



DERWENT VALLEY COUNCIL

# Derwent Valley Council

## Event Management Guide



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## Introduction

This Event Management Guide has been designed to assist in the running of public events within the Derwent Valley municipality.

The guide highlights a number of key issues to consider when organising an event, however it is a guide only and does not cover every issue that event manager might encounter. It is recommended that the event manager identify those parts of the guide that do apply to their particular event.

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

Not all information contained in this document will be relevant to every event. This document is a guide only.

Refer to Council's website [www.derwentvalley.tas.gov.au](http://www.derwentvalley.tas.gov.au) for an electronic copy of this document.

*Appreciation is expressed for the photos to assist in the preparation of this guide to Dr Anthony Stagg.*

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

### Part One - Getting Started

This section outlines the event processes to follow in planning and organising your event and Council's application process requirements.

### Part Two - Event Management Guide

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



## 1. Getting Started

An **Event Notification Form** should be lodged with Council preferably 6-9 months prior to the event to ensure sufficient time is allowed for approval processes.

The **Event Notification Form** notifies the Council of your intent to hold an event and sets in motion the process by which the Council will liaise with you regarding the necessary requirements, applications and fees payable for your particular event.

Flow charts are provided illustrating event process and the Councils' application process. An **Event Action Plan Guide** is included to provide a timeline guide of the event planning process.

Depending on the type and location of your event you may be required to obtain a number of approvals from Council which might include a planning permit or temporary occupancy permit, facility use agreement. Some of these approvals are required under Tasmanian Government Legislation and are implemented by Council, some are specific to the Derwent Valley Council.

Council Officers will inform you of the approvals you will require following submission of an **Event Notification Form**.



## 1.1 Event Notification Form

Event Contact:
Organisation:
Address:
Phone/Mobile (this must be a phone that is contactable during business hours):
Email:

### EVENT DETAILS

Event name:
Event Location:
Event date(s)
Time of event : am/pm to : am/pm ( Overnight Yes <input type="checkbox"/> No <input type="checkbox"/> )
Required set-up date and time:
Completion clean-up date and time:
Expected numbers of attendees:
Event is on Council owned land or private land

### EVENT DESCRIPTION (up to 500 words)

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### EVENT DETAILS

Will the event require hire of a Council owned or operated hall, park or reserve?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the event require road closures or traffic management?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>
Do you intend to erect any temporary portable structures, e.g. tents, marquees, stages, jumping castles, side show alley attraction or stalls of any kind?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will food be served/sold at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will alcohol be served/sold at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you prepared an event risk management plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your event have over 1000 people at any one time?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be loud music/ loud noise?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be animals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be pyrotechnics?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### INSURANCE

