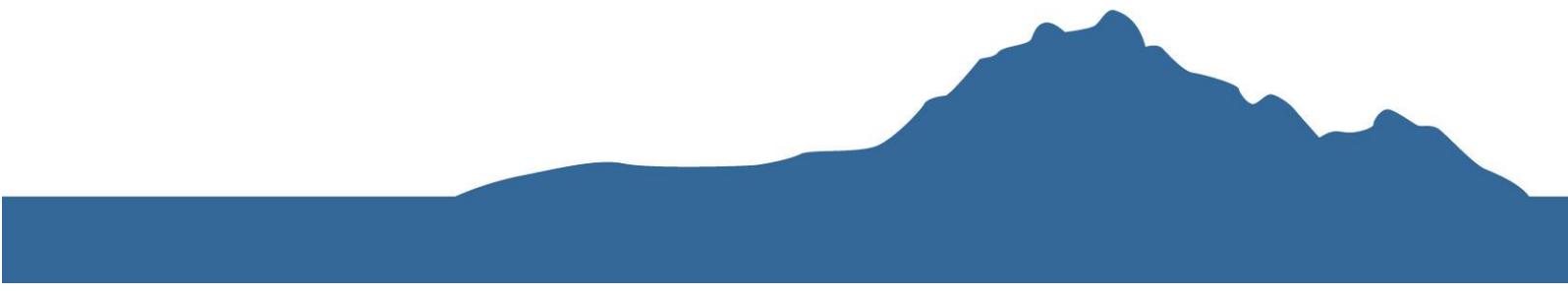




# Event Management Guide

A resource for organising events on Flinders Island  
January 2016



## INTRODUCTION

Flinders Council has designed this Event Management Guide to assist individuals and community organisations in the running of events on Flinders Island by highlighting a number of key items to consider when organising an event.

**Please note: Not every item in this guide will apply to your particular event.** It is recommended that the Event Organiser identify those parts of the guide that do apply to them and their event.

Council staff are available to provide guidance and direction to help ensure that your event meets all requirements and is run safely and successfully. However, it remains the Event Organiser's responsibility to seek additional information where required and to ensure that any relevant approvals have been obtained.

Please refer to Council's website [www.flinders.tas.gov.au/community-events/](http://www.flinders.tas.gov.au/community-events/) for a PDF version of this document, as well as any other forms and information sheets you may need to reference in planning and organising your event.

The Event Management Guide is divided into the following two parts:

### **Part One – Event Planning**

This section outlines the event processes to follow in planning and organising your event and Council's application process requirements if an event is to be held on Council land or property.

### **Part Two – Event Management**

This section provides general information and guidelines on things you may need to consider in organising and managing a successful and safe event.

## PART ONE – EVENT PLANNING

### 1. Planning Your Event

A well-managed and safe event evolves through a process of careful planning. Given the complexity of event organisation it is vital to maintain good records of planning, implementation and evaluation.

### 2. Planning Strategies

Some successful strategies that play an important part of planning your event include:

- determine the purpose of the event
- identify who you want to attend the event
- consider the best time to hold the event
- decide on the best venue to hold the event
- start planning ahead of time
- promotion/publicising your event
- prepare an event action plan
- maintain records of procedure
- prepare an event budget
- identify any risks associated with the event
- identify what insurance you may need to cover the event

### 3. Risk Assessment

In the interest of those attending your event and also to ensure that insurance cover requirements are satisfied, it is recommended that you conduct a risk assessment of the area you wish to use.

It is a good idea to conduct a risk assessment prior to setting up your event and then another risk assessment after set up.

If you find anything that may be a risk to any person either working at or attending the event, then you may wish to document these items and advise those who may be effected.

A Risk Assessment template is provided as part of this guide. You may wish to consider things such as:

- structures and marquees
- vehicles driving in pedestrian areas
- electrical cabling
- trip hazards
- fires/gas bottles
- injuries/accidents
- food poisoning
- dehydration/sunstroke
- crowd control
- panic if emergency occurs

Each event is different; you may have other risks that are unique to your event.

