

Organiser Overview Template

This is a planning and reflecting tool that you would initially use in the planning stages, then use the survey tools to collect additional information to complete the data, then finally use the template to reflect back on the activity.

The questions and statements in this document are designed to record information on known indicators of the values of creative placemaking. Each section of the template is collected into the derived indicators of value and the values column shows which value group(s) the indicators belong to, with the code linking to the unique value indicator. You may find that your activity results in other beneficial outcomes, our value codes are only a guide. See the key below and the Toolkit Guidebook for further information. The final column shows the related category and credit, where relevant.

By using the *planning stage* section of this template, you may find ideas that you have not previously considered. The areas of information in this template have been found through research to be important elements of creative place making process.

You will be able to add information received from surveys undertaken during the event into the *reflection stage* of this template. This part of the template also provides an opportunity for you to reflect back upon the event and the process.

Overall this template should help you to produce a final report on the project for reflection with your team or for sharing with other stakeholders. While it is most useful if you can complete all areas, you do not need to complete all of it, you may like to select areas that suit your project or needs (the *Organiser question selection tool* may help you in this process).



of Social
value



of Economic
value



of Environmental
value



Category
and credit

Your name(s)






Organisation name

Description of activity (What kind of activity are you organising?)













Your Creative Placemaking Project


Values	Planning Stage	Reflection stage	☆ Code
	The overall purpose of this activity: What is it trying to achieve/highlight/develop in the community? Is something missing from the community? Are you trying to address an existing or possible problem?	How the activity met the overall purpose. Were community intentions of the activity met? Did other outcomes emerge?	GSC Liv CD
	Whether or not this will be a paid event, or there are no plans for this activity to ever become a paid event - if we tried to equate it to a dollar value, how much do you think it would be worth per person to visit?	Whether or not this was a paid event, or there are no plans for this activity to ever become a paid event - if we tried to equate it to a dollar value, how much do you think it would have been worth per person to visit?	

Civic Engagement







Values	Planning Stage	Reflection stage	☆ Code
 SO 1.1 SO 1.2	In what ways do you plan for the activity to be advertised, e.g. a dedicated web page and/or social media platform set up prior to the creative placemaking activity, print flyers, handouts, posters, email lists, letterboxing etc.	If there was a dedicated advertising for this creative placemaking activity, can you please describe and provide a URL:	
 SO 1.1 SO 3.1  EC 2.2	How many people are expected to attend this creative placemaking activity?	How many people attended this creative placemaking activity?	
 SO 1.1 SO 2.1 SO 2.4  EC 2.2	How many hours/days do you plan for this creative placemaking activity to be accessible to the public for?	How many hours/days was this creative placemaking activity accessible to the public for?	

Values	Planning Stage	Reflection stage	☆ Code
♥ SO 1.2 SO 1.3 SO 3.1 \$ EC 2.1	Have local business and stakeholders been informed of this activity in advance?	If local business and stakeholders were informed of this activity in advance, please describe how?	
♥ SO 1.3 \$ EC 2.3	Are you planning for volunteers to be involved in this activity?	How many volunteers were involved in this activity?	
♥ SO 1.3 \$ EC 2.3	<i>If volunteers will be involved, recording the number of hours they donate will assist with the reflection stage:</i>	Please provide a dollar equivalent of the hours that these volunteers contributed to the activity (imagining if you had to pay them for their time):	
♥ SO 1.2	Have you considered ways to encourage volunteers from diverse backgrounds?	Comment on the profile of the volunteers (for example, number of unemployed people, retired people etc.):	
SO 1.3 \$ EC 2.3	Will volunteers be managed by dedicated facilitator(s)?	How many dedicated facilitator(s) managed volunteers?	
♥ SO 1.3 SO 3.1	Will you organise scheduled and advertised meeting(s) with community prior to this activity?	List the date/s and locations this/these meeting/s were held:	GSC Gov CPG
♥ SO 1.3 SO 3.1	Will these meetings be advertised?	How were these meetings advertised?	GSC Gov CPG
♥ SO 1.4 \$ EC 2.3	Will there be dedicated facilitator(s) for these community meetings?	How many dedicated facilitator(s) were utilised for these community meetings?	GSC Gov CPG