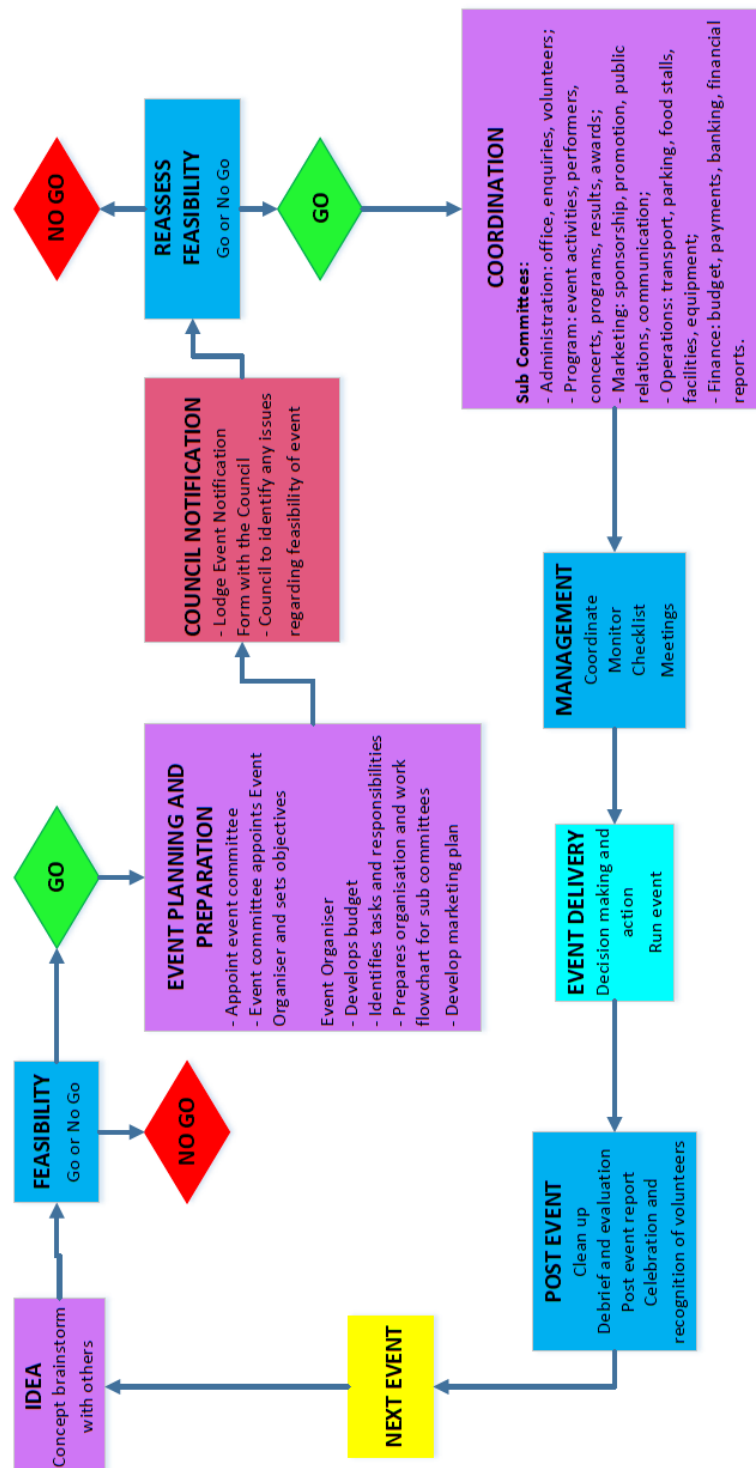
Please attach a copy of the events Public Liability Insurance and return to Derwent Valley Council

Completed by Event Organiser / authorised person:

