

Under 18's

Safe

Entertainment

Guidelines

for the

Central Coast, NSW



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SECTION ONE

The following guidelines have been developed by the Central Coast Dance Party Working Party. The Working Party consisted of representatives from Central Coast Health (Youth Health Service and Health Promotion Unit), Gosford City Council, Wyong Shire Council and both Brisbane Waters and Tuggerah Lakes Local Area Commands.

The Working Party was initiated to address safety issues at under 18's entertainment events, with particular focus on music events such as dance parties, rave parties, band slams and discos.

The aim of the working party was to assist in the provision of the safety and well being of young people who attend under 18's events. In order to do so, the objective was to produce generic guidelines to provide a framework of responsibilities for any person or organisation planning an event. The guidelines are not a definitive review of legal responsibilities and promoters are responsible for making their own investigations and assessments into such matters and may need to seek independent advice.

While all involved agencies were supportive of initiatives designed to minimise the risk of harm and injury to young people, they are unable to contribute resources to community agencies planning such events, beyond which they are already funded.

These guidelines should be considered as an addendum to the NSW Government "Guidelines for Dance Parties" (April 1998). Promoters - any person or group who plans, sets up or manages under 18's events - should familiarise themselves with the NSW Government Guidelines (www.dlq.nsw.gov.au/LocalGovernmentPublications/GuidelinesforDanceParties).

Whilst the information contained within the guidelines has been formulated with all due care and consideration, the parties responsible for its preparation do not warrant or represent that the information is free from errors or omission, or that it is exhaustive. The information is made available on the understanding that it is solely intended to be a guide and the parties listed on the final page, their employees and agents will not accept any liability, whether caused through negligence or otherwise, which may be incurred, either directly or indirectly, from the use of, or reliance on information contained herein. The information provided is not to be taken as advice and users of this guideline will be responsible for making their own assessment of the circumstances and should verify all relevant statements and information with their own professional advisors.

**Promoters should inform the
Local Area Command (Police)
at least 28 days prior to the event.**

**Gosford and Wyong Local Councils and Central Coast
Health are available to provide information and
assistance.**

Brisbane Waters
Local Area Command Phone: 02 - 4323 5599

Gosford City Council
Community Development Phone: 02 - 4325 8351

Tuggerah Lakes
Local Area Command Phone: 02 - 4390 1299

Wyong Shire Council
Community Development Phone: 02 - 4350 5555

Central Coast Health
Youth Health Service Phone: 02 - 4356 9333

Central Coast Health
Health Promotion Unit Phone: 02 - 4349 4800

SECTION TWO

STANDARD EXPECTATIONS

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STANDARD EXPECTATIONS

1.1 Public Entertainment Authority

- 1.1.1 Public entertainment authority must be granted from Gosford City Council or Wyong Shire Council. Written approval should be obtained from the venue manager.
- 1.1.2 The organising committee should inform the Police of the event. If the event is held at licensed premises, the licensee *must* provide Police notification.

1.2 Public Liability

- 1.2.1 The promoter/organising committee must have current public liability insurance which provides sufficient cover for the event.

1.3 Child Protection

- 1.3.1 In response to the recommendations from the 1997 Wood Royal Commission into the NSW Police Service, the NSW Parliament enacted legislation to reduce the risk of abuse of children and young people by those entrusted with their care. The child protection employment legislation prohibits convicted sex offenders from working with children and broadens the checking of those who want to work with children. The check assists employers to engage people who are suitable for child-related employment.

In accordance with the Child Protection (Prohibited Employment) Act 1998, all staff (eg. security guards, guests, DJ's) and volunteers must undergo a Working with Children Check. The organising committee should ensure that these checks are completed. Staff and volunteers are unable to be engaged in service delivery until this check is completed and satisfactory.

Further information about the legislation can be obtained from the Premier's Department (Phone: 02 – 9228 5555) or the Attorney General's Department (Phone: 02 – 9228 7777).