Values	Planning Stage	Reflection stage	☆ Code
 SO 1.4	Are scheduled and advertised community meeting(s) planned for after this activity?	List the date/s and locations this/these meeting/s were held:	
 SO 1.3 SO 3.1  EC 2.3	Will there be dedicated facilitator(s) for these after-event community meeting(s)?	How many dedicated facilitator(s) were utilised for these after-event community meetings?	GSC Gov CPG GSC Liv CD
 SO 1.3 SO 3.1	As well as/instead of these meetings, are you planning any other community input/ feedback processes?	Where can the outcomes/ summaries of any community input/ feedback from the community be found? (e.g. appendix, webpage)	GSC Gov CPG GSC Liv CD
 SO 1.3  EC 2.2	If this activity has been pledged/has received community financial support, please provide the amount:	If this activity received community financial support, please provide the amount:	
 SO 1.3  EC 2.3	If this activity has been pledged/has received other, non-financial community support, please describe the support:	If this activity received other, non-financial community support, please describe the support:	
 SO 1.3  EC 2.3	If this activity has been pledged/has received cultural organisation financial support, please provide the amount:	If this activity received cultural organisation financial support, please provide the amount:	
 SO 1.3  EC 2.3	If this activity has been pledged/has received other, non-financial cultural organisation support, please describe the support:	If this activity received other, non-financial cultural organisation support, please describe the support:	

 SO 1.2	Record if you and those organising the activity live alone, with friends, with your family or other situation? (optional) <i>All surveys ask questions about demographics, including the Facilitator and Organiser Surveys. This information is important to provide an understanding of the diversity of everyone involved in the event.¹</i>	Insert data collected from this document and surveys on living arrangements:
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Environments that provide facilities

Values	Planning Stage	Reflection stage	☆ Code
 EN 1.1	Has your organisation set aside contingency funds for any required damage repair after the activity?	Did you spend any funds on damage repair after the event?	
 EN 1.1  EC 2.2	If you know the contingency amount, please include:	If any amount was spent on repair, please include:	
 SO 2.2  EN 1.1  EC 2.2	Have you planned for cleaning of public amenities during and after this activity?	Were amenities clean during and at the conclusion of the activity?	




¹ Please ensure that the collection of any personal information (as defined in Section 4 of the Privacy & Personal Information Protection Act 1998 (NSW) (or PPIP Act) complies with the Information Protection Principles in that legislation. Please note that a collection notice is always required for the collection of all personal information except for sensitive personal information (defined as "information about ethnic or racial origin, political opinions, religious or philosophical beliefs, sexual activities or trade union membership") where informed consent to the collection should be obtained.

If consent is required, please see more information on privacy and data collection specific to online surveys on the NSW Government's Digital Service Toolkit: <https://www.digital.nsw.gov.au/delivery/digital-service-toolkit/activities-and-templates/obtaining-consent>, which includes a 'Consent form template for surveys'.





For more information on privacy fundamentals and the NSW Information Protection Principles (IPPs), please see the Information and Privacy Commission's 'Essential Guidance Toolkit on information access and privacy fundamentals': <https://www.ipc.nsw.gov.au/privacy/resources-agencies/essential-guidance-toolkit-information-access-and-privacy-fundamentals>

 SO 2.2  EN 1.1  EC 2.3	<p>If cleaning of public amenities is planned, please specify an approximate budget in dollar value and/or time in hours:</p>	<p>If cleaning of public amenities occurred, please specify the approximate value as dollars and/or time in hours:</p>	
 EN 1.1	<p>Are you planning for opportunities for physical participation at the activity (i.e. such as dancing, running, or other exercise)?</p>	<p>Describe any physical activity of participants that occurred at the event:</p>	
 SO 1.2  EN 1.1 EN 2.1 EN 2.2  EC 1.1	<p>Will a dedicated bike parking facility be available at this activity?</p>	<p>Was the bike parking used during the activity?</p>	
 EN 1.1  EC 1.1	<p>If additional sun/rain shelter will be provided on the site (permanent or temporary) for this activity, please provide the budgeted amount of time and/or money (equivalent if donated):</p>	<p>If additional sun/rain shelter was provided on the site (existing or temporary) for this activity, please provide the actual amount of time and/or money (equivalent if donated) spent:</p>	





Supporting diversity

Values	Planning Stage	Reflection stage	☆ Code
 SO 1.2 SO 2.2  EN 1.1 EN 2.1 EN 2.2  EC 1.1	<p>Have you considered seating options for this activity?</p>	<p>If additional seating was made available for this activity, how much was spent (or an approximate value if donated/loaned)?</p>	






