

# 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 as per the time lines outlined in section [33.Timeframes](#) of this information kit.

## 2 Temporary Entertainment Event Approval

Council regulates events by way of an event approval process to ensure events are carried out in a safe manner for patrons, whilst preventing nuisances to the surrounding environment. Under [Cook Shire Council Local Law 1, Subordinate Local Law No. 1](#); event organisers are required to complete a [Temporary Entertainment Event Application form](#) (fees apply) in order to receive the appropriate permit for holding a temporary entertainment event. Exemptions to this include the following

- Trail rides conducted on a private property during the weekend.

If you are unsure of whether or not you will need to obtain a Temporary Entertainment Event Permit, please contact Cook Shire Council Ph: 07 4082 0500 or E: [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)

### 2.1 Do I need an Event Permit?

You will need a temporary entertainment event permit if you answer **YES** to one or more of the following:

- Are you providing entertainment to the public?
- Will you have more than 200 people attending your event?
- Will your event have any catering, infrastructure, fireworks or amplified sound?
- Will your event impact on neighbouring residents or businesses?

**Please note: Event attendee numbers may trigger other requirements and services to be provided at your event, such as event traffic management plans (Please see sections 14 for Traffic Management Plan information).**



### 3 Holly's Protocol – Mass Gatherings

Holly's Protocol was developed in response to the Northern Coroner's recommendations following the inquest into the tragic passing of Holly Winta Brown – a young woman who suffered a medical emergency while attending a popular local community event, the Laura Races and Rodeo weekend in the remote Cape York Peninsula town of Laura on 15 June 2015. The coronial inquest into Holly's death identified key emergency response areas requiring additional enhancement for preparation and execution, and recommended that a standard protocol be developed to address the safety issues inherent in mass gathering events conducted in remote locations.

This resulting document is designed to guide community planning and preparation prior to a public mass gathering event and also identifies how key information is communicated before, during and after an event. The Protocol identifies possible risk, aiming to ensure the health and safety of attendees, event organisers and emergency responders for the duration of the event and subsequent travel.

Cook Shire has since incorporated the standards identified in the protocol in its Temporary Entertainment Event Application to ensure the Coroner's recommendations are met by all event organisers. A copy of Holly's Protocol is available by contacting Council.

### 4 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 [Appendix A](#). This will help ensure that you have covered all areas of the event planning process and are able to submit your Temporary Entertainment Event Permit Application on time with all relevant information and supporting documentation.

Further information on how to organise events and festivals can be found on the Tourism and Events Queensland [website](#)

## 5 COVID Safe Event Requirements

From 17 December 2021, events are no longer required to operate under the COVID Safe Event Checklist. However, depending on the type of event and where it is being held you may still be required to operate in accordance with a checklist.

For the most up to date information on COVID requirements for your event, please visit the Queensland Health website <https://www.covid19.qld.gov.au/>

## 6 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.

Click here to see and book Council's venues: [Venue Hire Booking Form](#)

## 7 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. As part of your [Temporary Entertainment Event Application](#) the site plan **must** include the following;

- Adhere to public health directions regarding Covid-19 ( [Chief Health Officer public health directions | Queensland Health](#) )
- Emergency access routes
- Parking and disabled parking
- Fire extinguishers
- Stage and direction of amplified sound
- Spectator areas
- Security, crowd control and / or police locations
- First aid posts & lost children / property
- Approved liquor consumption areas / non-alcohol area
- Designated smoking areas
- Site entrance/exits
- Emergency exits
- All toilet and shower facilities
- Registration / marshalling areas
- Litter / refuse facilities
- Marquees / tents / jumping castles / animal enclosures
- Fireworks launch site / exclusion zone
- Food – clearly mark the area(s) where food will be prepared, supplied, served or sold
- Location of generators and power supply
- Amusement operators
- Walkways
- Information office
- Camping area

- Helicopter pad location
- Medical set up location
- Disabled toilets

**Please note that as part of your Temporary Entertainment Event Application form, a site plan must be submitted.**

## 8 Accessibility

Under the [Disability Discrimination Act 1992](#), event organisers have a legal responsibility to prevent (within their means) discrimination against people with a disability. When and where possible try and make your event accessible for people with disabilities who may want to attend, or participate. This includes looking at the possibility to make your site wheelchair friendly; ensuring there are ambulate and disability toilets on site and including disability parking incorporated into the site plan. It is also important to remember that not all disabilities are visible.