#### 4. Weather

The impact of weather on your event will depend on the activities involved. Potential weather impacts should be considered and included in your risk assessment.

Have arrangements in place to deal with possible weather conditions such as:

- heat – provision of shelter, water, first aid, sun cream, mosquito repellent
- wind – provision of shelter, and ensuring structures and dangerous items are secure
- rain – provision of shelter, and protection for leads and wiring
- hail – provision of shelter
- cold – provision of shelter and warmth

In the case of extreme weather, it may be necessary to cancel or postpone your event to ensure the safety and security of those present.

#### 5. On The Day

Have ready access to all important event documentation on the day of your event. This documentation might include:

- a running sheet outlining the timing of your event
- contact mobile phone numbers of all staff, volunteers, performers, emergency personnel and other key stakeholders
- a site plan
- a traffic management plan
- a crowd management plan
- copies of all contracts and permits
- an emergency response plan, including emergency medical plan and emergency communications plan
- incident/accident report forms

It is recommended that all staff and volunteers are fully informed of key aspects of the event to ensure a successful and safe event on the day.

Please contact Flinders Council on 6359 5001 if you would like to arrange a meeting to discuss planning your event.

#### 6. Notifying Council

The **Event Notification Form** notifies Council of your intent to hold an event and enables Council to liaise with you regarding the necessary requirements, applications and fees payable for your particular event. Through this form, you are also able to request Council Services such as additional rubbish bin supply, mowing etc.

For public events that require hiring of Council land or property, the **Event Notification Form** enables Council to easily assess the event requirements and ensure all requirements are met for a successful and safe event.

If you consider your event to be private, not held on Council land or property, and not requiring any permits or approvals (after reading this Event Management Guide), then Council does not require you to submit an **Event Notification Form**\*

*\*Please Note: Council service requests such as additional rubbish bin hire, mowing lawns etc. will still need to be requested through an **Event Notification Form** even if your event is private.*

## PART TWO – EVENT MANAGEMENT

### 1. The Venue

It is the responsibility of the Event Organiser to ensure that the chosen venue/site is suitable for the intended event and that all relevant approvals and information are obtained for the event.

When deciding on a suitable venue, consider the following:

- the anticipated size of the event and expected number of patrons
- entrances and exits and car parking
- indoor versus outdoor requirements
- requirements of people with disabilities
- access to infrastructure – power, water, communications, toilets, etc.
- risk management and occupational health and safety

### 2. Hire of a Council Managed Facility

To hire a Council managed facility (for example, a hall, park or the showgrounds), please contact Flinders Council on 6359 5001 to check availability and to make a booking. When discussing your booking with Reception, you will be advised if an Application for Hall Hire is required to be lodged with Council and of any fees and charges payable.

Fees and charges are reviewed annually and can be found on Council's website [www.flinders.tas.gov.au](http://www.flinders.tas.gov.au) – Fees and Charges link.

### 3. Site Plan

A site plan is a drawing indicating the ground layout of your event and is essential for event planning and management. Typically, event site plans will include the following:

- site boundaries
- street access
- entrance and exits
- car parking
- toilets
- temporary stalls, structures and tent locations (including size and distances)
- first aid station
- food vendors
- alcohol wet areas
- smoking areas
- kids play equipment
- stages

### 4. Publicity and Promotion

Consider how you can promote and publicise your event to attract attendees. There are a number of tools you can use in your promotional mix that include:

- adding your event to the online Community Calendar – [www.flinders.tas.gov.au/community-calendar](http://www.flinders.tas.gov.au/community-calendar)
- sending out a Householder to all residents
- placing an ad in Island News

- posters in prominent places- Council also has a Community Noticeboard located near the Interstate Hotel in Whitemark where staff are more than happy to place your poster
- Facebook/social media – there are a number of Community Facebook pages you can post notification of your event on such as the Flinders Island Community Noticeboard 2, or you could consider creating a page for your event