Signature

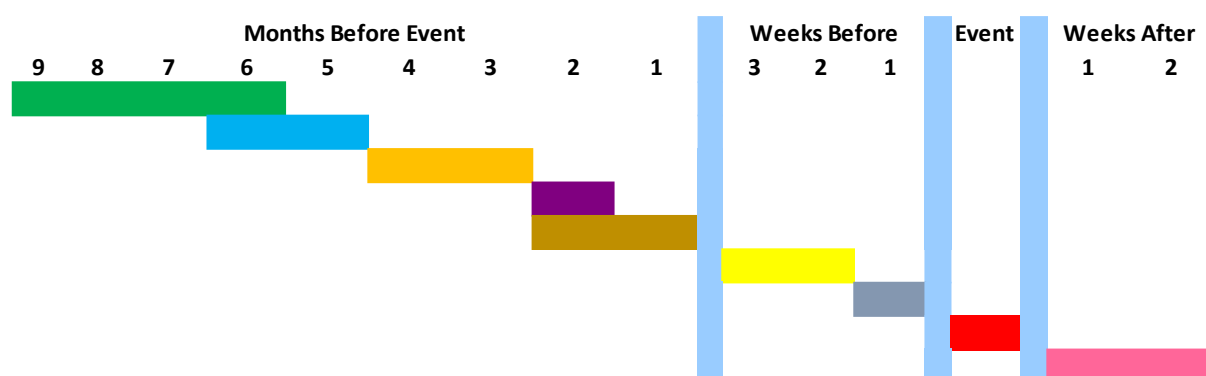
Date

## 1.2 Event Organisation Process Flow Chart



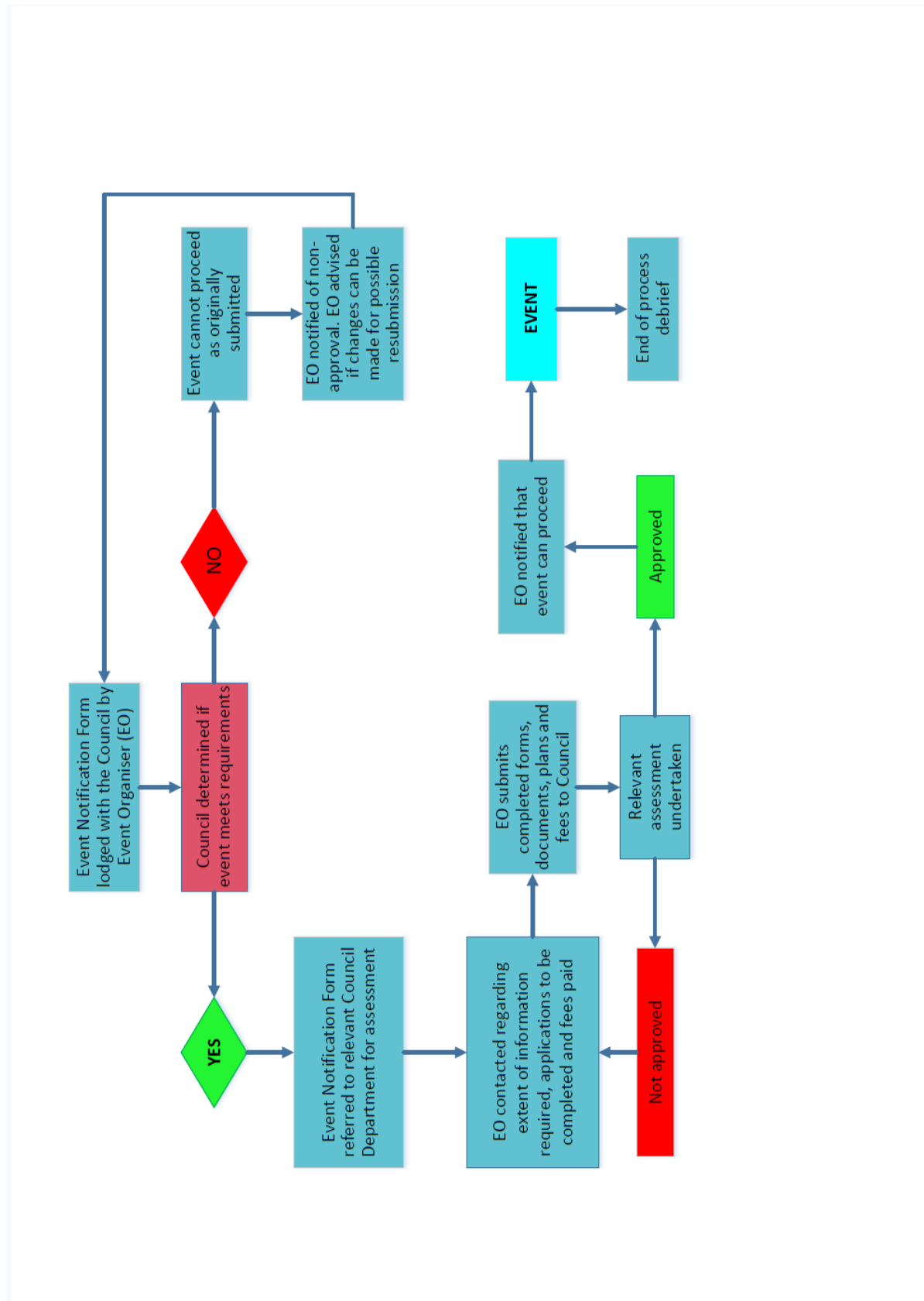


## 1.3 Event Action Plan Guide



6-9 Months Before Event	5-6 Months Before Event	3-4 Months Before Event
<ul style="list-style-type: none"> <li>Choose type of event</li> <li>Select suitable venue</li> <li>Identify target audience</li> <li>Determine aims and objectives</li> <li>Determine key messages</li> <li>Appoint event organising committee</li> <li>Appoint event organiser</li> <li>Seek support from local media and businesses</li> </ul> <p><b>Lodge Event Notification Form with Council</b></p>	<ul style="list-style-type: none"> <li>Complete event planning                             <ul style="list-style-type: none"> <li>Strategies and activities</li> <li>Event staffing</li> <li>Timeline</li> <li>Budget outline</li> <li>Promotion &amp; advertising</li> <li>Risk management</li> <li>Community support</li> <li>Resources/merchandise</li> </ul> </li> <li>Tentatively book venue, acts &amp; equipment</li> <li>Complete funding applications</li> </ul> <p><b>Lodge other relevant Council forms for your event</b></p>	<ul style="list-style-type: none"> <li>Confirm venue booking</li> <li>Apply for licences, consent, approvals and permits</li> <li>Check insurance requirements</li> <li>Check safety</li> <li>Check power requirements</li> <li>Confirm availability of equipment and performers</li> <li>Organise publicity</li> <li>Order merchandise</li> <li>Liaise with police, security, catering and first aid</li> </ul> <p><b>Lodge application for permit road closure (if required) with Council</b></p>
2 Months Before Event	1-2 Months Before Event	2-3 weeks before event
<ul style="list-style-type: none"> <li>Check funding</li> <li>Develop incident register and contingency plan</li> <li>Organise advertising, promotion opportunities</li> </ul> <p><b>Lodge to Council Temporary Occupancy Permit (if required)</b></p>	<ul style="list-style-type: none"> <li>Look at emergency procedures</li> <li>Develop risk management strategies</li> <li>Develop procedure sheets for staff</li> <li>Ensure signage and mechanise is confirmed</li> </ul> <p><b>Ensure all food stall holders have Temporary Food Permits and if not apply to Council</b></p>	<ul style="list-style-type: none"> <li>Confirm all bookings</li> <li>Familiarise staff with emergency procedures</li> <li>Distribute promotional material, flyers etc.</li> <li>Develop communication strategy for staff on the day of the event</li> </ul>
1 week before event	Day before & Event day	1-2 weeks after event
<ul style="list-style-type: none"> <li>Increase advertising, promotion via media outlets</li> <li>Check all equipment is available and ready</li> <li>Double check all bookings</li> </ul>	<ul style="list-style-type: none"> <li>Check emergency exists, security staff, equipment and safety requirements</li> <li>Confirm all necessary directional signage is in place</li> <li>Meet with event team, for briefing day before and morning of event</li> </ul>	<ul style="list-style-type: none"> <li>Write up reports on evaluation and distribute to relevant people</li> <li>Promote achievements</li> <li>Send out thank you letters</li> <li>Hold debriefing meeting with appropriate Council Officers, event staff and volunteers to evaluate success against aims and objectives</li> </ul>

