



**GLENORCHY**  
CITY COUNCIL

**EVENT  
MANAGEMENT  
PLAN  
CHECKLIST  
& GUIDE**

# EVENT MANAGEMENT PLAN CHECKLIST & GUIDE

## INTRODUCTION

This Event Management Plan checklist and guide has been developed to assist event organisers and managers coordinating events within the Glenorchy City Council municipality.

## EVENT PLAN

The Event Plan is made up of ten areas as listed in the table below which can be used as a checklist.

The attached Event Management Guidelines (Part A) will assist you develop your Event Management Plan (Part B).

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- 1.2 Event Manager Details
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## **PART A – EVENT MANAGEMENT PLAN GUIDELINES**

**(PLEASE RETAIN FOR YOUR INFORMATION)**

### **1. EVENT DETAILS**

#### **1.1. Event Place & Time**

In this section you should provide a general overview of your event and be as specific as possible about the activities you are proposing to conduct at the event. It is important to provide details of your set up and dismantling period as well as the actual times for your event.

#### **1.2. Event Manager Details**

The event manager is responsible for the overall management of the event and must be contactable throughout the event planning, conducting and evaluation processes.

#### **1.3. Key Stakeholders**

Key stakeholders are all the people and organisations that are involved in and/or have been and/or will be consulted in the planning of the event. Consultation is vital to the success of the event as cooperation is more likely when people are well informed.

Always keep a list of key stakeholders easily accessible, include a timeline as to when to make initial contact regarding your planned event and note any deadlines that may apply in relation to permits, licenses and agreements.

### **2. INSURANCE**

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public.

For events held on Council owned land, a certificate of currency must be provided together with insurance details. Insurance cover must also include property and equipment. Council requires a \$20 million-dollar minimum coverage.

### **3. THE VENUE**

The aim of this section is to help you formulate a comprehensive map/plan of the site. Potential hazards, access and egress of emergency vehicles and other needs such as pedestrians, traffic and shelter need to be considered.

#### **3.1. Potential Hazards**

When selecting a site, especially for an outdoor event, do a 'risk assessment' for any potential hazards in the area. Potential hazards may include:

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- Slip, trip and falls.
- Terrain – small holes that can twist ankles.
- Proximity to water bodies.
- Wildlife/fauna including insects and snakes.
- Bushfire potential.
- High winds.
- Extremes of temperature.
- Fit outs within buildings and structures; and
- Management of onsite waste

This list is not exhaustive. The event manager must ensure that all hazards relevant to the event have been addressed.

List the identified hazards at the selected site and the action taken to minimise the risk.

## 3.2. Site Plan

A site plan is a map detailing the layout of facilities and activities of the event and is essential for event planning and management.

The site plan can be distributed for setting up the event and is also invaluable in an emergency.

Use the following checklist to determine what must be shown on the site map. Use a simple grid format and include surrounding streets and landmarks. Entrances, exits, Event Coordination Centre, Incident Coordination Centre, vendor locations, first aid posts, toilets, phones, security, and licensed areas should be highlighted.

## 3.3. SITE PLAN CHECKLIST:

- |   |   |
|---|---|
| <input type="checkbox"/> The surrounding area   | <input type="checkbox"/> First Aid posts  |
| <input type="checkbox"/> Drinking water sites (state whether source is reticulated, tank, carrier, other) | <input type="checkbox"/> Main Power/water/gas control   |
| <input type="checkbox"/> Event / Incident Coordination Centre   | <input type="checkbox"/> Picnic/quiet areas   |
| <input type="checkbox"/> Wet/Dry (alcohol) Areas incl. liquor outlets                                     | <input type="checkbox"/> Taxi & Bus stops   |
| <input type="checkbox"/> Entrances & Exits  | <input type="checkbox"/> Entertainment Sites  |
| <input type="checkbox"/> Parking  | <input type="checkbox"/> Temporary Structures (incl. stages, seating, marquees)   |
| <input type="checkbox"/> Emergency egress routes for pedestrians  | <input type="checkbox"/> Rubbish bins   |
| <input type="checkbox"/> Emergency access & egress routes for emergency vehicles                          | <input type="checkbox"/> Security   |
| <input type="checkbox"/> Restricted areas   | <input type="checkbox"/> Lost property / children   |
| <input type="checkbox"/> Toilets  | <input type="checkbox"/> Fire Fighting Equipment <ul style="list-style-type: none"><li>• Fire Extinguishers</li><li>• Fire Blankets</li><li>• Hydrants</li><li>• Hose Reels</li></ul> |
|   | <input type="checkbox"/> Public Telephones  |

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## 4. TRAFFIC & PEDESTRIAN MANAGEMENT

### 4.1. Traffic Management Plan (TMP)

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Event organisers must plan for the following:

- Adequate car parking space, including over-flow parking
- Access for people with disabilities
- Preferred access routes to the venue
- Adequate lighting
- Shuttle buses where venue/activity covers a large area.

