

Event Information Kit

A guide for Event Organisers



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1. Introduction

Cook Shire Council supports and encourages events and festivals that showcase our diverse region. Events provide an opportunity for economic growth and support stronger community spirit, participation, engagement, creativity and wellbeing and are an important part of life within Cook Shire. We have developed this Event Information Kit to assist organisations, individuals and community groups who are planning events in Cook Shire. The kit provides an overview on key aspects of the event planning process and is designed to assist you with Council's requirements and procedures including what licences, approvals or bookings may be required and what potential risks may need to be addressed to ensure your event is safe and successful.

This kit is a guide only and is by no means a definitive resource as each event will have its own specific requirements and needs.

To ensure Council has adequate time to assess and review your submission and process any approvals or licences, applications must be submitted to Council at least 2 months prior to the event (some larger events may require additional time). Fees may apply to the approvals and licences mentioned in this information kit. Please see [Timeframes](#) to determine when you need to get your application in by.

2. Event Approval

Council regulates events by way of an event registration process to ensure events are carried out in a safe manner for patrons, whilst preventing nuisances to the surrounding environment. Under Local Law 1, Schedule 18 (Temporary Entertainment Events), event organisers are required to complete a [Temporary Entertainment Event Application form](#) (fees apply). You may also be required to provide a detailed Event Management Plan as part of the application process.

If your event is outside an urban area with an anticipated crowd of less than 200 people, you will not be required to apply for an approval.

3. Event Management Plan

An Event Management Plan is a comprehensive document that describes all the issues that have been considered and addressed in planning the event. Event Management Plans should address:

- Event Details including purpose, time, place and target audience
- Organising Committee and Volunteers roles and responsibilities
- Venue details including site plan (see further details in the next section)
- Financial Planning including budgets, grants, funding
- Insurance and Risk Management – public liability insurance, risk assessments, hazard identification, incident management and reporting
- Permits and approvals
- Stakeholders
- Public Health and Facilities – food, alcohol, water, toilets, waste management, noise, first aid
- Public Safety – lighting, place of public assembly, security, fireworks, temporary structures
- Traffic Management – road closures, public access

- Event Promotion – ticketing, advertising, signage
- Event Evaluation
- Useful contact numbers

For a basic Event Management Plan, please feel free to use the template provided in this “Event Information Kit” -Appendix B – Example Event Management Plan Template. This will help ensure that you have covered all areas of the event planning process and are able to submit your Temporary Event Permit Application on time with all relevant information.

Further information on how to organise events and festivals can be found on the Tourism and Events Queensland website <https://teq.queensland.com/industry-resources/how-to-guides/queensland-events-guide>

4. Venues

An event can be held indoors or outdoors, in a fixed or temporary venue. It is important that the capacity of the venue is suitable and adequate for the number of people likely to attend the event. The venue should reflect the nature of the event. It is important to consider the hire costs, the image and atmosphere, whether the venue provides catering or has preferred supplier arrangements, noise restrictions and disability access. If an event is to be held outside, you will need to have contingency plans for hot weather, wet weather and wind. Ensure there are plenty of shelter and shade areas and plan an alternate venue as a backup for severe weather conditions.

5. Site Plan

A Site Plan is an aerial drawing of the event venue and location, which details the layout of all the activities, buildings and facilities at your event. Your Site Plan should include the location of roads, car parking, emergency vehicle access, fire fighting equipment, emergency exits, emergency assembly points, pedestrian walkways, first aid, stall holders, amusement operators, amenities, bins, stages/entertainment areas and the event information office.

Please note that as part of your [Temporary Entertainment Event Application form](#), a site plan must be submitted.

6. Public Places

Council has many wonderful parks and facilities you can access for your event. If you would like to use a Council venue, park or reserve you need to make a booking at least 3 months in advance of your event and comply with the relevant permit terms and conditions. Fees and charges and/or a bond may also apply. For further information please contact Council’s Environmental Health Officer and complete the [Commercial use of local government controlled areas and roads form](#).

7. Public Liability Insurance

Only events managed and controlled by Cook Shire Council are covered under its public liability insurance policy and the policy indemnifies Council and no other party. All other event organisers are required to provide a certificate of currency that covers the duration and scope of the event. All groups and third parties including entertainers, amusement rides, caterers, staging technicians etc.

involved or participating in your event must be covered by their own Public Liability Insurance and a certificate of currency should be obtained from each of them prior to your event. Please ensure that your Public Liability coverage is in excess of \$20 million.

