

Attachment 8

Youth Event Guidelines

Blue Mountains City Council has a policy of maximum encouragement and support for Youth Events with the understanding that successful youth events are the result of partnership and co-operation. The following guidelines have been developed to enable access to community facilities for young people, bearing in mind issues of duty of care to young people and community safety in general. These guidelines are updated regularly based on the experience of youth event organizers, Council and Police, and will be reviewed annually.

The guidelines are intended to assist in the smooth running of planned youth events, provide young people with a safe and enjoyable experience, and maintain respect for the rights of the community at large.

The Schedule and Conditions of Hire for the Council Hall must be adhered to at all times, and these guidelines form part of the Conditions of Hire.

What youth events are covered by these guidelines?

Generally speaking, these guidelines apply to all music gigs held in Council owned venues or reserves where the patrons are young people between the ages of 12-25. The youth event guidelines may or may not apply to very small gigs, depending on the circumstances. In most cases it will not apply to events such as workshops, plays and other low-key activities. It is advisable to discuss your event with Council's Youth Services Development Officer or Events Coordinator.

Planning the Event

It is highly advised that you begin planning the event well in advance. Twelve weeks is the minimum. If at any time you need assistance with filling in the paper work, contact Council's Events Coordinator. All contact details are listed at the end.

1. **Book your venue** - Make your preliminary hall/venue booking. A preliminary booking should not be seen as confirmation of the booking. Refer to Section 29 of the Events Application Form.
2. **Notification in writing** - Notification must be in writing to the Local Area Commander based at Springwood Police Station, and the Events Coordinator at Council. This should take place at least 12 weeks prior to the event. Notification will consist of an event summary listing the following information:

- the proposed date of your event
- the proposed venue
- an estimate of the number of people you wish to attract
- names of event organiser/s or organisation and contact details
- the age group you are catering for. It is advised that you plan your event for either 12-17 years or 18-24, not both

3. **Organise a meeting** - Following written notification, you must contact the Police Duty Officer – Inspector Steve Faehndrich and Council's Youth Services Development Officer to set up a meeting to discuss your Event Application as soon as possible. The event planning meeting should ideally take place within days of notification. Note that the Events Application Form will form the basis for gaining support from the Police for the event to take place.

The meeting to discuss the Event Application will be set up by the event organisers with the following people attending:

- the event organisers
- Duty Officer – Inspector Steve Faehndrich
- Council's Youth Services Development Officer
- Council's Events Coordinator

Note: ensure that you liaise with all parties to ensure the meeting time is acceptable to everyone. You may ask to hold your meeting at the Springwood Police Station or Blue Mountains Council offices.

4. **Submit your Event Application Form** - You should submit your Event Application Form to Council's Event Coordinator and the Police Duty Officer at least 6 weeks prior to the event.
5. **Approval** - Provided the event plan complies with regulations, police will support the event and advise Council's Event Coordinator accordingly. The sooner you submit your Event Application Form the sooner approval can be granted. Your hall booking will be confirmed, in writing, by Council's Property Services after receipt of police support, and this will allow you to confirm the hall booking. The preliminary booking ensures that the hall will not be hired by another hirer. However, the final booking will not be confirmed without written confirmation from Council.

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Note: If you haven't received written confirmation 21 days before the event, please contact Council's Event Coordinator.

6. **Debrief meeting**—The organisers will call a debrief within 1 week of the event. This may take place by phone if the event was incident free. If there are issues to be discussed then a face to face meeting will take place between the Organisers, Police Duty Officer, Council's Youth Services Development Officer and Council's Event Coordinator. This will be held at Springwood or Katoomba Police Station, depending on whether the event was held in the upper or lower mountains.

General Requirements of the Youth Event Guidelines

1. Advertise the event as 'Alcohol and Drug Free' and supervise accordingly.
2. Target a specific age group eg. under 18s.
3. Event promoters should be aware of broader community sensitivities and ensure that attendees are advised beforehand of material that is likely to cause offence. Where the event is likely to impact on nearby residents/businesses, it is important that you inform all affected parties of the event, and liaise where necessary to minimise the impact. There are numerous ways of doing this, and it is advised that you discuss appropriate measures with Council's Youth Services Development Officer.