If the event will prevent or disrupt the generally public from using a car park, footpath, shared use path or road then a Traffic Management Plan will likely be required.

A Traffic Management Plan needs to be undertaken and implemented by an accredited company at the event organisers cost. Details may be required to help assess if a Traffic Management Plan is required or other measures to manage the safe passage of patrons, pedestrians and vehicles.

### 4.2. Road Closures

If street or road closures are required for the event, you must contact Council's Traffic Engineers on 6216 6800 to discuss requirements.

### 4.3. Adjoining Properties

It is recommended that the event organiser contact occupants of adjoining properties prior to the event to advise of possible increased noise, traffic, road closures, etc.

## 5. EMERGENCY MANAGEMENT PLAN

### 5.1. Emergency Coordination Centre

With any large crowd gathering in a public space, it is imperative that you plan accordingly for the event of an emergency, including how to safely evacuate those in attendance.

All event organisers and staff need to be in contact throughout the event through the Emergency Coordination Centre. Organisers may have a representative at the Emergency Coordination Centre to facilitate the provision and dissemination of information. Event organisers must be able to communicate with the crowd both for public announcements and in emergencies.

Public safety is the key priority of any event, and it is vital that the site plan

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accounts for access and egress by emergency services.

## 5.2. Emergency Management Plan

The event must have a formal, written Emergency Management Plan (EMP). An EMP is a set of written instructions to help employees/volunteers deal with incidents or situations that could pose a threat to life, health or property.

There are different types of emergency situations, including (but not limited to):

- Fire or explosion
- Dangerous chemical release
- Medical emergency
- Bomb threats
- Violence or robbery.

The EMP should be based on a practical assessment of hazards associated with the event and the possible consequences of an incident occurring because of those hazards. The EMP is to be appropriate to the size and complexity of the event, site and number of people involved.

The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel. Local Emergency Service personnel should be contacted **at least two weeks prior to the event.**

The plan should include:

- Detailed First Aid arrangements for on-site emergencies not requiring outside help;
  - Who are the events first aid officers? Who will provide first aid?
  - Will the local ambulance be in attendance?
  - Incident Forms (see 5.7).
- Who is the local contact for Tasmania Police? Have they been contacted prior to the event?
- Who is the local contact for Tasmania Fire Service? Have they been contacted prior to the event?
- Who is the local contact for Tasmanian Ambulance Service? Have they been contacted prior to the event?
- Specify arrangements to request further police and other emergency services assistance.
- Identify meeting points for emergency services.
- Identify contact details for local ambulance service
- Include details of local hospitals
- Identify access and egress routes
- How will communication be conducted on the day?

**NOTE:** In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police.

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## **5.3. Emergency Management Contact Details**

The designated contact people for any emergency/incident must be identified and be easily accessible in the event of an emergency.

## **5.4. Fire Fighting Equipment**

Firefighting equipment must be supplied:

- For buildings – in accordance with the Building Code of Australia. Consult the building owner, and your Building Surveyor for minimum requirements.
- For outdoor venues – as determined by your Building Surveyor in consultation with Tasmania Fire Service.
- For temporary structures – consult your Building Surveyor and Tasmania Fire Service for minimum requirements.

## **5.5. Fire Danger Period**

During the months from December to March fire danger is high. Consult with the fire authority as to how fire danger can be minimised. For outdoor events held on public land, the landowner/manager may require a fire plan to be completed as a condition of permit.

On days of total fire ban, it is a requirement to obtain a permit from Tasmania Fire Service to use an open flame for any purpose, including cooking, heating for temporary stalls marquees or in the open.

Firefighting equipment must be supplied.

Tasmania Fire Service is to be consulted if the event is to be conducted on a day of total fire ban or during the fire danger period.

## **5.6. Lost & Stolen Property / Lost Children**

Provisions should be made for lost property. At large events the use of an information booth is helpful as a point of contact for patrons.

For large events it is advisable to plan to deal with lost children. This could include setting up an area to look after children until parents/guardians are located. All staff should be appropriately trained and hold any relevant checks.

## **5.7. Incident Reports**

An incident report register should be kept documenting any incidents or accidents that happen during planning, set-up, on the day and after the event. The report should cover details of the incident (who, where, when and what happened) and what actions were taken (e.g. band aid provided, taken to hospital, etc). This will assist with any future insurance claims.

Part C contains an appropriate template for your use.

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## 6. FOOD & PUBLIC HEALTH

### 6.1. List of Food Vendors

The provision of a variety of high quality, affordable food at public events contributes to the comfort of patrons, reduces effects of alcohol consumption, and can increase revenue. Selling food at or near liquor sale points is essential.

The *Food Act 2003* requires that all food businesses be registered with the local council in which they are located. All proposed food outlet operators are required to be registered with Council and their stall/van approved prior to the event.

The *Food Act 2003* is enforced by Environmental Health Officers who approve application for registration and have the power to enter food premises to ensure the Act is being complied with. Security must be briefed not to obstruct their entry to the site.