## 1.4 Council Application Process Flow Chart





## 2. Event Planning

### 2.1 Planning Your Event

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

### 2.2 Strategy for Success

Make sure the purpose for the event is important enough to merit the time and expense needed to properly stage, publicise and evaluate the event.

Successful strategies you can employ in planning your event:

- determine the purpose of the event
- identify who you want to attend the event
- consider the best time to stage the event
- decide the best place to stage the event
- brainstorm and develop the event concept
- create an organisational structure
- start planning ahead of time
- prepare an event action plan
- maintain records of procedure.

### 2.3 Event Action Plan

An **Event Action Plan** is a timeline guide which highlights the main actions to be performed during the event planning/application process. *See page 8 for an example.*

### 2.4 Project Management

Good project management is the key to a well organised event. The basic steps in project management would include:

- identifying the scope of work to be completed
- breaking the scope of work down into general areas of activity
- listing the tasks to be completed for each area of activity in the form of a checklist that can be marked off as completed for each task achieved
- allocating staff/volunteers and resources to each area of activity
- organising the tasks for each area into a chronological schedule
- creating a timeline guide (**Event Action Plan**) that provides an overview of work tasks and timeframes
- applying the above tools to the planning and implementation of the event.

### 2.5 Creating a Budget

When creating a budget the objective is to provide the event with a financial blueprint. The budget should be specific and include revenue opportunities (i.e. sponsorship/partnerships, ticket sales, donations, concession sales).

Events incur a range of expenses such as printing, permits, insurance, hire fees, speakers, food, supplies, and provision of first aid, toilets and security. Balancing revenue and expenses is essential for event planning.

## 2.6 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.

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.

Before the event, you should establish:

- conditions for cancellation/postponement and include these in information to attendees (such as on the event's website or the back of tickets)
- who is responsible for deciding to cancel/postpone
- at what time you need to make a decision about cancelling/postponing an event
- how you will advise staff, volunteers, performers and people planning to attend the event of the cancellation/postponement
- contingency plans if the event is still able to go ahead.

This information should be included in your pre-event staff and volunteer briefings.