Please note that as part of your [Temporary Event Application form](#), a copy of your public liability certificate of currency is to be submitted.

8. Risk Management

There are many possible risks associated with any event. Council is committed to event safety and takes risk management seriously. Careful planning will help minimise risk and risk management must be an important component of your event planning. It is your responsibility to complete a Risk Assessment prior to the event to ensure the safety of staff, volunteers and event participants. Council has provided a number of tools to assist you with this process. Please refer to Appendix A for the Risk Assessment Template and Risk Calculator.

Please note that as part of your [Temporary Entertainment Event Application form](#), a risk assessment must be submitted.

9. Community Awareness

The level of impact an event has on the surrounding community can vary depending on the size of the event and its location. You must consider if your event will affect the amenity of the surrounding neighbourhood including noise and parking. Often festivals and events create noise levels much higher than normal due to amplified music, fireworks, generators, crowds or increased parking of traffic on residential streets. Council recommends you notify the community well in advance and provide them with the contact details for the Event Organiser should they have any queries. This could be in the form of advertising in the local newspaper or on social media.

10. Community Safety and Security

Community safety and security at events is essential. Different types, scale and scope of events require different levels of security and should be determined as part of the risk assessment. If event infrastructure remains at the event site overnight, you must engage appropriate security to ensure that nothing is tampered with or stolen. This may require you to provide additional lighting at your own expense.

We recommend you consult with the Queensland Police Service, Queensland Fire and Emergency Services, Queensland Ambulance Service and either the local hospital or health service in your area dependent on the type, scale and scope of the event prior to your event as they may be able to assist you and or be able to better prepare their own services to be ready to respond in case of an emergency situation. Council and/or the Queensland Police Service may require you to engage police officers on special duties, security guards and/or crowd control, at your expense.

Other Community Safety areas to consider include:

- Ensuring that all areas of your site, especially access paths and emergency exits are clearly illuminated
- An area for lost children and lost property should be clearly signed and staffed accordingly.
- All event staff and volunteers are briefed in how to respond to an emergency situation, including site evacuation

11. Communications

Communication during your festival or event is essential for the smooth operation of the event. Event managers must ensure that adequate devices are available on site for the duration of the event for communication between event personnel and also off site to emergency services. This can either be mobile phones, two way radios or satellite phones. Two way radios and satellite phones are essential devices for events held in remote areas where mobile phone service is not available or is very limited. It is extremely important to always have a back up communication device (fully charged) in case of any emergencies.

12. Traffic Management

Planned traffic management is essential for maintaining public safety at events and must be addressed in your event management plan. This includes both onsite and offsite traffic management for your event. Things to consider in regards to traffic management include:

- Approval from Council for road closures or to alter traffic conditions on a road including complete and accurate details of what road closures are being sought and for what periods the roads will be closed. A detailed list of what is required can be found on our website <http://www.cook.qld.gov.au/requests-for-road-closures>
- Provide evidence of actions taken to consult with residents and businesses directly affected by the proposed road closure and make available to Council details of any and all objections as known to you
- Legible maps or diagrams of the event site and traffic flow around it
- Appropriate signage, barricading and traffic control to be installed
- Confirmation that all persons involved in directing traffic are adequately qualified
- Distinctly identified emergency vehicle access
- If the event is being held on a state controlled road, you will need to apply to the Department of Transport and Main Roads – www.tmr.qld.gov.au

As the event organiser you must ensure that there is adequate parking for attendees (including disabled parking), that does not interfere with the usual parking available for residents and businesses. Please be aware that parking on nature strips, areas of open space and parkland is not permitted without a permit from Council.

13. First Aid

First aid service is critical at any event. First aid stations should be properly staffed, equipped and clearly identified so they can be easily located by those who may need them. The number of first aid stations will depend on the size and scale of the event. Below is a guide for the provision of first aid services.

Attendees	First aid personnel	First aid stations
< 500	2	1
< 1000	4	1
< 2000	6	1
< 5000	8	2
> 6000	Paramedics and medical centres/stations will be required	

14. Electrical and Gas Safety

14.1 Electrical

You must comply with the provisions of the [Electrical Safety Act 2002](#) and the [Electrical Safety Regulation 2013](#) which apply to electrical equipment. Any electrical work must have sign off from a qualified electrician. All electrical equipment including extension leads must be tagged and tested by a qualified person.