Further information is available from Council's Environmental Health Team.

### 6.2. Smoke Free Management Plan

It is a requirement from the Department of Health Tasmania that events that require a Place of Assembly Licence are smoke-free.

There is a template that is required to be completed and approved by the Department of Health. This must be completed before applying for a Place of Assembly Licence.

Further information and the smoke free management template can be located on the Department of Health's website - <https://www.health.tas.gov.au/health-topics/smoking/smoke-free-areas-tasmania>

### 6.3. Covid-19 Management

The Events Framework is to help event organisers to identify and manage the risk of Covid-19 spreading at an event.

There are several types of events covered under the framework and depending on the site number and event type determines what action is required.

Further information and application forms can be located on the Business Tasmania website - [https://www.business.tas.gov.au/coronavirus\\_information/event\\_framework](https://www.business.tas.gov.au/coronavirus_information/event_framework)

### 6.4. Alcohol (Liquor Licence)

If you intend to sell or supply alcohol at the event, a liquor licence must be obtained from Liquor Licensing Tasmania. If alcohol is BYO to the event, the consent of local authorities and Tasmania Police may be required.

The management of the sale of alcohol is the responsibility of the Liquor Licence



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holder. The event organising committee needs to establish areas of the event that are designated for alcohol consumption and sale. Management of the sale of liquor to minors and unduly intoxicated/disorderly patrons and preventing access by minors to liquor sale areas will be important.

Alcohol is diuretic and dehydrates the body as seen by frequent urination. Toilet facilities should therefore be provided in or near alcohol consumption areas. Event organisers need to plan for the effect of alcohol consumption.

Responsible service of alcohol must be in accordance with your alcohol management plan which should address the following issues:

- Designated 'wet' areas
- Extra toilets and proximity to 'wet' areas
- Additional first aid for injuries, drunks and dehydration
- Additional security placements around this area
- Compliance with the principals of responsible service of alcohol.

## **6.5. Water**

Events must have a sufficient supply of freely available potable water, and clear directional signage to water. Outdoor events that expose patrons to the elements must take due care for their health and comfort.

At outdoor events organisers must:

- Provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A washbasin does not constitute a drinking fountain or tap. This is consistent with the Building Code of Australia.
- Provide potable water that is freely available.
- Provide signage to the water. This could be included on site maps that are provided with thickets to the event and at the information centre; and
- Not place drinking water taps in areas that have the potential to form a bottleneck of patrons.

## **6.6. Waste Management**

One of the key areas of responsibility in conducting the event is to manage waste on the site efficiently, responsibly, and effectively. Details should be provided for the provision of efficient and safe removal of waste during and post event. Inadequate waste management can result in safety hazards, attract animals and pests and aid in the transmission of communicable diseases to both staff and patrons.

It is suggested that a waste management plan is developed, like a cleaning schedule for toilets and food premises. The aim of the plan should be to prevent build-up of waste on site and to provide for the efficient and safe removal of waste. Aspects to consider in the plan include:

- Waste receptacles – type, quantity, and placement away from food preparation and consumption, recycling measures and storage areas

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- Emptying – frequency, access for trucks
- Managing waste that has not been placed in receptacles
- Collection after the event
- Types of food and/or vendor packaging used to minimise waste and recycling.

Major considerations are as follows:

## Food Waste

- Food waste should be deposited in covered containers placed strategically around the venue. Covers are essential, especially in outdoor settings or if high temperatures are expected.
- Spectator density may prohibit access by garbage removal vehicles.
- To prevent containers from overflowing, containers should be emptied regularly, and waste moved to a temporary, properly prepared holding area, until bulk removal at designated times or after the event.

## Empty Containers

- Arrangements should be made for the appropriate storage or disposal of empty containers, for example cardboard boxes.

## Hazardous Wastes

- Special arrangements must be in place for the collection and disposal of various forms of hazardous waste, including waste from food preparation areas, 'sharps' and other hazardous materials.

## Clinical Waste

- Ensure there is provision for the storage, collection and disposal of clinical waste generated from on-site medical and first aid facilities.

## Sewage and Sullage

- Adequate facilities should be provided and maintained for the ongoing storage and disposal of sewage and sullage.

## Recycling

- Where possible, specific containers for recyclable materials should be considered.

### **6.7. Noise**

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors.

It is important to monitor and manage the level of noise produced by the event to minimise disruption to residents and businesses.

### **6.8. Swimming / Water Areas**

Where water bodies (other than swimming pools) are in the vicinity of the event, such as dams and rivers, these should be assessed for suitability against the

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National Health and Medical Research Council's Australian Guidelines for Recreational Use of Water.

The water should also be inspected for additional hazards including water quality, current, depth, gradients, slippery embankments and submerged objects or snags.

## **6.9. Animals**

All animals are to be appropriately restrained so as not to present a risk to the health and safety of persons at the event.

If you are having animals at the event, you may be required to obtain permission/approval from Council's Animal Management team.