- 1.3.2 Sexually, physically or verbally explicit displays of behaviour or offensive gestures should not be tolerated. Such incidents should be dealt with according to a plan of action which has been pre-determined by the organising committee.
- 1.3.3 There should be no photography of any patron at the event without the prior consent of the individual involved.

1.4 Occupational Health and Safety

- 1.4.1 The venue should be assessed for potential risks according to Occupational Health and Safety guidelines. The organising committee should ensure that this is carried out. Workcover NSW can be contacted for further information – Phone: 131 050.

1.5 Alcohol and other Drugs Free

- 1.5.1 Events should be strictly alcohol and other drugs free. No alcohol or other drugs should be supplied or consumed by any staff member, security guard, guest, DJ, volunteer or patron.
- 1.5.2 There should be no cigarette smoking at the event. This includes any staff member, security guard, guest, DJ, volunteer or patron. If an over 18's staff member wishes to smoke a cigarette on an authorised break, they should not smoke in view of any patron or parent.

Contracts of employment or engagement of services should include a clause outlining the expectations and consequences for not complying with such a policy.

- 1.5.3 An alcohol breath test device should be utilised. Patrons should be informed that testing may be conducted as a condition of entry.
- 1.5.4 Any patron who is suspected of having consumed alcohol should be asked to undergo a breath test before entry is granted. If a “positive” result is recorded, that person should not be permitted entry.
- 1.5.5 Patrons should be advised that they may be required to undergo a thorough search (bag, cap, pockets, etc).

Promoters are responsible to provide a safe environment, in accordance with their duty of care to patrons.

In the event of a young person being refused entry, it is advisable to plan an area where young people can wait for parents/guardian to collect them. This area should be supervised by an adult.

Provision should be made for a phone to be available for the young person to contact their parents/guardian.

It is strongly recommended that promoters ensure all persons involved with the event are clearly informed of their obligations with respect to the “Alcohol and Other Drugs Free” policy. It is also recommended that such a policy is adopted for events that include young people who are aged 18 years and over.

1.6 Security

- 1.6.1 Security staff should be employed for the event.
- 1.6.2 The promoter should engage a registered security firm to employ professionally trained security staff who have extensive experience in the type of event to be held.
- 1.6.3 Security should include both male and female staff.
- 1.6.4 The security company should supply a copy of their security licence and insurance policy for inspection by the promoter.
- 1.6.5 Security staff should wear uniforms so that they are easily identifiable.
- 1.6.6 Security staff should be employed at a ratio of 1:100 patrons, with a minimum of two (2).
- 1.6.7 Security staff may be provided with metal detectors. If this is the case, patrons should be informed that they may be required to undergo a metal detection scan and bag search upon entering the venue.
- 1.6.8 It is the promoter's responsibility to clearly outline the roles and responsibilities of security staff prior to the event.
- 1.6.9 Volunteer staff should not be used to provide security.

The role of security staff is to manage crowd and individual behaviour under the direction of the promoter. This may include refusing entry to, or removing from, the event anyone who is:

- Threatening another individual in any way.
- Causing damage to property.
- Smoking cigarettes.
- Using, or suspected of having used, alcohol or other drugs.
- Eighteen (18) years of age or over.
- Refusing to abide by any rules of the event.

Security staff may also be asked to:

- Assist with the evacuation of the venue in the event of an emergency.
- Direct injured or distressed patrons to first aid assistance.

Note: Security staff should be aware that there is an expectation that they do not engage in harassment, intimidation or aggression towards patrons.

1.7 User Pay Police

In regard to events for which the organisers may require the services of NSW Police Officers for the purpose of crowd and traffic control and order, User Pay Police may be engaged. In these situations the organiser pays for these services provided. Contact Local Area Commands for more details.

- 1.7.1 When User Pay Police are in attendance, a minimum of two (2) are required at all times. The total number of User Pay Police employed will depend on the type of event and the capacity of the venue.
- 1.7.2 Where possible, User Pay Police should include male and female staff.
- 1.7.3 User Pay Police should remain on duty for one hour after the event finishes to patrol the immediate surrounds of the venue, ensure complete dispersal of patrons and facilitate minimal neighbourhood disturbance.
- 1.7.4 In the event of an emergency or need for evacuation, User Pay Police would assume overall control of all staff, patrons and venue.