## 5. Traffic and Pedestrian Management

Where an event requires full or partial road closure, the Event Organiser must:

- consult with the local Police Sargent to utilise/close roads on Flinders Island
- apply to Flinders Council to utilise/close roads on Flinders Island. Please apply to the General Manager in writing and attach a traffic management plan
- seek permission from the Department of State Growth ([www.transport.tas.gov.au](http://www.transport.tas.gov.au)) if it affects the main road from the Whitemark Airport to the Lady Barron Wharf (known to the Department of State Growth as Lady Barron Road)

Council staff will advise the Event Organiser if it is practical and safe to allow the requested road closure. Any road closure will apply only to that section of street (s) as approved by Council.

## 6. Occupational Health & Safety

The Event Organiser has an obligation to provide a safe environment for the public and to ensure appropriate care, safety and training is provided for staff and volunteers involved in running the event.

*For specific information relating to Occupational Health and Safety requirements, refer to Workplace Standards of Tasmania website [www.wst.tas.gov.au](http://www.wst.tas.gov.au)*

## 7. Event Risk Assessment

Event risk assessment and management is the careful examination of your event activities to identify any potential hazards, thereby allowing control measures to be introduced to reduce the risk to the lowest practical level.

On-site safety at all events is of the utmost importance with the public's expectation to be able to enjoy your event in safe and secure surrounds.

It is a responsibility of the Event Organiser to identify and address any potential hazards.

Some points to consider are:

- do you have public liability insurance for the event?
- is your property and equipment insured?
- do you have a contact list of your key stakeholders?
- does the location provide safe access for vehicles and pedestrians?
- is the area subject to high winds – will marquees and stalls be safe?

## **8. Insurance**

It is important that the Event Organiser investigates and obtains the appropriate insurances required for the event. It is important to understand exactly what each insurance covers and what is excluded under each policy.

As a general guide, Public Liability Insurance to the value of \$10 million is the standard requirement for most events, however this may vary according to the size of the event and the risks involved.

There are other general insurances that may need to be obtained in addition to Public Liability Insurance, but it is recommended that Event Organiser's seek professional advice on insurance needs that are specific to their event.

## **9. Emergency Services & First Aid**

Regardless of the size of the event, it is necessary to provide a level of first aid. This can range from having a first aid kit available for smaller events, to having a first aid provider on site for larger events, or those deemed as high risk.

It is important to keep an emergency access route clear at all times during the event to allow access for ambulance/fire truck etc. if an emergency arises.

## **10. Noise Control**

Events can create noise levels much higher than normal day-to-day noise and it is important when planning an event to consider the effect of noise on neighbouring residents and businesses.

If your event is within a residential area, amplified music and other noise that can be heard from inside a residence will need to cease at 11pm on a Friday and Saturday, and at 10pm Sunday to Thursday. Noise may not commence before 9am on Saturday, 10am Sunday or before 7am on weekdays.

## **11. Police & Security**

Flinders Police Station should be consulted when planning events and kept up-to-date during the final phase of the event planning and management process. Information to provide to police includes things such as:

- date and time of event
- type of event being held
- if alcohol will be available
- expected number of attendees
- road closures

For most events, police security will not be necessary. Security may be conducted by the Event Organiser or engaged personnel.

## **12. Food & Alcohol**

If you are selling food or selling/supplying alcohol at your event, you need to ensure that relevant permits have been issued by Council for the event. The Event Organiser must:

- Submit an application to Council for a Temporary Food Permit (maximum duration of 10 days) or an Annual Food License. For information or queries contact Council's Environmental Health Officer on 6359 5001.
- Provide access to water for hand washing, cleaning and suitable for drinking.
- Provide sufficient rubbish bins for the event.
- Hold a liquor license for the event, issued by the State Government, if selling or supplying alcohol. Please contact the Commissioner for Licensing, Hobart on (03) 6166 4040 or email [licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au) to obtain a license. A copy of this license needs to be provided to Council.