Any animals being used at the event must be kept away from any food stalls, or where food is offered for sale. All measures must be considered in order of preventing any cross-contamination and protecting food from physical and/or bacteriological forms of contamination.

Hand washing facilities must be provided at the entrance and exit of any animal interaction area/s. If the animals are being supplied by a third party of the purpose of rides or entertainment, evidence of appropriate Public Liability Insurance must be produced by the owner and a copy provided with the event management plan.

## **7. INFRASTRUCTURE / FACILITIES**

### **7.1. Toilets**

The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender, the service of alcohol and event duration.

Toilet facilities must be well lit to avoid security and safety hazards, provided with soap and hand drying equipment, cleaned and re-stocked regularly, located away from food storage and food services areas, provided with sharps disposal facilities and made appropriate for wet weather conditions.

If portable toilets are to be provided, they must be located where they can be pumped out during the event. Vehicles pumping out portable toilets must not block access by emergency services.

If the permanent public toilets at the event venue are not available or inadequate, the event organiser must make arrangements to hire the appropriate amount of portable amenities.

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Use the following guide to determine the number of toilets required at your event:

## 7.2. TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS NOT AVAILABLE:

PATRONS	MALE			FEMALE	
	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17
>5000	PLEASE DISCUSS REQUIREMENTS WITH COUNCIL				

## 7.3. TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS AVAILABLE:

PATRONS	MALE			FEMALE	
	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20
>5000	PLEASE DISCUSS REQUIREMENTS WITH COUNCIL				

The above figures may be reduced for shorter duration events as follows:

DURATION OF EVENT	QUANTITY REQUIRED
8 hours plus	100%
6 - 8 hours	80%
4 - 6 hours	75%
Less than 4 hours	70%

Please note that separate sanitary facilities must be provided for food handlers.

## TOILET FACILITIES FOR THE DISABLED

At least one unisex facility must be provided for people with disabilities and this facility must comply with AS1428.1.

REFERENCE: Commonwealth of Australia, 1999, *Safe and Healthy Mass Gatherings*, Emergency Management Australia.

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## 7.4. Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers (including first aiders) may be located for an extended period and where weather conditions dictate that it is required.

This may include:

- Transport pick up and set down areas.
- Spectator and official viewing areas.
- Seated eating areas.
- Pedestrian thoroughfares.
- First Aid Posts and Medical Centres.
- Competitor and officials marshalling areas; and
- Optional area for patrons when needed.

## 7.5. Video Screens

Video or projection screens aid in event management as they can provide:

- Entertainment before and between acts.
- Information regarding facilities and important messages; and
- Close up vision of on-stage action for spectators as a means of reducing crowd movement toward the stage.

## 8. PUBLIC SAFETY & FIRST AID

### 8.1. Lighting

Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them.

Warnings should be provided if strobe lighting is to be used as part of the event.

Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system. The latter may permit directions to be given to spectators in a power failure thereby alleviating panic.

All venues and egress paths must be able to be illuminated to 40 lux (approximately the light provided by a 40 watt light bulb) by lighting that is:

- Independent of the event production lights.
- Controlled from a central position.
- Able to reach the required illumination within three seconds of being energised.
- Supplied by the supply authority mains or a generator approved by the local authority; and
- Enclosed venues must have emergency lighting that will operate if the main electrical source fails
  - For buildings this is lighting that complies with AS/NZS2293.1

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- Outdoor venues must have at least two alternative power supplies.

## **8.2. Temporary Structures**

Temporary structures include any:

- Booth, tent or other temporary enclosure, whether or not a part of the booth, tent or enclosure is permanent; or
- Temporary seating structure; or
- A mobile structure; or
- A temporary bridge; or
- A temporary stage; or
- A temporary platform; or
- A temporary tower.

There are a number of exemptions to the above. It is highly recommended that you contact your Building Surveyor or Council's Building and Plumbing Department to discuss.

## **8.3. Gas Cylinders**

At many events, portable pressurised gas cylinders are used to inflate balloons, carbonate beverages, provide cooking fuel, etc. Frequently such cylinders are not secured or are merely fastened to a two-wheeled hand trolley used to move them, which itself is not independently secured.

Gas cylinders must comply with AS1596-1989 and AG601-1995. They should be checked and approved by the WorkSafe Tasmania prior to installation.

## **8.4. Fireworks / Pyrotechnics**

Fireworks are only to be carried out by licensed pyrotechnicians. WorkSafe Tasmania assesses pyrotechnic experience and qualifications to operate and conduct fireworks.

Persons not holding a licence must apply for a permit from WorkSafe Tasmania for a single occasion.

The Council, building surveyor and fire services must still be notified of an event involving pyrotechnics or Chinese fire crackers and if the event is on Council land, must be a signatory to the initial permit application.

## **8.5. Security & Crowd Control**

Choosing appropriate security is essential to the success of an event and the safety of the public. Depending on the nature, size and activities of the event, professional security personnel may be required.

