

# Community Cultural Events Kit

## Fact Sheet Four: The Legal and Safety Aspects of your Event

Gone are the days of the “she’ll be right mate” attitude to planning an event. Even as a volunteer organizer, the law may hold you or your organization responsible for any injury or misfortune that results from poor ‘risk management’. This sheet outlines important legal and safety strategies that good event organizers put in place.

### Risk Management

Understanding risk management is fundamental to good event organizing. Basically risk management involves two things:

- identifying risks associated with your event
- taking reasonable steps to reduce those risks

As an event organizer you **MUST** have a risk management plan. For a simple event it may be appropriate to include risk management as a separate item in your event planning meetings. For bigger events you will need to develop a separate and comprehensive risk management plan. Whatever choices you make, you should always *write down and keep* notes on decisions involving risk management. Always check to make sure the risk management decisions you make are being *followed through with action*.

### Emergency Response Plan

For a significant event, a major part of risk management will be the development of an emergency response plan. These plans cover a worse case scenario – wild weather, fire, or other threat to public safety during an event. The Tasmanian Fire Service can provide free expert assistance to event organizers in the development of a ‘pre incident’ plan *prior* to an event. Contact the service on 6230 8400 for more information

### Legal Requirements

The legal aspects of events can be daunting. If in doubt seek advice from your insurer or legal adviser. The following is a useful list of questions to ask as you consider the legal aspects of your event.

- Who owns your event? As organizers you will be legally responsible for the decisions you make. Is it clear who is in charge?
- As the event organizers have you been keeping a record of your plans and decisions?
- Have all partnerships, contracts, commercial agreements regarding your event been recorded and kept? And remember the rule - wherever possible get it in writing.
- Are you promoting your event honestly? Only promote to the public what you know you can deliver
- Have you all the necessary permits (see below)?
- Are you infringing on anyone else’s copyright?
- Have you checked your public liability insurance and any other required coverage?
- Have you taken reasonable steps to protect the health and safety of volunteer and paid employees working on your event?

## **Useful Contacts**

The following permit applications are available from GCC's Environmental Health Department phone **6216 6797**

- Public Assembly Licence (for events over 250 people)
- Food permits for stall holders, BBQ vendors, food vans etc.

For all liquor related permits contact Tasmanian Liquor Licensing ph: **6233 6415**