There are a number of online guides and check lists available to help you make your events more accessible, please consider these when planning your next event;

- [Event Accessibility Checklist \(afdo.org.au\)](http://afdo.org.au)
- [\(and.org.au\)http://www.australiacouncil.gov.au/content/accessibility/](http://www.australiacouncil.gov.au/content/accessibility/)

## 9 Public Places

Council has many wonderful parks and facilities you can hire for your event. If you would like to use a Council venue, park or reserve you need to make a booking at least three (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 Customer Experience Team on 07 4082 0500.

## 10 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 or staging technicians 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 a minimum of \$20 million.

**Please note that as part of your Temporary Entertainment Event Application form, a copy of your public liability certificate of currency is to be submitted.**

## 11 Risk Management and Safety

There are many possible risks associated with an event. Council is committed to event safety and takes risk management seriously. Careful planning will help minimise risks and ensure the safety of all patrons, volunteers, contractors and event organisers; therefore, risk management must be an important component of your event planning. Community Safety areas to consider include:

- Ensuring that all areas of your site, especially access paths and emergency exits are clearly illuminated and kept clear of obstructions,
- All toilet and shower amenities need to have sufficient lighting after dark,
- An area for lost children and lost property should be clearly signed and staffed accordingly, and,
- All event staff and volunteers are briefed in how to respond to an emergency situation, including site evacuation.

For more information on running a safe event, check out the [Part-1.-WHS-Commitment-and-Responsibilities-1.pdf \(liveperformance.com.au\)](#) and [Australian Safety Guidelines for the Entertainment Industry](#).

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 B](#) 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.**

## 12 Community Awareness and Consultation

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, social media, face-to-face meetings or a letterbox drop.

## 13 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, it is advised that you engage appropriate security to ensure that nothing is tampered with or stolen. Security is also advised whenever alcohol is being sold or consumed. Additional lighting should also be considered.

## 14 Emergency Services

You will be required to notify the local emergency services of your event during the planning stage. We recommend you consult with the local emergency services when planning your event as they may be able to assist you as well as ensure that their own services are ready to respond in case of an emergency situation.

**Please note that notifying the local emergency services of your event is a requirement of your Temporary Entertainment Event Application Permit.**



Emergency Services to notify include;

- Queensland Police Service,
- Queensland Fire and Emergency Services,
- Queensland Ambulance Service and
- The local hospital or health service

## 15 Emergency Management Plan

You will be required to develop an Emergency Management Plan as part of your event planning.

An Emergency Management Plan should include:

- Event Details and Objectives
- Venue description
- Emergency preparation and testing
- Roles and responsibilities of the Emergency Planning Committee
- Emergency Evacuation Procedures
- Crowd control/security
- Weather monitoring and response
- Communication
- COVID compliance
- Emergency Services Personnel
- Emergency Site Plans

**Please note submitting an Emergency Management Plan is a requirement of your Temporary Entertainment Event Application Permit.**

## 16 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 backup communication device (fully charged) in case of any emergencies.

## 17 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:

- [Queensland Police Special Event Permits](#); If your event affects the operation of public roads, including full, partial or altered traffic conditions, you will need to contact Queensland Police to gain further information specific for your event and potentially apply for a Queensland Special Events Permit.

- 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/services/roads/request-for-road-closure>
- 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](http://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.

## 18 First Aid

First aid service is critical at any event. First aid stations are required at all events for the entire duration of the 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 and qualifications of staff at the first aid stations will depend on the size and scale of the event as well as the distance from hospitals and emergency services.

## 19 Electrical, Gas and Hot Water Safety

### 19.1 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 needs 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
- Trip Hazards - Ensure any leads that may be running from the generator are covered appropriately

### 19.2 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>.

### 19.3 Hot Water

All water heating systems at your event must comply with the [Queensland Plumbing and Wastewater code](#). As such all hot water storage systems must be heated to a minimum of 60°C to prevent the growth of bacteria such as legionella, additionally all hot water systems must be fitted with a tempering device, ensuring that the hot water delivered to all taps is at a maximum of 50°C. Please note, because of these legislations, hot water donkeys (continuously heated water in a drum or barrel over a fire) do not comply with the Queensland Plumbing and Wastewater Code and are considered illegal hot water systems. If your event currently relies on hot water donkeys to deliver hot water at your event, please contact Cook Shire Council for further discussion.