For advice regarding security personnel requirements, it is advised that you contact Tasmania Police.

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## 8.6. First Aid

The provision of first aid is an important component of any event. The number and type of first aid facilities required will depend on the size and nature of the event. Event organisers should contact a first aid company to discuss what is required.

First aid officers should be provided with communication devices (i.e. radio, mobile phone) to enable consultation with ambulance services, event organisers, security and police to ensure that there is an effective and efficient service to the patrons.

First aid posts should be clearly shown on the site layout plan and handout material.

At concerts (outdoor & indoor) where large numbers gather close to the stage or a mosh-pit has the potential to develop, a First Aid Post should be established behind the stage barrier.

## 9. EVENT PROMOTION

### 9.1. Ticketing

Ticketing is important in achieving crowd control. Consider whether the event will have advanced ticketing or tickets purchased at the event, or both.

It is important to note that third party ticketing service providers must operate under the Live Performance Australia Ticketing Code of Practice and meet all statutory and legal requirements for the sale of tickets to the event, including but not limited to PCI and data compliance and anti-scalping measures.

Advanced tickets can provide:

- Event details.
- Event services information.
- Specific entry details.
- Transport arrangements; and
- Health promotion/publicity material.

### 9.2. Health Promotion & Publicity Material

Has any health promotion material been considered? For example

- Glass containers are not permitted.
- Bags & eskies will be searched.
- Public transport will be available.
- Don't drink & drive.
- ID will be required to purchase alcohol.
- Drug/alcohol education.
- Slip Slop Slap.

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## 9.3. Signage

Clear appropriate, strategically placed signage is essential to preventing congestion and unhappy, confused patrons.

Signs are suggested for the following:

- Parking
- Entrances/Exits
- Toilets
- Water
- First Aid Posts
- Information Centre
- Rules relating to alcohol consumption
- Lost & Found
- Public transport pick up/set down
- Security
- No Smoking
- Strobe lighting

## 10. Event Cancellation Policy and Procedure

The cancellation or postponement of an event may be required due to severe weather events such as fire, flood, storms or high winds. The decision to cancel an event may be made in the days leading up to the event due to severe weather forecasts, or during the event.

Event organisers need to have a carefully considered cancellation policy in place to ensure all involved (patrons and participants) are made aware of the decision to cancel the event.

Your cancellation policy should include, at a minimum, the following points:

- Establish a chain of command that identifies the individual(s) who have the authority to cancel the event.
- Establish a designated weather watcher who observes weather conditions for approaching storms and to watch for signs of dangerous weather. In the event that dangerous weather is identified in the area, they must notify the event manager of the potential danger associated with the incoming weather.
- Have a means to monitor local weather forecasts and/or severe weather warnings.
- Have a list of safe areas for people to find shelter from the dangerous weather.
- Use specific criteria for cancellation, suspension, and resumption of activities; and
- Detail on how the decision to cancel the event will be disseminated to people, including key stakeholders.

**Please Note:** In the event of extreme weather conditions, forecasts or other



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threats to public health, Council has the right and responsibility to withdraw the Place of Assembly Licence.

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## **PART B - EVENT MANAGEMENT PLAN**

**(PLEASE SUBMIT TO COUNCIL)**

### **1. EVENT DETAILS**

#### **1.1 EVENT PLACE, TIME, TARGET AUDIENCE, ACTIVITIES**

Name of Event:	
Address of Event:	
Details of Venue:	
Capacity of Venue (or estimate):	
Venue Owner Contact (Name & Number):	
Estimated Number of People expected to attend:	
Date & Time Set Up Commences:	
Date & Time Event Starts/open to the public:	
Date & Time Event Finishes:	
Date & Time dismantling commences & anticipated conclusion time:	

#### ***MULTI-DAY EVENTS ONLY TO COMPLETE THIS SECTION***

Day 1: Date: ..... Start: ..... Finish: .....

Day 2: Date: ..... Start: ..... Finish: .....

Day 3: Date: ..... Start: ..... Finish: .....

Day 4: Date: ..... Start: ..... Finish: .....

Day 5: Date: ..... Start: ..... Finish: .....

Day 6: Date: ..... Start: ..... Finish: .....

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Describe the main purpose of the event:.....  
.....  
.....  
.....  
.....

Describe the types of entertainment:.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

## 1.2 EVENT MANAGER DETAILS

Event Manager:	
Organisation:	
Address:	
Details of Venue:	
Phone:	
Email:	
Contact during event	

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## 1.3 KEY STAKEHOLDERS

<b>ORGANISATION NAME</b>	<b>CONTACT NAME</b>	<b>CONTACT NUMBER</b>	<b>NOTIFICATION TIME</b>
Tasmania Police			
Local Council			
Tas Ambulance Service			
St John's Ambulance			
Tasmanian Fire Services			
Department of State Growth			
Liquor Licensing (Dept of Treasury & Finance)			
SES			
Hire Companies			
Food Safety Manager			
Beverage Suppliers			
Entertainers			
Bus Companies			
Taxi Companies			
Security			
Media			
Other			



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## 4. TRAFFIC & PEDESTRIAN MANAGEMENT

### 4.1 TRAFFIC MANAGEMENT PLAN

Has a Traffic Management Plan been developed for this event? YES / NO

*Guidance can be provided by Council with the development of this plan.*

Is there car parking for:

	YES	NO	N/A
EMERGENCY VEHICLES			
KEY STAKEHOLDERS			
DISABLED PERSONS			
GENERAL PARKING			
OVERSPILL			
BUSES			
TAXIS			
OTHER .....			