## 2.7 Sponsorships

Sponsorships are a major income source of many new and continuing events. It is important to identify sponsors, prepare sponsorship proposals and service sponsors.

## 2.8 Government Grants

Granting bodies for public events include:

- Events Tasmania
- Tasmanian Community Fund
- Local Council

Derwent Valley Council has a Community Grants program that supports projects and events within the Derwent Valley municipality. The guidelines for Community Grants are available on [www.derwentvalley.tas.gov.au](http://www.derwentvalley.tas.gov.au).

## 2.9 On the Day

It is a good idea to ensure you 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
- the chain of command layout
- contact mobile phone numbers of all staff, volunteers, performers, emergency personnel and other key stakeholders
- a site plan
- copies of liquor permits – if alcohol is being sold/consumed
- food licences for all food sellers
- 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.

One way to ensure staff and volunteers are fully informed of all key aspects of the event is to make up an 'Event Manual' containing important information relevant to the successful running of the event on the day.

It is recommended that a copy of this manual be distributed to all relevant personnel at a briefing meeting several days before the event. If time at the briefing allows, the Event manager should go through the manual with staff and volunteers to ensure all are familiar with the manual's contents and that everyone is as informed as possible about what will happen on the day.

### 3. The Venue

#### 3.1 Choice of Venue

The venue where the event is to be held will depend on the purpose, concept and theme of the event. It is the responsibility of the hirer/user to ensure that the chosen 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 the following needs to be considered:

- the anticipated size of the event and expected patronage
- 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.

#### 3.2 Hire of a Council Owned Facility

To hire a Council owned facility (hall, park or reserve) please complete the [Application for Casual Use of a Recreation Ground or Facility Form](#) in the Event Application Pack in addition to the [Event Notification Form](#). On lodgement of the [Event Notification Form](#) a Council representative will contact you to advise if any fees and charges are payable.

Fees and charges are reviewed annually and can be found on the Council's website in the Fees and Charges Register.

#### 3.3 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 indicate the site boundaries, street accesses, stalls and tent locations, etc.

All key stakeholders can use the site plan as part of the planning process, with consultation as to its final layout.

A site plan should be easy to interpret and, if a large event, be posted strategically around the site for use by patrons. The site plan can be used by staff and volunteers in setting up the event, and is also invaluable as a reference in an emergency situation.

**A site plan is required by Council if Council facilities are being used. Council Officers may be able to offer advice on how to create a site plan.**

### 3.3.1 Sample Site Plan

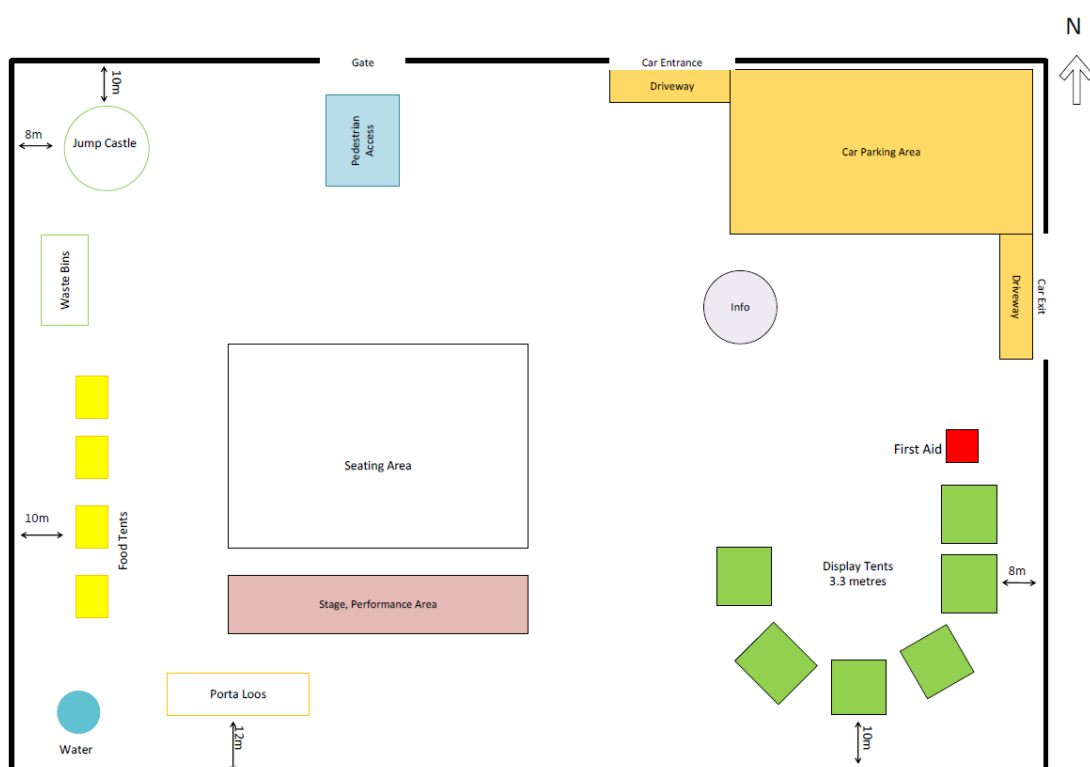
When drawing your site plan use a simple format and include surrounding streets and landmarks. Your site plan must be clear and show all important event features. It can be a hand drawn sketch or perhaps a Google map showing an aerial view of the site with you event details listed accordingly.