Some of Cook Shire Council's parks and facilities have power for event use. If you would like to access power supplies on Council land, please contact Council to make arrangements prior to the event. Fees may apply.

Some events may require the use of generators. Please consider the following when using generators:

- Ensure generators are in a safe working order and have been checked prior to use
- For events that are held in a remote location with high power needs, the event organiser need to make sure there is enough power and appropriate fittings and phases to power essential items such as food fridges, lighting and water pumps
- Location of generators – always use outdoors, only in dry weather with a minimum of one metre spacing on all sides. Ensure generators are not accessible to the general public, but can be easily accessed by qualified people in the event of a breakdown or emergency.
- Storage of fuel – store fuel in labelled containers away from any fuel burning appliance and away from the public
- Electrical hazards – ensure hands are dry before touching the generator and do not allow it to get wet
- Fire hazards – ensure suitable fire extinguishers are immediately accessible
- Potential noise nuisance. If generators are deemed as a noise nuisance, they may be required to be turned off overnight

14.2 Gas

Mobile food vendors are required to have a current Gas System Compliance Certificate that should be available for Council officers to inspect during the event if necessary. For information fact sheet and checklist on LPG safety for outdoor events visit the Department of Natural Resources and Mines

website <https://www.business.qld.gov.au/industry/mining/safety-health/petroleum-gas/small-gas-appliance-safety>

15. Fireworks

You will need to carefully consider the appropriateness of the event site for a fireworks display, taking into account social and environmental impacts or potential issues. In Queensland, fireworks are controlled under the [Explosives Act 1999](#) and the [Explosives Regulation 2017](#) and as such fireworks display can only be conducted by a licensed pyrotechnic who must comply with the [Queensland Code of Practice: Control of Outdoor Fireworks Displays](#).

At least one week prior to the event you must notify the local community of the fireworks display by advising residents in the immediate vicinity (minimum 500m radius) in writing and/or publishing a public notice in the local newspaper, with an emphasis on encouraging pet owners to secure their animals. Also ensure that you notify the local fire station, in case of an emergency.

If you are having fireworks at your event, please ensure you supply a copy of the following to Council:

- [Fireworks display notification form](#) (submitted to the Department of Natural Resources and Mines (visit www.dnrm.qld.gov.au or phone 137 468)
- Fireworks insurance policy;
- Fireworks contractor licence; and
- Fireworks operator's licence (conducting the show)

Event organisers should check with the firework operator in regards to exclusion zones for safety purposes and ensure that they are adhered to during the fireworks display.

For more information about fireworks and fireworks displays in the state of Queensland please go to <https://www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks>

16. Food

If food and refreshments are served or sold it may be necessary for food vendor operators to obtain a [Food Business – Temporary Food Stalls Permit](#). Generally food businesses that involve the preparation of food will require a licence. If you are unsure whether you require a food licence, please contact Council's Environmental Health Officer on 07 4082 0500. Mobile food businesses must hold a licence in Queensland. It is the responsibility of the event organiser to ensure that all food vendors at the event are appropriately licensed.

17. Liquor

If alcohol is to be sold or served at the event, an application may need to be made to the Office of Liquor and Gaming Regulation for a permit or licence. Please visit <https://www.business.qld.gov.au/industry/liquor-gaming> for further information.

18. Amusement Operators

As the event coordinator you must ensure all amusement ride operators provide you and Council with a copy of their certificate of Registrable Plant for each ride. **Please note that these are to be submitted at the same time as you [Temporary Event Application form](#).**

19. Animal Management

If your event includes domestic animals, [Local Law No.2 \(Animal Management\)](#) requires that all animals be under effective control or contained within an appropriate enclosure. As the event organiser and ultimately in control of the animals, please ensure you clean up after them. Protecting the community against risk or injury is paramount while ensuring the animals do not create a nuisance.

20. Temporary Buildings and Structures

Any stages, marquees or other temporary structures you want to have at your event need to be included on your site plan. Your structures need to be safe and secure and may need engineering certification or building approval.