### 4.2 ROAD CLOSURES

Do you require any roads to be closed for the event? YES / NO

If yes, the following information is required to be completed:

Street in which the event is to be held: .....

.....

Section to be closed: .....

Date(s) of proposed closure: .....

Time - commencement: ..... End: .....

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The following documentation is also to be attached and submitted to Council with this form:

- A public liability policy of at least \$20M to cover the event.
- Traffic Management Plan; and
- Evidence of notification of proposed road closure to emergency services & relevant State Government Departments.

Permit received? YES / NO

## 4.3 ADJOINING PROPERTIES

Have adjoining property occupants been contacted regarding the proposal of this event?

YES / NO

*If the event is likely to impact in any way on these adjoining properties (e.g. noise, extra cars, road closures) it is highly recommended that you contact the occupants well in advance of the event.*

## 5. EMERGENCY MANAGEMENT PLAN

### 5.1 EMERGENCY COORDINATION CENTRE

Ensure the Emergency Coordination Centre is clearly marked on the site plan and detail where First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

How will communication be conducted on the day of the event with event officials?

.....  
.....

How will communication be conducted with the public? .....

.....  
.....

How will communication be conducted in the event of an emergency (e.g. portable handheld radios / mobile phones)? .....

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.....

.....

If required, who will request further police and other emergency services assistance?

.....

.....

## 5.2 EMERGENCY MANAGEMENT PLAN

The event must have a formal, written Emergency Management Plan. Please refer to the information section in Part 1 of this document.

## 5.3 EMERGENCY MANAGEMENT CONTACT DETAILS

First Aid Officer 1	Name: .....
	Contact Number:.....
First Aid Officer 2	Name: .....
	Contact Number:.....
Incident Officer	Name: .....
	Contact Number:.....
Tasmania Police	Name: .....
	Contact Number:.....
Ambulance Service	Name: .....
	Contact Number:.....
Tasmania Fire Service	Name: .....



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Contact Number:.....

## 5.4 FIRE FIGHTING EQUIPMENT

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?  
YES / NO

**If yes, ensure location is clearly marked on site plan.**

## 5.5 FIRE DANGER PERIOD

Has a day of total fire ban or fire danger period been considered? YES / NO

Has a plan been submitted to Tasmania Fire Service? YES / NO

## 5.6 LOST & STOLEN PROPERTY / LOST CHILDREN

What arrangements have been made for lost or stolen property and lost children?

.....  
.....  
.....

**Ensure location(s) is clearly marked on site plan.**

## 5.7 INCIDENT REPORTS

All incidents are to be recorded on the form in the information section of this template.

## 6. FOOD & PUBLIC HEALTH

### 6.1 LIST OF FOOD VENDORS

Will you, or other vendors at your event, be selling any food / drinks?  
YES / NO

	BUSINESS / VENDOR NAME	CONTACT NUMBER	TYPE OF FOOD
--	------------------------	----------------	--------------

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1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## 6.2 SMOKE FREE MANAGEMENT PLAN

Has a Smoke Free Management Plan been submitted and approved by the Department of Health? YES / NO

## 6.3 COVID-19 MANAGEMENT PLAN

Is a Covid-19 Management Plan required? YES / NO

Has the Covid-19 Management Plan been submitted and approved by the Department of Health? YES / NO

## 6.4 ALCOHOL (LIQUOR LICENCE)

If you intend selling or supplying alcohol at the event a liquor licence must be obtained from Liquor Licensing Tasmania. If alcohol is BYO to the event, the consent of local authorities and Tasmania Police may be required.

Will there be alcohol at the event? YES / NO

If yes, will alcohol be sold & consumed? YES / NO

BYO? YES / NO

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Permission granted by Local Council & Tas Police? YES / NO

Liquor Licence been obtained? YES / NO

If no, alcohol will be prohibited.

## Liquor Licence Information:

Name on Licence: .....

*Contact during event:*

Phone: ..... Mobile: .....

Licence No.: ..... Valid from: . Valid to: .....

## Proposed Trading Hours:

Day 1: Date: ..... Start: ..... Finish: .....

Day 2: Date: ..... Start: ..... Finish: .....

Day 3: Date: ..... Start: ..... Finish: .....

Day 4: Date: ..... Start: ..... Finish: .....

Day 5: Date: ..... Start: ..... Finish: .....