Consider including the following features

- All entrances and exits
- Emergency access routes
- Paths used by vehicles
- Paths for pedestrians only
- Car parking
- Information centre
- Food and other stall holder locations
- Stage and temporary structure locations
- Seating arrangements
- Shade and/or shelter
- Entertainment sites i.e. rides, jumping castle
- Toilet facilities
- Waste bin/refuse site
- First aid posts
- Drinking water sites
- Liquor outlets
- Approved liquor consumption areas
- Non-alcohol (dry) areas
- Security and/or police locations
- Firefighting equipment

The above is not an exhaustive list; your site plan should reflect your particular events characteristic.

**Note: the Council will require an event site plan to be submitted as part of the event application process, if Council facilities are being used.**





## 4. Committees, Staff & Volunteers

### 4.1 Staffing Arrangements

The staffing arrangements implemented at your event need to be carefully considered with a chain of command established for the delegation of tasks and responsibilities.

### 4.2 Committees

Committees are a useful management tool and can play an important role in organising and managing a successful event.

An event is made up of many areas of responsibility that can best be handled by delegating responsibility to competent members of each committee. It is recommended that committees meet on a regular basis to review progress, make any necessary changes and update the event plan as required.

### 4.3 Staff

Event staff play an important role in the success of an event and need to be kept informed of the details of the event plan. Staff may be paid or volunteers.

To ensure staff are familiar with the details and requirements of the event they should be provided with pre-event training that clarifies roles, responsibilities and procedures, especially in relation to communication, emergency and security plans.

### 4.4 Volunteers

Volunteers are an invaluable resource to provide assistance with the managing and running of an event.

The Event manager needs to be aware of the rights and responsibilities of volunteers which include issues such as insurance and work health and safety.

### 4.5 Event Manual for Staff & Volunteers

One way to ensure staff and volunteers are fully informed of all key aspects of the event is to make up an 'Event Manual' containing important information relevant to the successful running of the event on the day.

It is recommended that a copy of this manual be distributed to all relevant personnel at a briefing meeting several days before the event. If time at the briefing allows, the Event manager should go through the manual with staff and volunteers to ensure all are familiar with the manual's contents and that everyone is as informed as possible about what will happen on the day.

## 5. Event Promotion

### 5.1 Signage

Clear and strategically placed signage will assist in coordinating traffic and pedestrian movements and help to manage your event. To determine sign requirements, consider what information people at your event will need to know and whether this should be displayed on a sign.

Appropriate signage for your event might convey information regarding:

- Event address, cost, opening times, admission fees
- parking/no parking areas
- toilets
- entrances and exits
- first aid
- lost children
- accessible facilities, including entry/exit points
- meeting points
- information points.

If liquor is being sold you will be required to display a number of signs under the liquor laws, i.e. the statutory notice stating the offence of supplying liquor to a minor.

Any temporary advertising signs for your event that will be placed on public land (footpaths, parks, road verges) will need to be approved by Council prior to the event. It is recommended that locations where a sign is to be placed is recorded at the time of placement to ensure no signage is missed and not collected at the conclusion of your event.

Temporary highway signs will need to adhere to specific guidelines and be submitted to the Department of State Growth for approval at least 6 weeks before the event.