Examples of temporary buildings and structures include:

- Marquees
- Viewing towers
- Tents
- Spectator seating/grand stands
- Stages

All temporary structures must be constructed in accordance with all relevant Australian Standards. For further information please contact Council's Building Surveyor.

21. Environmental Management

Cook Shire Council is committed to sustainable waste management practices to ensure environmental sustainability of our local area and the wider community. In conducting your event you must take all reasonable and practical measures to minimise environmental impacts. This includes:

- Preventing the release of any material that may cause environmental harm to land, water or waterways via the stormwater system;
- Ensuring that liquid spills are cleaned up immediately;
- Preventing the release of materials into the air such as dust, fumes and smoke

21.1 Noise

You must take all reasonable and practical measures to minimise noise nuisance to local and surrounding residents and businesses by monitoring the level of noise produced by the event or festival. If your event is going to be creating amplified noise please contact Cook Shire Council to discuss the sound level restrictions that may affect your event. You may be required to submit a noise management plan.

We recommend you use sound level monitoring equipment for the duration of the event. Give consideration to placement of your stage area including directing speakers away from residents and businesses to assist with this. Penalties may apply if noise levels are exceeded.

22.2 Waste and Waste Management

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste collection including pre, during and after the event.

This can be achieved by:

- Providing bins that are clearly signed and strategically placed to make it easy for people to do the right thing and encourage everyone to keep the site clean;
- Providing a regular bin collection service for the duration of the event;
- Working with stallholders and food vendors to minimise waste and use recyclable packaging

As the event organiser, it is your responsibility to ensure the adequate supply of bins on site at the event. Council recommends the minimum number of bins for attendee use as follows:

- 4 x 240L bins per 100 attendees

Bins can be obtained by contacting Council's Waste Management Coordinator on 07 4069 5444. Please also refer to the Council's [In Kind Support form](#) for wheelie bin donations for your event. Council is also willing to assist with recycling solutions for your event. Fees may apply. See the [In Kind Support form, Page 7- Wheelie Bin Donation for Events Form](#) for further information.

17.2 Dust

Many of the events held in Cook Shire are located in rural or remote areas where dirt roads are prevalent, resulting in dust being created. Dust needs to be kept to a minimum during your event and dust mitigation provision should be in place. This could include frequent visits from a water truck to settle the dust.

17.3 Water

For events that are held in remote areas without access to town water, the Event Organiser must ensure that treated water is available on site for food vendors, drinking water, hand washing, showers and toilets.

22.Amenities

As the event organiser it is your responsibility to ensure there are adequate toilet facilities specifically for event attendees. The number of toilets required is dependent on a number of factors including:

- Anticipated crowd size
- Sex of the patrons (women require more facilities than men)
- Duration of the event or festival
- If alcohol will be available
- If the event is likely to attract families, consideration should also be given to providing baby change facilities
- If people will be camping on site

The general rule to use is 1 toilet per 60 people and 1 shower for 100 people for events hosting over 1000 people. Events with less people may need more toilets and showers per person. The duration of the event may also influence the number of toilets and showers required.

For further details, please contact Council's Environmental Health Officer.

23. Signage and Advertising

Signage for events is regulated by Council under Local. For more information about signage please see [Law No.1, Schedule 10 \(Installation of Advertising Devices\)](#). Advertising banners or flags, sponsorship signage and other attention attracting signs placed on or visible from public land and roads will generally require a permit, although exemptions may apply for some types of signage. Signage cannot be placed on electrical poles. Refer to the [Installation of Advertising Devices form](#).

Any signage placed along a State controlled road must be approved by the Department of Transport and Main Roads – visit www.tmr.qld.gov.au

24. Sponsorship and Grants

Sponsorship of community events and festivals has benefits for committees, as well as organisations and businesses in the local area.

Cook Shire Council provides financial assistance in the form of grants and sponsorships to help local community organisations and individuals with projects and events that will benefit the Cook Shire community. This can be in the form of financial or in kind contributions. Financial sponsorships assist towards increasing the budget to be utilised in the planning and organisation of the event or festival and in kind sponsorship can provide appropriate goods or services to contribute to improve the quality of your event or festival, eg Council services that you would otherwise have to pay for.

If you wish to apply for a grant or in-kind support you will need to plan well ahead. Often the grants are run on an annual basis and competition can be very strong.