<p>♡ SO 2.2</p> <p>☀️ EN 1.1 EN 2.1 EN 2.2</p> <p>💰 EC 1.1</p>	<p>Have you planned for a safe play area (temporary or permanent) to be provided for children on the site?</p> <p><i>Not necessarily a formal playground but a free area, fenced from road, with seating for carers:</i></p>	<p>If funds and/or time were spent to create a safe play area for children for this activity, please specify the approximate value as dollars and/or time in hours:</p>	
<p>♡ SO 1.2 SO 2.2 SO 2.3</p> <p>☀️ EN 1.1 EN 2.1 EN 2.2</p>	<p>Has your organisation undertaken discussion with public transport providers of the upcoming activity? Please provide details of which providers:</p>	<p>Have you received any feedback on public transport to and from the event?</p>	
<p><i>All surveys ask questions about demographics, including the Facilitator and Organiser Surveys. This information is important to provide an understanding of the diversity of everyone involved in the event. See footnote on page 5 for guidance about data privacy and personal information.</i></p>			
<p>♡ SO 1.2</p>	<p>Record the age (or age groups) of yourself and those organising the activity (optional):</p>	<p>Insert data collected from surveys on age groups.</p> <p>Provide a reflection on the age diversity of your organising group and the diversity of attendees (optional):</p>	
<p>♡ SO 1.2</p>	<p>Record the language spoken mostly in the home of yourself and those organising the activity (optional):</p>	<p>Insert data collected from surveys on home language.</p> <p>Provide a reflection on the home language diversity of your organising group and the diversity of attendees (optional):</p>	
<p>♡ SO 1.2</p>	<p>Record the gender identity of yourself and those organising the activity (optional):</p>	<p>Insert data collected from surveys on gender identity.</p> <p>Provide a reflection on the gender identity diversity of your organising group and the diversity of attendees (optional):</p>	

Values	Planning Stage	Reflection stage	☆ Code
 SO 1.2 SO 2.2 SO 2.3 SO 2.4  EN 1.1 EN 2.1 EN 2.2	How did you and those organising the activity travel to your workplace today? (For example, did you: Walk, Ride, Catch a Bus, Train, Car etc)	Insert data collected from surveys on transport to event:	
 SO 2.2 SO 2.3  EN 1.1 EN 2.1 EN 2.2	Did you and those organising the activity experience any issues with your transport to work today?	Insert data collected from surveys on transport to event:	







Safety / crime reduction

Values	Planning Stage	Reflection stage	☆ Code
 SO 2.2 SO 2.3 SO 2.4  EN 2.1 EN 2.2	Have you done a separate risk/safety audit for this activity?	If you prepared a separate risk/safety audit for this activity, did any issues occur?	
 SO 2.2 SO 2.3 SO 2.4  EN 2.1 EN 2.2	Has a traffic management plan that includes pedestrian and cyclist safety around traffic and parking been prepared prior to this activity?	If a traffic management plan was prepared, please specify details or provide a URL:	







Place attachment

Values	Planning Stage	Reflection stage	☆ Code
 SO 1.3 SO 3.2 SO 3.3	Will this activity include content and/or interaction or objects that aim to help the community to learn more about local stories and histories?	Please provide details of how this activity enriched an understanding of the place and local stories and histories:	GSC Liv CHI
 SO 1.2 SO 1.3 SO 3.2  EC 2.2 EC 2.3	Does your activity involve any partnerships with Indigenous organisations or collaborations with the local Indigenous community/ies?	If you worked with Indigenous organisations or collaborations with the local Indigenous community/ies, please describe the input into the activity:	
 SO 1.2 SO 1.3 SO 3.2  EC 2.2 EC 2.3	Have you planned for your activity include a 'welcome to country' or other recognition of the local Indigenous community/ies?	If your activity included a 'welcome to country' or other recognition of the local Indigenous community/ies, do you have any follow-up reflection on this?	

Education and employment



Values	Planning Stage	Reflection stage	☆ Code
 SO 1.2 SO 1.3  EN 1.1  EC 1.1 EC 2.2 EC 2.3	Will this activity involve any investment in original arts content by your organisation or other bodies? Please provide details:	If this activity involved any investment in original arts content, can you please provide a financial value (include equivalent if donated/volunteered) and/or estimate of hours?	
 SO 1.2 SO 1.3  EN 1.1  EC 1.1 EC 2.1 EC 2.2	Will this activity involve employment of artistic or cultural talent from the local area (for example, within 100km?) Please provide details:	If this activity involved any employment of local artistic or cultural talent, can you please provide a financial value (include equivalent if donated/volunteered) and/or estimate of hours?	