Security

1. There is to be a minimum of 2 professional security guards from a reputable and Council-approved security firm employed during the event where the attendance is under 200 young people. For every 100 young people attending over this there must be an additional 1 security guard employed. ie. for 400 young people 4 security guards are required. The number of security personnel required will be negotiated depending on the event, and numbers will be confirmed at the event planning meeting. In addition, the police may wish to have one or more officers present at the event. This will be discussed with you at the same meeting.
2. The security guards are to be briefed on these guidelines and the hirer's requirements prior to the event. You should issue the security firm with a copy of the latest guidelines.
3. These guards are to provide security within the venue and immediate surrounds.
4. A least four (4) Youth Workers and/or other adults over the age of 25 must supervise the event at all times. The actual number required is determined after consultation with the Youth Services Development Officer at the event planning meeting but as a general rule the ratio of 1 supervisor to 50 young people is recommended.

Safety During the Event

1. Entry is to be refused to those obviously affected by alcohol and to those whose behaviour is clearly a threat to the event and the safety of participants. Entry is to be refused to people known to have caused a disturbance in the past.
2. You must have St John Ambulance or an equivalent organisation in attendance at your event.
3. Cold water is to be made freely available and is strongly recommended that soft drinks be available for purchase. A community group such as the Bush Fire Brigade may be able to assist with supplying food and drink.
4. Bag checks are to be undertaken or bags deposited in cloak room on entry.
5. There are to be no pass-outs from the event when the audience is aged 12-17. ie. no young person is to be allowed to leave the venue. If a young person leaves the venue for any reason, they will need to pay another entry fee on re-admission, undergo another bag check and will be refused entry if they have consumed alcohol or other substances.
6. It is necessary to supervise and patrol all areas of the venue.
7. Police assistance is to be called on in the event of illegal behaviour or any difficulties that threaten the safety of young people.
8. Where it is obvious that a young person is intoxicated or otherwise ill, contact the First Aid Officer present at the event, and a police officer if present. If the young person is under 16 years old then parents must be contacted. If the young person is obviously intoxicated and appears disorientated, arrange for transportation to hospital or call an ambulance.

Finishing Time

1. The event must finish at a scheduled time to enable young people to catch trains home both up and down the line. You may wish to announce train departure times fifteen minutes beforehand, particularly if there is a long break between the event finishing time and the next train. Events must finish by 11.00pm
2. You must advertise the finishing time on all promotional material. It is recommended that you inform parents and others, via press releases and other media, of a realistic pick up time. If you expect everyone to have exited the venue within fifteen minutes of the event finishing time, inform people.

Contact Details

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Tina Marie Sheil
Events Coordinator
Blue Mountains City Council
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Inspector Steve Faehndrich
Duty Officer
Springwood Police Station
5 Jerseywold Ave
Springwood 2777
Ph: 4751 0299

Constable Kerry Green
Police Youth Liaison Officer
Springwood Police Station
5 Jerseywold Ave
Springwood 2777
Ph: 4751-0299

Superintendent Pat Paroz
Local Area Commander
Springwood Police Station
5 Jerseywold Ave
Springwood 2777
Ph: 4751-0299

Checklist

- Make your preliminary booking of venue.

- Written notification to:
 - Police Local Area Commander
 - Council Events Coordinator.

- Make your preliminary booking of bands, security and other personnel.

- Fill out the Festivals & Event Application Form.

- Hold pre-event planning meeting with:
 - Events Coordinator
 - Youth Services Development Officer
 - Police Duty Officer

- Amend Festivals & Events Application Form and submit to police and Council for approval.

- Receive written booking confirmation and approval from Council.

- Confirm other bookings eg. bands, venues.

- Schedule debriefing session with Events Coordinator and Youth Services Development Officer (can be by phone if event trouble free) or face to face meeting including Police Duty Officer if issues to be discussed.

Note: If you haven't received notification 21 days before the event, contact the Blue Mountains City Council Events Coordinator on 4780 5730.