If you wish to access in-kind support for your event you will need to complete and submit a [Financial In-kind Support form](#) 8 weeks prior to you needing the in-kind support.

(Please note if you wish to ask for a fee waiver for your [Temporary Event Application form](#) , this is required one month prior to the submission of the event application and in kind support forms. The Temporary Event Application form will not be processed until after the payment is made or the approval of in-kind fee waiver support has been granted.

For further information please contact the Council's Events and Administration Officer or Grants Officer.

25. Timeframes

To ensure Council has adequate time to review your submission, request further information if required and process any approvals or licences, applications must be submitted at least 2 months prior to the event. Larger events, with a crowd of greater than 500, will require a minimum of 4 months notice and events with more than 5000 patrons could require between 6 to 12 months. Use the following timeframes as a guideline:

- | | |
|---|-------------------------------------|
| • Building Approvals | 4 weeks before the event |
| • Temporary Entertainment (less than 500 patrons) | 2 months before the event |
| • Temporary Entertainment (less than 5000 patrons) | 4 months before the event |
| • Temporary Entertainment (less than 10 0000 patrons) | 6 months before the event |
| • Temporary Entertainment (more than 10 000 patrons) | 12 months before the event |
| • Food Business licence approval | 4 weeks before the event |
| • Road Closure | 4 weeks before the event |
| • Commercial Use of Roads | 4 weeks before the event |
| • Use of Council Land | 4 weeks before the event |
| • Advertising signs | 4 weeks before the event |
| • Building Approvals | 4 weeks before the event |
| • In Kind Support – Permit Fee Waiver | 4 weeks before the application form |
| • In Kind Support | 8 weeks before the event |

26. Fees

Fees may be applicable for approvals or licences discussed in this information kit. Further details will be provided upon receipt of your application. Please note fees will not be waived if In Kind Support applications are not submitted within the appropriate time frames.

27.Flowchart



28. Checklist

Use this checklist to ensure you have covered all items in planning your event. Review the items below and determine if they are relevant to your event.

Section	Checklist Items	YES	NO	What action is required
2	Does your event need a temporary entertainment event approval?			If yes complete the Temporary Entertainment Event Approval Form and return to council
3	Have you completed your Event Management Plan?			A copy must be provided to Council before any approvals can be given
6	Will your event be held in a public place?			If yes, complete the Commercial Use of Local Government controlled areas and roads form and return to council
7	Have you submitted a current copy of your event's certificate of Public Liability to Council?			Submit a copy to council
7	Have you obtained copies of current certificates of Public Liability Insurance from any third parties participating in your event?			
8	Have you completed a Risk Assessment for your event?			Refer to Appendix A for a template
9	Have you advised the community (in advance) that your event is being held?			Suggest local newspaper, social media, letterbox drop or door to door
10	Have you advised the Qld Police, Qld Fire, Qld Ambulance and local hospital or Torres and Cape Hospital and Health Service of your event?			
10	Do you require security at your event?			
10	Do you require additional lighting at your event to ensure community safety and security?			Ensure that you have enough power for the event's peak demand
11	Do you have the necessary communication devices for your event including mobile phones, satellite phones and two way radios?			
12	Do you require any road closures for your event?			If yes, refer to Council's website for road closure procedures. If the event is on a state road you will need to contact Department of Transport and Main Roads.
13	Have you organised qualified first aid staff and a designated, well equipped first aid station for your event?			
14	Has all your electrical equipment been tested and tagged by a qualified person?			