Day 6: Date: ..... Start: ..... Finish: .....

## Designated alcohol sale areas:

Total Number: .....

## Designated alcohol consumption areas:

Total Number: .....

### **Ensure locations are clearly marked on site plan.**

How will alcohol consumption areas be defined (e.g. fences, rails, barrier mesh)?

.....  
.....

## 6.5 WATER

Is the location of water clearly signposted and marked on the site plan?

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YES / NO

How will extra water be supplied to patrons on very hot days if needed? .....

.....  
.....

What is the source of water? .....

.....  
.....

## 6.6 WASTE MANAGEMENT

What arrangements have been made for extra waste receptacle facilities for the day(s)?

.....  
.....  
.....

What arrangements have been made for disposal of waste during / after the event?

.....  
.....  
.....

## 6.7 NOISE

Describe the activities / mechanisms likely to create higher noise levels are this event:

.....  
.....  
.....  
.....  
.....

Describe how you will monitor and minimise noise levels:.....

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.....  
.....  
.....  
.....  
.....

## 6.8 SWIMMING / WATER AREAS

Are there swimming / water areas at the venue? YES / NO

List swimming / water areas at the selected site and associated hazards:.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Ensure locations are clearly marked on site plan.**

## 6.9 ANIMALS

Does the event involve the use of animals? YES / NO

If yes, what arrangements will be necessary for their management, care & well being? .....

.....  
.....  
.....

Will the public be public be handling the animals? YES / NO

If yes, what provisions will be made to minimise transmission of animal to human disease?

.....

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.....  
.....  
What provisions will be made for the collection, storage and removal of animal waste (e.g. bedding, manure and wash down areas)? .....

## 7. INFRASTRUCTURE / FACILITIES

### 7.1 TOILETS

What is the anticipated crowd mix of male & female attendees? (*If unsure use 50/50 split*)

Male: ..... Female: .....

How many toilets will be provided at the event?

**Male** Urinals: ..... WC: ..... Hand Basins:.....

**Female** WC: ..... Hand Basins:.....

**Unisex Disabled** WC: ..... Hand Basins:.....

How many toilets will be provided for food handlers at the event?

**Male** Urinals: ..... WC: ..... Hand Basins:.....

**Female** WC: ..... Hand Basins:.....

Who will be responsible for the cleaning of toilets? .....

.....  
*Contact during event:*

Name: ..... Mobile: .....

**Ensure locations are clearly marked on site plan.**

### 7.2 SHELTER

Describe what shelter will be provided at the event: .....

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.....  
.....  
.....

**Ensure locations are clearly marked on site plan.**

Will sunscreen be available at the event? YES / NO

**7.3 VIDEO SCREENS**

Will there be video screens at the event? YES / NO

**8. PUBLIC SAFETY & FIRST AID**

**8.1 LIGHTING**

Do you have emergency power and lighting? YES / NO

Describe emergency power and lighting systems: .....

.....  
.....  
.....

It is recommended that an electrician be available for the event.

Name of Certified Electrician: .....

Contact Number (mobile) during the event: .....

**Ensure location of lighting control and mains power is clearly marked on site plan.**

**8.2 TEMPORARY STRUCTURES**

Will the event include any of the following temporary structures?

	YES	NO	N/A
STAGES OR PLATFORMS			
BREAK-AWAY STAGE SKIRTS			
SEATING STANDS			
MARQUES / TENTS			

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PRE-FABRICATED BUILDINGS			
OTHER.....			

Has a permit(s) been sought or sighted for temporary structures? YES / NO

If YES, please provide permit details:

Permit Name: .....

Permit Number: ..... Permit Date: .....

Description of structure:.....

Permit Name: .....

Permit Number: ..... Permit Date: .....

Description of structure:.....

Permit Name: .....

Permit Number: ..... Permit Date: .....

Description of structure:.....

## 8.3 GAS CYLINDERS

List all vendors who will be using gas cylinders:

	NAME / BUSINESS	CONTACT NUMBER	NO. OF CYLINDERS
1			
2			
3			
4			
5			
6			
7			



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## 8.4 FIREWORKS / PYROTECHNICS

Will there be fireworks / pyrotechnics at the event? YES / NO

If YES, has a permit been obtained? YES / NO

Permit Number:.....

Person Responsible for fireworks:.....

Contact details during event:.....

**Ensure restricted zones are clearly marked on site plan and copy of fireworks permit is attached to this document.**

## 8.5 SECURITY & CROWD CONTROL

What type of security has been selected for the event? .....

.....  
.....

If a security firm has been contracted, please provide details:

Name of Company:.....

Licence Details: .....

Contact Details: .....

Number of security personnel at event:.....

Who is the contact for Tasmania Police?

Name: .....

Station:.....

Phone: ..... Mobile:.....

Email: .....

## 8.6 FIRST AID

Who is supplying First Aid at the event?

Name of Provider: .....

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Contact: .....

Phone: ..... Mobile:.....