Values	Planning Stage	Reflection stage	☆ Code
\$ EC 2.1 EC 2.2 EC 2.3	Is this activity subsidised and/or sponsored? Please provide details:	If this activity was subsidised and/or sponsored, please provide a financial value (include equivalent if donated/volunteered) and/or estimate of hours?	
♥ SO 1.2 \$ EC 2.2 EC 2.3	Does this activity subsidise and/or sponsor other arts group(s)? Please provide details:	If this activity subsidises and/or sponsors other arts group(s), Please provide details and dollar amount:	
♥ SO 1.2 \$ EC 2.1 EC 2.2	Have you invited local businesses to participate in this activity?	How many local businesses participated in this activity?	
♥ SO 1.2 \$ EC 2.2 EC 2.3	Have you invited any emerging businesses (<5 years old) to participate in this activity?	How many emerging businesses (<5 years old) participated in this activity?	
♥ SO 1.2 \$ EC 2.2	Have you invited any not-for-profit or social enterprise organisations to participate in this activity?	How many not-for-profit or social enterprise organisations participated in this activity?	
♥ SO 1.2 \$ EC 2.2	If this activity is receiving corporate grant(s)/financial support? Please provide the amount	If this activity received other corporate support/sponsorship, please describe:	
♥ SO 1.2 \$ EC 2.2	If this activity is receiving Government financial support, please provide the amount:	If this activity received Government support, please describe:	
♥ SO 1.2 SO 2.1 SO 2.4 \$ EC 2.2	Are you organising extended hours of operation for this activity with local business and/or transport?	If you organised extended hours of operation for this activity with local business and/or transport, please describe:	

Values	Planning Stage	Reflection stage	☆ Code
 SO 1.2 SO 1.3  EC 2.1 EC 2.2	Will local makers/manufacturers/ services be involved in this activity? Please describe their role:	Were local makers/manufacturers/ services involved in this activity? Please describe their role:	
 EC 2.2	How many staff will be employed by your organisation for the duration of the activity (including all stages)?	How many staff were employed by your organisation for the duration of the activity (including all stages)?	
 EC 2.1 EC 2.2 EC 2.3	Will extra staff be employed for the duration of the activity (including all stages)?	Please provide the amount of money spent on any extra staff for the duration of the activity (including all stages):	
 EC 2.1 EC 2.2 EC 2.3	Will any new jobs be created that will continue beyond this activity?	Please provide details of any new jobs that will continue beyond this activity:	
 EC 2.3	Will this activity facilitate any development of skills for yourself or staff?	If this activity facilitated any development of skills for yourself or staff, Please describe:	

Real Estate

All surveys ask questions about demographics, including the Facilitator and Organiser Surveys. This information is important to provide an understanding of the diversity of everyone involved in the event. See footnote on page 5 for guidance about data privacy and personal information.

Values	Planning Stage	Reflection stage	☆ Code
 SO 1.2  EC 1.2 EC 2.3	Record the income bracket of yourself and those organising the activity (optional): 1 to <40,000 ; 40,000- <75,000; 75,000- <100,000; 100,00- <125,000 and above 125,000	Insert data collected from surveys on income brackets:	

Values	Planning Stage	Reflection stage	☆ Code
 SO 1.2  EC 1.2	Record the current postcode of the residences of yourself and those organising the activity (optional):	Insert data collected from surveys on postcodes:	
 SO 1.2  EC 1.2	Record how long yourself and those organising the activity have lived within that postcode area (optional):	Insert data collected from surveys on length of residency:	
 SO 1.2  EC 1.2	Record whether the place that you and those organising the activity live in, is: Owned outright, Owned with mortgage, Rented or Other (optional)?	Insert data collected from surveys on home ownership:	
 SO 2.2 SO 2.3  EN 1.1 EN 2.1 EN 2.2  EC 1.1 EC 2.2	Are any long-term physical improvements to the activity location planned by your organisation? Please describe:	If long-term physical improvements to the activity location were undertaken, please describe:	
 SO 2.2 SO 2.3  EN 1.1 EN 2.1 EN 2.2  EC 1.1 EC 2.2	If long-term physical improvements to the activity location are planned, please specify an approximate budget in dollar value and/or time in hours:	If long-term physical improvements to the activity location were undertaken, please specify the approximate value as dollars and/or time in hours:	