14	Do you require access to power at any of Council's parks or facilities?			If yes, please contact Council's Assistant Environmental Health Officer
14	Does your event require the use of generators?			
15	Will your event be having a fireworks display?			If yes you will need to supply a copy of the fireworks display notification form, fireworks insurance policy, fireworks contractor licence and fireworks operator's licence to council
16	Will food be sold or served at your event?			If yes, complete the Food Business Licence - Events Form and return to Council
17	Will alcohol be sold or served at your event?			If yes, a licence may be required from the Office of Liquor and Gaming
18	Will your event have any amusement rides?			If yes, a copy of the Certificate of Registration of Registrable Plant for each ride must be provided to council
19	Will your event include any domestic animals?			If yes, please ensure Local Law No.2 is adhered to in regards to proper control of animals and cleaning up after them.
20	Will any temporary buildings or structures be erected for your event?			If yes, contact Council's Building Surveyor
21	Have you considered noise minimising practices including stage placement and direction of speakers and hours of operation?			
21	Will the event have amplified noise/music?			If yes, a noise management plan is required
21	Do you have adequate provisions in place for waste collection and recycling pre, during and after your event?			If extra wheelie bins are required, complete the Wheelie Bin Donation Form or the In Kind Support Form and return to Council
21	Do you have dust mitigation provisions in place for the duration of your event?			
21	Is treated water available on site for the duration of your event?			If no, contact Council to assess the quality of the water that you will be providing
22	Are adequate toilet facilities available at your event?			
23	Will you be erecting any advertising banners, flags, sponsorship signage or other signage on or visible from public land or roads?			If yes, complete the Installation of Advertising Devices form and return to Council
24	Have you applied for relevant grants or considered sponsorship for your event and have you acquitted all previous grant funding?			
23	Have you asked Council to include your event on the www.cooktownandcapeyork.com website?			

29. Appendices

Appendix A – Risk Calculator and Risk Assessment Template

The risk calculator is designed to assist you to undertake the risk assessment process. To complete a risk assessment, we suggest you take the following steps:

1. IDENTIFY any risks or hazards relevant to your event.
2. ASSESS the risks or hazards using the risk calculator's likelihood and consequences table
3. CONTROL the risks or hazards by using the Risk Assessment template to document any control measures to prevent the risk or hazards from occurring

Likelihood	Consequences				
	Insignificant No Injury, 0 - low \$ loss	Minor First Aid Injury, low - medium \$ loss	Moderate Medical Treatment , medium - high \$ loss	Major Serious Injuries, major \$ loss	Catastrophic Death, huge \$ loss
Almost Certain is expected to occur at most times	H - 5	H - 4	E - 3	E - 2	E - 1
Likely will probably occur at most times	M - 5	H - 5	H - 4	E - 3	E - 2
Possible might occur at some time	L - 7	M - 6	H - 5	E - 4	E - 3
Unlikely could occur at some time	L - 8	L - 7	M - 6	H - 5	E - 4
Rare may occur in rare circumstances	L - 9	L - 8	M - 7	H - 6	E - 5

Code:

- E Extreme Risk – unacceptable risk. Immediate action required
- H High Risk- action required. Prioritise in order of severity
- M Moderate Risk – can be managed within current risk treatments
- L Low Risk – acceptable risk. No Further treatment required. Monitor periodically

RISK ASSESSMENT TEMPLATE

Event name: _____

Prepared by: _____ Date: _____

The risk – what can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	Who is responsible for implementing the risk treatments?
<i>Example: Food poisoning</i>	<i>Possible</i>	<i>Major</i>	<i>E-4</i>	<i>Ensure all fixed and mobile food businesses hold a current licence and permit. All food and beverage stalls operate in accordance with the National Food Safety Standards.</i>	<i>Event organiser and food operators</i>

Appendix B – Example Event Management Plan Template

Event Management Plan for _____

1. Complete form
2. Photocopy for advice of stakeholders
3. Forward copies to:
 - (a) Local Police
 - (b) Regional office of Liquor Licensing Division (if applicable)
 - (c) Council (if not an event organised by council)
 - (d) Manager of proposed venue
4. Complete the Temporary Entertainment Event Permit Application form and submit to Council as per Event Application Deadlines outlined in this Event Information Kit.

1. EVENT DETAILS

NAME OF EVENT:					
DATE/S OF EVENT:					
VENUE:					
LOCATION/ADDRESS:					
TYPE OF VENUE:					
CAPACITY OF VENUE:					
EXPECTED NUMBER OF PATRONS:					
Patron age details (<i>estimate</i>)					
0-12 years	<input type="text"/>	% of total attendance	25-40 years	<input type="text"/>	% of total attendance
12-18 years	<input type="text"/>	% of total attendance	40-55 years	<input type="text"/>	% of total attendance
18-25 years	<input type="text"/>	% of total attendance	55+ years	<input type="text"/>	% of total attendance
TARGET AUDIENCE:					
SET UP TIME	DATE:	START:	FINISH:		
EVENT RUN TIMES					
Day 1 Time start:	Time finish:				
Day 2 Time start:	Time finish:				
Day 3 Time start:	Time finish:				
Day 4 Time start:	Time finish:				
Day 5 Time start:	Time finish:				
Day 6 Time start:	Time finish:				
Day 7 Time start:	Time finish:				

Description of the event

Describe the event (what is the main attraction or purpose of the event)

List details of the type of entertainment being provided

Contingency Plan

Detail the contingency plans in case of bad weather

--

Event Manager

Event Manager Name:	
Organisation:	
Address:	
Telephone:	
Email:	
Contact During Event (if different from above):	
Telephone:	
Email	

Volunteers

Volunteer Role	Volunteer Responsibility

Briefing/Debriefing

When will a briefing for all staff, volunteers and appropriate stakeholders take place?