## 20 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 a 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](http://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>

## 21 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. 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.

If you are unsure whether you require a food licence, please contact Council's Environmental Health Officer on 07 4082 0500.

## 22 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.

## 23 Smoking

It is important to remember that Queensland Tobacco laws still apply to events and people attending events. This includes;

- No smoking within 10 metres of children's playground equipment and organised under-18 sporting events
- No smoking (including e-cigarettes) at outdoor eating and drinking areas;
- Providing designated smoking areas;
  - No less than 5 metres from an entrance;
  - Food and drink cannot be taken into, consumed or served in this area;
- Provide signage about non-smoking areas and designated smoking areas; and
- Tobacco products cannot be sold from temporary retail outlets.

If you require additional information regarding smoking restrictions for your event, please see the Queensland Health Website - <https://www.health.qld.gov.au/public-health/topics/atod/tobacco-laws/outdoor#national-parks>.

## 24 Amusement Operators

As the event coordinator you must ensure all amusement ride operators provide you with a copy of their certificate of Registrable Plant for each ride. You will then need to submit copies of these documents as part of your application to Council to hold a Temporary Entertainment Event.

**Please note that the associated registration documents need be submitted at the same time as your Temporary Entertainment Event Application form.**

## 25 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 you are ultimately the person in control of the animals. Please ensure you keep all enclosures and the surrounding areas clean. When there is potential for people to come in contact with animals you must provide hand washing facilities or hand sanitiser. Protecting the community against risk or injury is paramount while ensuring the animals do not create a nuisance.

## 26 Buildings and Structures

Any stages, marquees or other 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 and permanent buildings and structures include;

- marquees
- viewing towers
- tents
- spectator seating/grand stands
- stages
- canteens and bars
- club houses
- amenity blocks
- pergolas
- sheds

All permanent and temporary structures must be constructed in accordance with all relevant Australian Standards. For further information, please contact Council's Planning and Environment Department by email [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) or phone 07 4082 0500.

## 27 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

### **27.1 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.

### **27.2 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 4082 0500.

### **27.3 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.

### **27.4 Water**

It is essential that water supplied for food vendors, drinking, handwashing and showers is safe. Water does not have to be treated to be safe but must pass potable water laboratory tests. Town water is tested regularly so if your event is held in an area with access to town water you may not need to do any further testing. If your event is held in an area without access to town water you may need to do tests. Please talk to Council’s Environmental Health Officer for further information.

## **28 Sustainable Events**

Since September 1 2021 the supply of single-use plastic straws, plates, bowls, cutlery and expanded polystyrene takeaway food containers and cups have been banned in Queensland. The ban is part of Queensland’s plan to tackle plastic pollution and follows strong support from the community,

retailers and industry organisations. See how you can make your event more sustainable:

<https://www.plasticfreeplaces.org/council-resources>.

For more information visit:

<https://www.qld.gov.au/environment/pollution/management/waste/recovery/reduction/plastic-pollution/single-use-plastic-products-ban/about>

## 29 Amenities

As the event organiser it is your responsibility to ensure there are adequate toilet facilities specifically for event attendees. The general rule is one toilet per 60 people and one shower per 100 people for events but the number of amenities 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

It is the responsibility of the event organiser to ensure that the event site has adequate amenities and where appropriate all amenities comply with Queensland (State) and Federal laws and regulations surrounding Plumbing and Wastewater.

## 30 Camping

Depending on the size, scale, location, activity, intended audience and or duration of your event, you may have included or wish to consider including camping at your event. By offering camping (either included in the ticket price or for an additional fee) you are opening your event to further audiences who otherwise may not have been able to afford to stay in close by accommodation, encouraging people to stay longer and later in to the evening as well as offering event goers a “Plan B” if your event includes alcohol. However, as the event organiser, it is your responsibility to ensure the event site has the appropriate amenities to facilitate camping, ensuring the safety and wellbeing of not only event goers but also the environment.