### **13. Cleaning, Waste Management & Recycling**

The Event Organiser is responsible for all cleaning arrangements, both during and after the event. If you require assistance with cleaning after the event, please contact Council and we will be able to advise you of the associated fees to clean the Council facility or hall.

Sufficient rubbish bins are necessary. Please let Council know if you require extra bins at an event being held on Council land or property

Council staff inspect Council land or property sites prior to and after events. For events held on Council land or property, sites **must** be cleaned up and left as found after the event as in the interest of other hirers.

### **14. Toilets**

At every event, toilets will need to be provided. Please ensure that toilets are cleaned and monitored by the Event Organisers during the event.

### **15. Temporary Structures**

If you intend to erect a tent, marquee, booth or a stage during your event, you will need to contact Flinders Council to find out requirements needed. Under *Regulation 38 of the Building Regulations 2004*, these temporary structures may be exempt or require a Temporary Occupancy Permit to be issued.

A Building Surveyor needs to determine whether any proposed temporary structure(s) to be used at the public event is/are exempt from requiring a "temporary occupancy permit" under the building legislation. This also includes food tents.

If you are advised by the Building Surveyor that the temporary structure(s) is not/are not exempt from requiring a "Temporary Occupancy Permit" you will need to make application to the General Manager for a "Temporary Occupancy Permit"- application forms can be found at <http://www.flinders.tas.gov.au/certificates-and-licences> .

### **16. Fireworks & Pyrotechnics**

If fireworks or pyrotechnics are planned for the event and no license is held, a permit from Workplace Standards Tasmania is required for fireworks purchase, handling and use. Workplace Standards Tasmania assesses pyrotechnic experience and qualifications to operate and conduct fireworks.

Operators need to hold Public Liability Insurance cover of no less than \$10 million. The Operator also needs to supply a copy of their Risk Management Assessment, including a

plan detailing the proposed display and charges. **Written notice needs to be given to all properties within 1,000m of the site no less than 21 days prior to the event.**

*To apply for a fireworks permit refer to Workplace Standards Tasmania on 1300 366 322 or visit [www.wst.tas.gov.au](http://www.wst.tas.gov.au)*

## **17. Activities Involving Animals**

Where an event includes animals or animal activities (such as pony rides, dog agility etc.) the Event Organiser needs to ensure that their insurance for the event covers such activities.

The Event Organiser needs to ensure that animals at the event are under effective control or contained within an appropriate enclosure and that any animal waste is cleaned up during and after the event. Protecting the Community against risk or injury and damage is paramount while ensuring the animals do not create a nuisance.

## Event Notification Form

This form notifies Flinders Council of your intended event. To ensure we can assess and provide all required support for your event, please submit this form no later than **3 months before the event date**, even if some requested details are yet to be confirmed. On lodgement of this form Council will contact you regarding the necessary requirements and fees.

### 1. DETAILS

Event Name: \_\_\_\_\_

Event Organiser's Name: \_\_\_\_\_

Event Organiser's Postal Address: \_\_\_\_\_

\_\_\_\_\_

Location of Event/Premises: \_\_\_\_\_

\_\_\_\_\_

Event is being held on: council land / private land / public land / indoor / outdoor

Will the event require Council Hall Hire? \_\_\_\_\_

***If this event is not held on Council Land or Property, please go straight to Question 10***

Date event is to be held/set up: \_\_\_\_\_

Times event will be held: \_\_\_\_\_

Estimated number of people: \_\_\_\_\_

Description of Event \_\_\_\_\_

Other licenses issued/required for Event \_\_\_\_\_

\_\_\_\_\_

### 2. CONTACT INFORMATION

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Other contact, should above not be available: \_\_\_\_\_

### 3. PUBLIC LIABILITY INSURANCE

Amount of Cover: \_\_\_\_\_ (Minimum \$10m required)

Certificate of Currency Copy Supplied:

- **Jumping Castles** - Should a jumping castle be on-site at your event, Council will require a copy of the relevant insurance policy which covers this structure.
- **Pony Rides/Animal activities** - Should pony rides or any activities involving animals be at your event, Council will require a copy of the relevant insurance policy which covers this.
- **THIS APPLICATION WILL NOT BE PROCESSED UNTIL A COPY OF THE RELEVANT INSURANCE POLICIES ARE PROVIDED**

### 4. SITE PLAN

Site Plan Supplied?