When will the debriefing take place after the event?

Who will be invited to the debrief?

Site Plan

Tick the checklist for your site plan & include an explanation of why any items are not included on the plan. Site plan shows:

- Surrounding area
- Entrances and exits
- Emergency access routes
- Vehicle paths
- Pedestrian only pathways
- Parking
- Stage location
- Seating arrangements
- Entertainment sites
- Security and police locations
- First aid posts
- "Chill out zones" rest areas
- Lost children/property
- Drinking water sites
- Food /vendors / stalls
- Liquor outlets
- Approved liquor consumption areas
- Non – alcohol (dry) areas
- Toilet facilities
- Information centre / control site
- Fire appliances
- Refuse containers
- Telephone facilities
- Media location

IMPORTANT: Attach a copy of your site plan

Public Places

Is your event being held in a public park or using any Council facilities?

- Yes
- No

If Yes – please contact Council for the relevant forms and applicable fees

2. FINANCIAL PLANNING

Budget

Income	Total \$	Expenditure	Total \$

Grants/Sponsors

Source of Funding (Grants, Sponsorship, In-Kind Support)	Total \$

3. INSURANCE

Public Liability

Have you investigated public liability and duty of care issues and checked that all those that require insurance have submitted the required details?

YES

NO

You will also be required to attach a copy of your own public liability insurance for the event

PUBLIC LIABILITY RECORD

ORGANISATION	INSURER	VALUE	POLICY NO.

4. RISK ASSESSMENT

Refer to Appendix A in the Event Information Kit

5. COMMUNITY SAFETY

Police

Name:	Station:
Telephone:	Email:
Proof of Advice to local police :	

Ambulance, Health Service/Hospital

Name:	Station:
Telephone:	Email:
Proof of Advice to local ambulance:	
Proof of Advice to local health service or hospital:	

Queensland Fire and Rescue Service

Name:	Station:
Telephone:	Email:
Proof of Advice to local QFRS:	

Security

Has a security firm been contracted?

YES

NO

If yes provide details:

COMPANY:	PRINCIPAL:
LICENCE/ACCREDITATION DETAILS:	
NUMBER OF PERSONNEL:	

If No, describe security arrangements.

--

Event Security will

Commence at:	Conclude at:
--------------	--------------

What security arrangements have been made for:

Cash:	Asset protection:
Crowd Management:	
Prohibited Items:	

6. COMMUNICATION

What communication devices will you be using throughout your event to liaise with event staff, volunteers and emergency services?

--

What systems and technologies will be in place for communicating with patrons?

--

Will an information centre be clearly identified & available to patrons at the event?

YES NO

7. TRAFFIC MANAGEMENT

Will any roads need to be closed for your event?

YES – Approval will be required from Council or Department of Main Roads
NO

Has a public transport plan been developed for the efficient movement of patrons?

Before Event	During Event	After Event
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO

Provide details of parking available at the venue/s

--

Provide details for emergency vehicle access during the event.

--

8. FIRST AID

Who is supplying first aid for your event?

Start Time:	
Finish Time:	
Number of first aid personnel:	
Number of first aid posts:	

9. FIREWORKS

Approvals from authorities

Confirmation that the fireworks contractor has properly notified all relevant authorities about the display, prior to the display

--

Notifications

Outline how the local community will be notified of the display as required.

--

Land Owners

Obtain approval from the owner or agent for the land on which the display is to be held

--

Site Selection

Ensure site selected is a safe and suitable site for the fireworks display relevant to the types of fireworks to be included in the display

--

Site Security

Security measures (including crowd control measures) for the fireworks display and spectators are aware of the requirements.

Safety Management System

Observe proof of the fireworks contractor's WH&S management system documentation or a statement from the contractor about the plan.

