rights and responsibilities.

Phone: (02) 9261 3600
Email: info@volunteering.com.au
volunteering.com.au

Transport for NSW

Plan for road disruptions, apply for Road Occupancy Licence, manage transport for attendees, and requirements for aquatic events.

Phone: 131 500
transportnsw.info