If your event includes or you are thinking about including camping as part of your event, please contact Council’s Environmental Health Officer for more specific information regarding your event and camping requirements.

## 31 Public Water and Aquatic Activities

If your event involves activities on/ in water, there are a number of things need to take into consideration. The addition of water activities to your event does have the potential to increase the number of associated hazards and risks. When planning an event that includes aquatic activities, please consider the following -

- Water quality – acceptable water quality values are different depending on the use of the water, such as swimming. Prior to your event you should determine if the physical, chemical and biological characteristics of the water are within acceptable limits so as not to cause a risk to your patrons
- Increase risk of drowning – the addition of water activities to an event introduce the risk of drowning to both children and adults. To prevent drowning, discourage people from swimming under the influence of alcohol; ensure that all children are to be supervised by an adult when in and around the water at all times; discourage people from diving in shallow water; and when possible have dedicated life guards on duty
- Public water ways – if your event is likely to affect the normal operation of ships in the area (such as boat or swimming races, sailing regattas, water skiing competitions or fireworks displays on/ in public, etc.) you will need to lodge an [aquatic event application](#) with the local [Maritime Safety Queensland Regional Office](#). For more information about obtaining an aquatic event authority please follow head to the Department of Transport and Main Roads; Queensland website

## 32 Signage and Advertising

Signage for events is regulated by Council. For more information about signage please see [Installation of Advertising Devices Application](#) . 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. Please note that signage cannot be placed on electrical poles.

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](http://www.tmr.qld.gov.au)

## 33 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.

For further information, please contact Cook Shire Councils Community, Economy and Innovation Department – [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) or by calling 07 4082 0500.

## 34 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 6 months prior to the event. Use the following timeframes as a guideline:

- |                                   |  |
|-----------------------------------|--|
| • Temporary Entertainment Event   | 6 months before the event                  |
| • Building and Plumbing Approvals | Submit before the Event Permit Application |
| • Food Business licence approval  | 8 weeks before the event                   |

- Road Closure 8 weeks before the event
- Advertising signs 8 weeks before the event
- Commercial Use of Roads Submitted with the Event Permit Application
- Use of Council Land Submitted with the Event Permit Application

## 35 Fees

Fees may be applicable for approvals or licences discussed in this information kit. Please refer to the Cook Shire Council Fees and Charges Schedule for more information or alternatively please feel free to get in contact with Cook Shire Council via email [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) or Phone 07 4082 0500.

## 36 Cook Shire Council Directory

Throughout this document a number of different Council Staff have been identified, who are able to assist you with different elements of planning your event, and the Temporary Entertainment Event Application. These staff titles and elements of their role have been listed below for you to better understand how they may be able to work with you regarding the approval of your application and subsequent issuing of your Temporary Entertainment Event Permit.

However, please note that all correspondence should be sent to the attention of the Tourism and Events Officer by emailing [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) who will be able to put you in touch with the appropriate personnel related to your enquiry.

### Tourism and Events Officer

- Point of contact for all community groups, organisations and individuals wishing to run an event in Cook Shire
- Provides support to applicants on event permit application and permit process

### Environmental Health Officer

- Assesses all *Temporary Entertainment Event Applications*, in consultation with other specialised officers
- Assesses and issues Food Business Licence applications and licences

### Building Inspector

- Ensures that all buildings and structures (both permanent and temporary) meet State and Federal building standards and codes

### Plumber

- Ensures that all water and waste waters systems meet state and federal legislations and regulations

### Waste Management Coordinator

- Can assist with helping your event find the most appropriate waste management solution/s