Emergency Planning

Provide sufficient emergency planning (e.g. first aid, fire extinguishers, and ready access for emergency vehicles).

Insurance

Check that there is appropriate insurance coverage for the fireworks display.

Personnel – Authorisation

Select a suitably authorised fireworks contractor who provides an appropriately authorised fireworks operator for the fireworks display.

Planning

Allow sufficient time for the fireworks operator to safely set up the fireworks display & clean up after the display.

Response to changing conditions

Respond appropriately to changing conditions during the fireworks display (e.g. stopping the display if the fireworks operator or Queensland Fire & Rescue demands it or if the conditions are unsafe, such as unsuitable weather conditions for clearance distances or the failure of the spectators to follow directions).

10. FOOD

Are high-quality, affordable and accessible food stalls available to patrons in the different venue areas (including licensed areas)?

YES NO

What type of food will be available? (e.g fast food, snacks, meals)

--

Do all food stalls hold appropriate food licences?

YES NO

11. ALCOHOL

Will alcohol be available at the event?

NO – Alcohol will not be served or consumed at the event (Skip to section 12); or

YES – BYO alcohol will be allowed to be consumed at the event; or

YES – Alcohol will be sold or supplied at the event and a permit is required.

Will a liquor licence application be submitted?

YES

PERMIT TYPE:
OFFICE:
CONTACT NAME:

NO- reason?

Who will be the holder of the permit or approval?

LICENSEE/ORGANISATION	NOMINEE:
ADDRESS:	
TELEPHONE:	EMAIL:

Responsible service of alcohol

How will you tell patrons about alcohol, including that alcohol will not be served to minors and intoxicated patrons? Provide examples.

Event Publicity Ticketing Signage

How will you inform event personnel, specifically bar & security staff, of their responsibilities under the Liquor Act 1992, and about the responsible service of alcohol and the penalties for offences committed?

--

How many bar staff do you intend to employ?

What is the expected No. of patrons?

Beverage options

What types of alcoholic & non-alcoholic drinks will be available at the event?

Drink: eg light beer
Drink:

Trading hours

What are the proposed liquor trading hours?

Day 1	To:
Day 2	To:
Day 3	To:
Day 4	To:
Day 5	To:
Day 6	To:
Day 7	To:

How many alcohol dispensing and consumption areas will be available?

Dispensing areas

Consumption areas

How will the boundaries of consumption areas be defined?

--

12. AMUSEMENT RIDES

Will your event have amusement rides?

YES – please provide a copy of the certificate of Registrable Plant for each ride

NO

13. ANIMAL MANAGEMENT

Will your event have domestic animals on site?

YES

NO

14. TEMPORARY STRUCTURES

Will temporary structures be erected at your event?

YES – please provide details

NO

15. WASTE MANAGEMENT

Describe your waste management practices for the event including the number of rubbish bins and recycling bins available for patrons and how often they will be emptied and disposed of.

16. DUST

How will you mitigate dust during your event?

17. WATER

Is drinking water available (free of charge) to all patrons attending the event?

YES – please provide details

NO

Is the location of the water clearly signposted & marked on maps?

YES – please provide details

NO

18. LIGHTING

Has certification for lighting and power been obtained through the local authority?

YES – please provide details

NO

Does the provision of lighting and power cater for emergencies

YES – please provide details

NO

19. NOISE

List the provisions you have made to minimise and monitor the level of noise

20. TOILETS

What is the expected number of patrons?

How many toilets will be provided?

Male _____

Female _____

People with disabilities _____

21. EVENT PROMOTION

Will tickets be available for your event?

YES – please provide details

NO

What advertising will you be doing prior to your event? TV, Radio, Social Media, Print etc.

22. IMPORTANT DOCUMENTS

Complete the following checklist to ensure that all records are included in the file.

- Event Plan
- Details of committee members
- Stakeholder contacts
- Records of meetings
- Sponsorship letters
- Licences / permits
- Applications for Licences / permits
- Inwards correspondence including letters and emails
- Outwards correspondence including letters and emails
- Emergency plan
- Media releases
- Event program
- Site plan
- Tickets
- Promotional material – posters and flyers
- Risk Assessments
- Contracts
- Accounts
- Employment records
- File note of telephone conversations
- Quotes for products or services
- Media articles