### 5. RISK ASSESSMENT PLAN

Risk Assessment Plan Supplied?   
(A Risk Assessment Template is attached for your information)

### 6. ROAD USE & CLOSURES

Road closure permit from DoSG attached?

Request to Council attached?

### 7. EMERGENCY SERVICES

Emergency Access Route identified on site plan

Police Notified of event?

First Aid Personnel engaged to attend?

### 8. FOOD STALLS & LIQUOR

Temporary Food License Application(s) lodged?

Will alcohol be sold or supplied at the event?

If yes, is Liquor License attached:

If no, will alcohol be consumed at the event?

*9. TOILETS*

Portable Toilets Hired (by Event Organiser):

Number of toilets (including those on site): \_\_\_\_\_

*10. REQUIREMENTS FOR COUNCIL ASSISTANCE*

Do you require any assistance from Council? i.e.: rubbish bins, grass mowed etc.?

Grass mowed

Additional rubbish bins – quantity \_\_\_\_\_

Portable toilet hire

Anything else? Please list your requests below:

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*11. SIGNED ACKNOWLEDGEMENT*

Signature of Event Organiser \_\_\_\_\_

Name (Printed) \_\_\_\_\_

**Please return this completed form to:**

**Flinders Council**

**4 Davies Street, Whitemark TAS 7255**

**Or email: [office@flinders.tas.gov.au](mailto:office@flinders.tas.gov.au)**

Flinders Council is committed to upholding the right to privacy of all individuals who have dealings with Council. Unless required by law or by a Court or Tribunal, the Council will take the necessary steps to ensure that the personal information that members of the public share with us remains confidential. How we use this information is explained in our Privacy Policy which is available at [www.flinders.tas.gov.au](http://www.flinders.tas.gov.au) or at Flinders Council's Front Office.

## Register of Stall Holders/Businesses Selling Food at the Event

Food Stall/Business Name	Address of Stallholder/Food Business	Contact Details of Stallholder/Food Business	Types of food to be sold
		Ph: Email:	



# Event Risk Assessment Form

<b>Name of Event Organiser:</b>	John Smith	<b>Event Date:</b>	27 / 02 / 2015			
<b>Name of Event:</b>	Flinders Island Triathlon Event					
<b>Risk/Hazard details (There is a risk that...)</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	<b>Controls to put in place</b>	<b>Person Responsible</b>	<b>Timeframe for Completion</b>
Slip on wet surface	B	3	High	Put up warning signs at areas around swimming area	Events Coordinator	Have signage ready for day of event 27/02/2015
Sunburn	A	3	High	Free sun lotion available to spectators and to contestants	Events Coordinator	Lotion to be made available on the day 27/02/2015

**EXAMPLE**

Likelihood	Consequence	Risk Rating
A = Almost certain: expected to occur	1 = Insignificant: no injuries, no loss	E = Extreme: do not proceed until the risk has been reduced to an acceptable level
B = Likely: will probably occur	2 = Minor: first aid, medium loss	H = High: review and reduce risk where possible
C = Possible: might occur at sometime	3 = Moderate: treatment required, high loss	M = Medium: regular monitoring of the issues is required
D = Unlikely: not likely to occur	4 = Major: extensive injuries, major loss	L = Low: proceed with appropriate caution
E = Rare: exceptional circumstances	5 = Catastrophic: death, huge loss	

Likelihood	Consequence				
	1	2	3	4	5
A	H	H	E	E	E
B	M	H	H	E	E
C	L	M	H	E	E
D	L	L	M	H	E
E	L	L	M	H	H