Additional Security Information

- Prior to the event, the promoter should map the area and direct staff.
- User Pay Police and Security Staff should be positioned in different areas of the venue for the duration of the event. Examples of such areas are:
 - (a) Entry/Exit points and the areas in the immediate vicinity to them. Doors in these areas should be kept clear at all times.
 - (b) Toilet areas. It is advisable that these are checked regularly by appropriate staff members.
- It is the responsibility of the promoter to ensure all people vacate the venue within 15 minutes of the completion of the event.
- User Pay Police and Security Staff should carry communication equipment to enable them to maintain contact with one another easily.
- The promoter, or a representative of the promoter, should be present at the event at all times. This person must be 18 years or over and be contactable throughout the event.

1.8 Safety/Emergency Management

- 1.8.1 Promoters should ensure that plans and procedures are in place to ensure safety of patrons and staff. These may include ensuring that:
- Sufficient safety equipment is available, including fire extinguishers.
 - There are sufficient and clearly marked exits.
 - Exits are not blocked with furniture or other objects.
- 1.8.2 It is recommended that the promoter and staff are aware of Emergency Procedures and an Evacuation Plan, according to the venue guidelines. (See NSW Government Guidelines for Dance Parties).

1.9 Environmental Noise Regulations

- 1.9.1 Music should be played at a reasonable volume, according to the Environmental Protection Authority (EPA) and local council policy.

GOOD PRACTICE

2.1 Advertising/Promotions

- 2.1.1 All advertising and tickets should contain information about conditions of entry including:
- No passouts
 - Security search may be required
 - No Smoking
 - Alcohol and other drugs free event - breathtesting may occur
 - No “Aggro” / Inappropriate Behaviour / Violence

2.2 Tickets

- 2.2.1 The maximum capacity of the venue should be the maximum number of tickets produced. The promoter should provide a counting device/system (eg. authorised number clicker) to monitor the exact number of patrons at any time.
- 2.2.2 Each ticket should be numbered.
- 2.2.3 Tickets should be offered for pre-sale at reputable distribution points. Promoters may also choose to have a limited number of tickets available at the door.

2.3 Transport

- 2.3.1 When choosing the venue, the following issues should be considered:
- Adequate and well-lit parking near the venue.
 - Drop-off points are near the venue.
 - Drop-off points are well-lit and are safe with respect to passing traffic.
 - Areas at the Entry/Exit points are well-lit.
 - Public transport is readily available. The promoter should be mindful of the commencement and finishing times for the event, taking into account the local bus and train timetables. It is advisable under 18's events finish no later than 11.30pm.
 - The location and opening hours of any licensed premises, and other functions in the vicinity of the chosen venue should be considered.
 - There is security on buses and other public transport.
 - Transit Police are notified.
 - Hire buses are provided if necessary.
 - The availability and cost of taxis are considered.

2.4 Signage

- 2.4.1 Signs indicating conditions of entry should be placed at Entry/Exit Points. Signs used may include:
- Security Search Required
 - No Passouts
 - No Smoking
 - No Alcohol or other Drugs – Alcohol Breath Testing in operation
 - No “Aggro” / Inappropriate Behaviour / Violence
 - Tickets Sold Out / Full House
 - Bus / Train timetable information

2.5 No Passout Policy

- 2.5.1 It is recommended that passouts are not issued during the event. Patrons should be advised that, if they leave the event, they will not be permitted back in.

2.6 First Aid

- 2.6.1 First Aid support should be provided. An area should be set aside for this purpose. Promoters are advised to consult with professional organisations such as St John's Ambulance Service (Phone: 02 - 4324 6047) or the Australian Red Cross (Phone: 02 - 4324 3411).

(Refer to NSW Government Guidelines for Dance Parties for suggested numbers of First Aid Officers per patrons in attendance).