Number of First Aid Posts:..... Number of  
First Aid Personnel: .....

**Ensure location of First Aid posts are clearly marked on site plan.**

## 9. EVENT PROMOTION

### 9.1 TICKETING

Are there tickets for the event? YES / NO

If YES, Pre-sold? YES / NO

At the gate? YES / NO

Both? YES / NO

Will the tickets provide information about the event? YES / NO

### 9.2 HEALTH PROMOTION

List any messages that will be promoted at the event: .....

.....  
.....  
.....

### 9.3 SIGNAGE

Has signage, as detailed in Part A, been arranged? YES / NO

If YES, please detail: .....

.....  
.....  
.....

## 10. Event Cancellation Policy and Procedure

### 10.1 Individuals with authority to cancel the event

List the name(s) and mobile contact numbers of the personnel authorised to cancel or postpone the event prior to and during the event:

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INDIVIDUALS NAME	MOBILE NUMBER	EVENT ROLE

Briefly describe the events chain of command:

.....

.....

.....

.....

.....

.....

## 10.2 Weather watcher(s)

INDIVIDUALS NAME	MOBILE NUMBER	EVENT ROLE

Briefly describe how weather conditions will be monitored:

## 10.3 Dangerous weather shelters

List/detail where people will be directed during dangerous weather:

.....

.....

.....

.....

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.....  
.....

***Ensure locations are clearly marked on site plan.***

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## 10.4 Criteria for cancellation, suspension and resumption

Complete the risk assessment matrix:

Condition	Hazard	Risk assessment	Decision	Action	Who	When
<b>Example:</b> <i>Lightning storm approaching</i>	<i>Person(s) struck by lightning</i>	<i>Likelihood = unlikely Consequence = major Moderate risk</i>	<i>Suspend event until storm passes</i>	<i>Announce suspension and direct people to suitable shelter</i>	<i>Event manager</i>	<i>As soon as decision has been made</i>

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## 10.5 Disseminating decision to cancel event

List/describe how the decision to cancel the event will be disseminated to the public:

.....

.....

.....

.....

.....

.....

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## PART C - APPENDICES

(PLEASE RETAIN FOR YOUR INFORMATION)

- A. INCIDENT REPORT FORM
- B. RISK MANAGEMENT INFORMATION





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## B. RISK MANAGEMENT INFORMATION

This is one areas of your event planning and preparation that is critical in ensuring your event runs safely, without incident.

There is now a significant focus on risk management and occupational health and safety at all event sites. For this reason, as the event organiser, you must pay special attention to these areas of responsibility.

RISK MATRIX (Risk Score = Consequence x Likelihood)

	Consequence				
Likelihood	Minor (First aid)	Moderate (Medical)	Major (Multiple)	Severe (Fatality)	Catastrophic (Many dead)
Extremely Rare	L	L	M	M	S
Rare	L	L	M	S	S
Unlikely	L	M	S	H	H
Possible	M	S	H	H	H
Likely	M	S	H	H	H
Almost certain	S	H	H	H	H

Legend:

1. L = LOW risk; acceptable risk perhaps, manage by routine procedures
2. M = MODERATE risk; attend to in medium term, allocate management responsibility
3. S = SIGNIFICANT risk; attend to in short term, controls must be applied
4. H = HIGH risk; immediate action, stop work until effective controls can be applied

RISK ASSESSMENT USING MATRIX (EXAMPLE)

ACTIVITY	HAZARD IDENTIFICATION TYPE / CAUSE	RISK ASSESSMENT	ELIMINATION OR CONTROL MEASURES	WHO	WHEN
<b>Example: Parked cars within exclusion zone</b>	Example: Drivers attempting to park between road closure times	<b>Example: 4/3 Possible likelihood/minor risk</b>	Example: Patrol the road alerting drivers to the imminent road closure	Example: Marshalls	Example: Prior to the event time

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## ESTIMATE OF CONSEQUENCE (Severity of Impact)

Level	Descriptor	Examples of Description
1	Minor	First aid treatment; minor medical treatment but no lost time
2	Moderate	Medical treatment required; lost time injury; less than four weeks off work
3	Major	Extensive or multiple injuries; major back, neck, arm, leg, face or internal injury; extended absence of one or more employees; external investigation by WST; lost time over one month
4	Severe	Death; or permanent or severe health effects for one or more employees
5	Catastrophic	Multiple fatalities

## ESTIMATE OF LIKELIHOOD

Level	Descriptor	Example of Description
1	Extremely Rare	Could only occur with concurrent incidence of unlikely or rare events
2	Rare	The event may occur only in exceptional circumstances; rare exposure to risk
3	Unlikely	The event could occur at some time; infrequent exposure to risk; little or no history as this site
4	Possible	The event should occur at some time; regular or occasional exposure to risk
5	Likely	The event will probably occur in most circumstances; frequent exposure to risk; some history or occurrence.
6	Almost Certain	The event is expected to occur in most circumstances; constant exposure to risk; clear history of occurrence