## Grants Officer

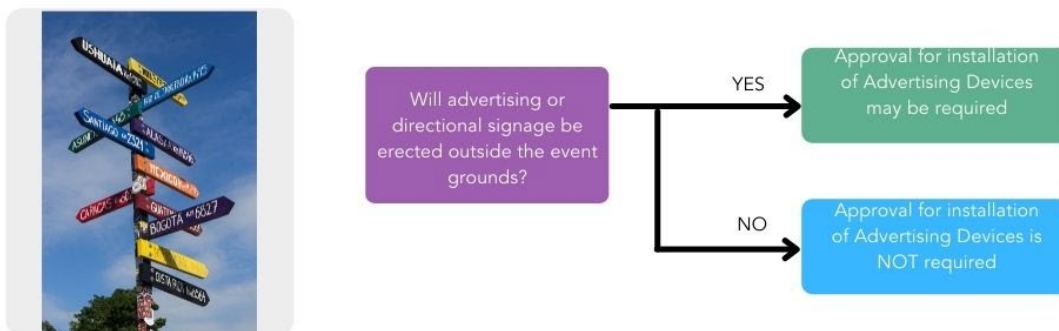
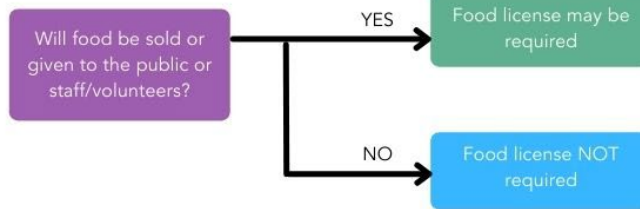
- All event sponsorship requests will be directed to the Grants Officer

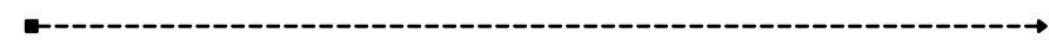
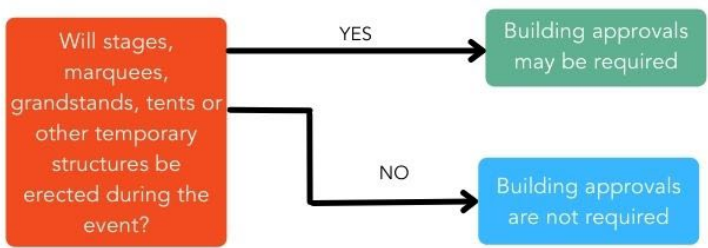
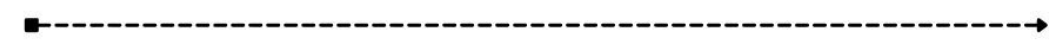
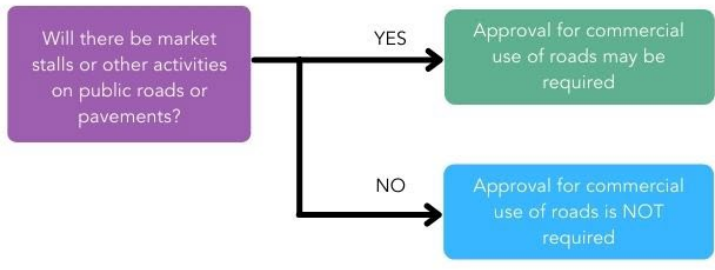
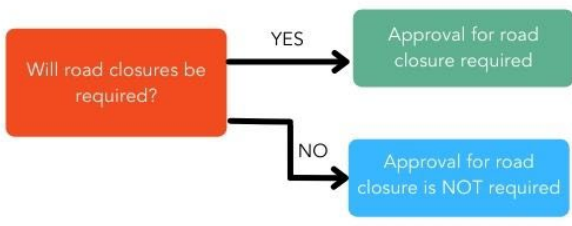
**For all enquiries please contact the Cook Shire Council Tourism and Events Officer – [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) or via phone, 07 4082 0500.**



37 Flowchart

# EVENTS FLOWCHART





## 38 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
4	Have you completed your Event Management Plan?			A copy must be provided to Council before any approvals can be given
5	Does your event adhere to the current public health directions for COVID-19?			Go to the QLD Health website to ensure all current rules and regulations are applied to your event.
7	Have you completed a site plan as a part of your temporary entertainment event application?			Submit a copy to Council with your temporary entertainment event application.
9	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
9	Have you submitted a current copy of your event's certificate of Public Liability to Council?			Submit a copy to Council
10	Have you obtained copies of current certificates of Public Liability Insurance from any third parties participating in your event?			Submit a copy to Council
11	Have you completed a Risk Assessment for your event?			Refer to Appendix B for a template
12	Have you advised the community (in advance) that your event is being held?			Suggest local newspaper, social media, letterbox drop or door to door
14	Have you advised the Qld Police, Qld Fire, Qld Ambulance and local hospital or Torres and Cape Hospital and Health Service of your event?			
13	Do you require security at your event?			If there is alcohol at your event you may require security for safety reasons.
13 & 19.1	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
15	Have you completed an Emergency Management Plan?			This must be submitted with your Temporary Entertainment Event Application.
16	Do you have the necessary communication devices for your event including mobile phones, satellite phones and two way radios?			