- 2.6.2 The Needle Syringe Hotline should be accessible by the promoter (Phone: 1800 633 353).

2.7 Refreshments and Food

- 2.7.1 Promoters should ensure that an adequate and safe **free** supply of cold water is always available.
- 2.7.2 A supply of non-alcoholic drinks and food should be available for sale at affordable prices.
- 2.7.3 Individuals should not be permitted to take their own supplies of drinks into the venue.
- 2.7.4 It is advisable to exclude the sale of lolly-pop style sweets at the event as this may be associated with illicit drug use.

OPTIONAL

3.1 Chill Out Zone

- 3.1.1 An area may be set aside as a “Chill Out Zone”. This area could be used by patrons if they feel the need for a break from the music/dance area. This area should be supervised by an adult.

3.2 Care of Valuables

- 3.2.1 Patrons should be encouraged to refrain from taking valuables to the event. Such items include bags, packs and mobile phones.
- 3.2.2 Promoters may choose to apply either a “no mobile phones” policy or a “use of mobile phones” policy. The latter may include limiting the use of mobile phones to particular situations (eg. to arrange collection by parents at the end of the event and for emergencies). The policy chosen should be stated in the promotional material.
- 3.2.3 An area may be set aside to store valuables. If such an area is provided, it should be staffed throughout the event. Alternatively, lockers may be provided at a reasonable cost. Patrons should be aware that the organisers are not responsible for their belongings.

Under 18's Safe Entertainment Guidelines for the Central Coast, NSW

Tick Checklist

- | | |
|---|--------------------------|
| Local Area Command (Police) notified | <input type="checkbox"/> |
| Venue | |
| Public Entertainment Authority – Written Approval | <input type="checkbox"/> |
| Public Liability Insurance Policy | <input type="checkbox"/> |
| Awareness of Environmental Noise Regulations | <input type="checkbox"/> |
| Start / Finish Times | <input type="checkbox"/> |
| Transport Proposal | <input type="checkbox"/> |
| Alcohol and Other Drugs Free | |
| Breath Test Machine Availability | <input type="checkbox"/> |
| Staff | |
| Child Protection Checks Completed | <input type="checkbox"/> |
| AOD Free Clause in Contract | <input type="checkbox"/> |
| Security | |
| Registration | <input type="checkbox"/> |
| Security Licence | <input type="checkbox"/> |
| Minimum of two (2) | <input type="checkbox"/> |
| Male / Female employees | <input type="checkbox"/> |
| Uniforms | <input type="checkbox"/> |
| Expectations / Limitations Outlined | <input type="checkbox"/> |
| User Pay Police | |
| Minimum of two (2) | <input type="checkbox"/> |
| Male / Female employees | <input type="checkbox"/> |
| Safety/Emergency Management | |
| Fire/Safety Equipment | <input type="checkbox"/> |
| Clearly Marked Exits | <input type="checkbox"/> |
| Communication Equipment | <input type="checkbox"/> |
| Metal Detector | <input type="checkbox"/> |
| Advertising/Promotions | |
| Conditions of Entry Included | <input type="checkbox"/> |
| Tickets | |
| Tickets Numbered | <input type="checkbox"/> |
| Number Clicker Available | <input type="checkbox"/> |
| Signage | <input type="checkbox"/> |
| First Aid | <input type="checkbox"/> |
| Refreshments / Food | <input type="checkbox"/> |
| Safe Waiting Area with Adult Supervision | <input type="checkbox"/> |
| Chill Out Zone with Adult Supervision | <input type="checkbox"/> |

This and the preceding pages are endorsed as a guideline for the provision of safe entertainment and facilities. The information is not intended to be legal advice and, while every effort is made to ensure that the information is accurate and complete, many factors affect the applicability of any statement or suggestion made herein. The following signatories and the bodies they represent make no representations about the content and suitability of this information and rely on the disclaimer at the beginning of this document.

**The Under 18's Safe Entertainment Guidelines for the
Central Coast are supported by the following
organisations:**

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