17	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.
18	Have you organised qualified first aid staff and a designated, well equipped first aid station for your event?			
19.1	Has all your electrical equipment been tested and tagged by a qualified person?			
19	Do you require access to power at any of Council's parks or facilities?			If yes, please contact Council's Environmental Health Officer
19.1	Does your event require the use of generators?			If yes, please contact Council's Environmental Health Officer
20	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
21	Will food be sold or served at your event?			If yes, complete the Food Business Licence - Events Form and return to Council
22	Will alcohol be sold or served at your event?			If yes, a licence may be required from the Office of Liquor and Gaming
23	Does your event have a designated smoking area?			Check that all smoking related areas align to the Queensland Tobacco laws.
24	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
25	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.
24	Will any temporary buildings or structures be erected for your event?			If yes, contact Council's Planning and Environment Department
27.1	Have you considered noise minimising practices including stage placement and direction of speakers and hours of operation?			
27.1	Will the event have amplified noise/music?			If yes, a noise management plan is required
27.2	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 Hire Form and return to Council
27.3	Do you have dust mitigation provisions in place for the duration of your event?			Implementation of dust mitigation if applicable.

27.4	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
28	Are you taking steps to reduce waste and make your event more sustainable?			Check that all food, drink and stallholders are adhering to the Queensland single use plastic ban.
29	Are adequate toilet facilities available at your event?			
30	If your event has camping, is there an additional fee? Is there a separate location of the event where attendees can go if they are camping?			If yes, please contact Council's Environmental Health Officer
31	Does your event involve Public Water and Aquatic Activities?			If yes, please complete the Aquatic Event Application form with maritime safety Queensland.
32	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
33	Have you applied for relevant grants or considered sponsorship for your event and have you acquitted all previous grant funding?			
32	Have you asked Council to include your event on the <a href="http://www.cooktownandcapeyork.com">www.cooktownandcapeyork.com</a> website?			
34	Have you taken timeframes for approvals into account in the planning phase?			Many permits and approvals can take up to 12 weeks to obtain. Planning ahead for your event is necessary to ensure its success.



## 39 Appendices

### 39.1 Appendix A - Example Event Management Plan Template

1. EVENT DETAILS			
NAME OF EVENT:			
DATE/S OF EVENT:			
VENUE:			
LOCATION/ADDRESS:			
LAND OWNER:			
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	26-40 years	<input type="text"/> % of total attendance
13-18 years	<input type="text"/> % of total attendance	41-55 years	<input type="text"/> % of total attendance
19-25 years	<input type="text"/> % of total attendance	56+ 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:	

#### 1.1 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


### 1.2 Contingency Plan

Detail the contingency plans in case of bad weather

--

### 1.3 Event Manager

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

### 1.4 Volunteers

Volunteer Role	Volunteer Responsibility

### 1.5 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?


### 1.6 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:

- |  |   |
|--|---|
| <input type="checkbox"/> Surrounding area                | <input type="checkbox"/> Lost children/property                           |
| <input type="checkbox"/> Entrances and exits             | <input type="checkbox"/> Drinking water sites                             |
| <input type="checkbox"/> Emergency access routes         | <input type="checkbox"/> Food /vendors/stalls                             |
| <input type="checkbox"/> Vehicle paths                   | <input type="checkbox"/> Liquor outlets                                   |
| <input type="checkbox"/> Pedestrian only pathways        | <input type="checkbox"/> Approved liquor consumption areas                |
| <input type="checkbox"/> Parking and Disabled Parking    | <input type="checkbox"/> Non – alcohol (dry) areas                        |
| <input type="checkbox"/> Stage location                  | <input type="checkbox"/> Toilet facilities (including disabled toilets)   |
| <input type="checkbox"/> Seating arrangements            | <input type="checkbox"/> Information centre / control site                |
| <input type="checkbox"/> Entertainment sites             | <input type="checkbox"/> Fire appliances                                  |
| <input type="checkbox"/> Security and police locations   | <input type="checkbox"/> Litter / Refuse containers                       |
| <input type="checkbox"/> First aid and Information posts | <input type="checkbox"/> Telephone facilities                             |
| <input type="checkbox"/> “Chill out zones” rest areas    | <input type="checkbox"/> Media location                                   |
| <input type="checkbox"/> COVID Compliance                | <input type="checkbox"/> Marquees/Tents/Jumping Castles/Animal Enclosures |
| <input type="checkbox"/> Helicopter Pad Location         | <input type="checkbox"/> Spectator areas                                  |
| <input type="checkbox"/> Amusement Operators             | <input type="checkbox"/> Camping Area                                     |
| <input type="checkbox"/> Registration/Marshalling Area   | <input type="checkbox"/> Media location                                   |

**IMPORTANT: Attach a copy of your site plan**

### 1.7 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

### 2.1 Budget

Income	Total \$	Expenditure	Total \$

### 2.2 Grants/Sponsors

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

## 3. INSURANCE

### 3.1 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 B in the Event Information Kit

## 5. COMMUNITY SAFETY

### 5.1 Police

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

### 5.2 Ambulance, Health Service/Hospital

Name:	Station:
-------	----------

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

### 5.3 Queensland Fire and Rescue Service

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

### 5.4 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?

<input type="checkbox"/>	YES – Approval will be required from Council or Department of Main Roads
<input type="checkbox"/>	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

### 9.1 Approvals from authorities

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

------------------

### 9.2 Notifications

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

------------------

**9.3 Land Owners**

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

**9.4 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

**9.5 Site Security**

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

**9.6 Safety Management System**

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

**9.7 Emergency Planning**

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

**9.8 Insurance**

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

**9.9 Personnel – Authorisation**

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



**9.10 Planning**

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

**9.11 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?**

<input type="checkbox"/> YES	PERMIT TYPE:	<input type="checkbox"/> NO- reason?
	OFFICE:	
	CONTACT NAME:	

**Who will be the holder of the permit or approval?**

LICENSEE/ORGANISATION	NOMINEE:
ADDRESS:	
TELEPHONE:	EMAIL:

**11.1 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    Other:

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?	<input type="text"/>	What is the expected No. of patrons?

**11.2 Beverage options**

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

Drink: e.g. light beer
Drink:
Drink:
Drink:
Drink:
Drink:
Drink:
Drink:

**11.3 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

1.
2.
3.
4.
5.

### 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. COVID MANAGEMENT

How will you implement COVID regulations into your event?


## 23. IMPORTANT DOCUMENTS

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

- Event Management 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 management plan
- Emergency evacuation plan
- Media releases
- Event program
- Site plan
- Tickets
- Promotional material – posters and flyers
- Risk Assessments and Risk Management
- Contracts
- Accounts

- Employment records
- File note of telephone conversations
- Quotes for products or services
- Media articles

### 39.2 Appendix B – 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
<b>Almost Certain</b> is expected to occur at most times	H - 5	H - 4	E - 3	E - 2	E - 1
<b>Likely</b> will probably occur at most times	M - 5	H - 5	H - 4	E - 3	E - 2
<b>Possible</b> might occur at some time	L - 7	M - 6	H - 5	E - 4	E - 3
<b>Unlikely</b> could occur at some time	L - 8	L - 7	M - 6	H - 5	E - 4
<b>Rare</b> 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 Hazard	Before Mitigation				Hazard/ Risk Mitigation Consequences	After Mitigation			
	The risk – what can happen and how?	Likely-hood	The risk – what can happen and how?	Likely-hood		Responsible person for implementing the risk mitigation	Likely-hood	The risk – what can happen and how?	Likely-hood
<b>Example:</b> Food is not prepared in accordance to Food Handling and safety guidelines	Food poisoning	Possible	Major	E-4	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.	Event organiser and food operators	Unlikely	Major	H-5
Example: Animals	Patrons contracting diseases when touching animals				Provide hand washing facilities				
	Animals kicking someone and causing injuries like broken bones or abrasions				Erect barriers to separate patrons from animals				