The following roads in the Derwent Valley Municipality are controlled by the Department of State Growth

- Hobart Road
- Montagu Street
- Lyell Highway
- Boyer Road
- Rocks Road
- Gordon River Road

All other roads are the responsibility of Derwent Valley Council.

Signage should not be attached to Hydro Poles without written permission.

### 5.2 Promotion & Advertising

Promoting a special event takes creative thinking balanced with practicality. In order to effectively promote your event it is vital that you reach your target audience and you need to carefully consider how to reach the people you want to attend your event.

On completion and approval of your event Derwent Valley Council will add your event to its Events Calendar which is advertised through the Derwent Valley Council website [www.derwentvalley.tas.gov.au](http://www.derwentvalley.tas.gov.au).

It is the event manager's responsibility to notify Derwent Valley Council if there are any changes to the information provided.

## 6. Traffic & Pedestrian Management

### 6.1 Road Closure

Where an event will require full or partial road closures the event manager are required to lodge with **Application & Agreement Road Closure (Events) Form** and a **Traffic Management Plan**.

Council will inspect the area and advise the event manager 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. The road closure advertisement in the local newspaper will be placed by Council; however Council will invoice your organisation to cover the cost.

If the road requiring closure is a State road the event manager will need to contact the Department of State Growth and Police Tasmania to obtain the necessary approvals. Refer to their website at [www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au) and [www.police.tas.gov.au](http://www.police.tas.gov.au). Event organisers are encouraged to contact both departments at least 6 weeks prior to the event to ensure permits are obtained.

Road closers are a specialised area, event organisers may need to seek professional assistance in preparing road closure plans to comply with Australian Standards.

### 6.2 Road Event

Only a Council or State Government has the legislated ability to close a public road for an event. Events on local secondary roads such as Targa car racing and cycling competitions require Council and police approval. Events to occur on a highway or state maintained road must also have written approval from Department of State Growth. In all cases event participants must comply with the Australian Road Rules.

The Event manager will need to lodge with Council an **Application & Agreement Road Closure (Events) Form** and to lodge a **Traffic Management Plan**.

### 6.3 Traffic Management Plan

When an event involves road closure or the managing of traffic/pedestrians, a Traffic Management Plan (TMP) must to be developed by a suitably qualified and experienced person. The aim of having a TMP is to outline the strategy whereby the traffic associated with the event will be efficiently managed to reduce congestion on the main feeder roads surrounding the event site. (Traffic Management Plan requirement is in accordance with AS1742.3 (2009) and Department of State Growth Traffic Control of Worksites COP - June 2014, Section 19 and 20 of *Local Government Act 1993*.)

**Areas to identify in a Traffic Management Plan might include:**

#### 6.3.1 Parking & Patron Access

Patron flow to and from parking areas will need to be considered for safety of patrons and road users and crowd management as well as for any possible emergency evacuation. Appropriate directional signage should be placed at entry and exit points.

- Other points for consideration might include:
- is there adequate car parking space, including over-flow parking
- how will car parking be managed
- how are patrons to be informed of parking options
- is there access for people with disabilities
- will shuttle buses need to access the site.

### 6.3.2 Communication Consultation

- how will affected residents and local community be advised of the road closure/traffic, i.e. by letter drop, door knock, advertising
- when will residents be advised and the road closure advertised in the local newspaper.
- State legislation requires that road closures are advertised, once approved Derwent Valley Council will do this, however you will be invoiced for the costs.

### 6.3.3 Traffic Control

- where and how will traffic controllers be used
- are speed restrictions required
- will barriers be required
- will there be No Standing/No Parking zones
- what road closures are necessary
- have the police been consulted
- have you informed the Council of your requirements
- has Council/State Government approved your plan

### 6.3.4 Signage

- consider the type of signage required to inform the public of the traffic conditions
- what directional/information signage will be required for event participants
- where will signs need to be placed
- when will signs be installed and removed
- have you obtained permission from the Council to erect signs as proposed.

**If unsure on any traffic management details it is recommended that you check with Council prior to the event to ensure that all traffic management requirements have been met. Public safety is paramount.**





## 7. Infrastructure

### 7.1 Power & Lighting

The event manager is responsible for arranging the supply and installation of any electrical/power requirements for the event, such as the use of generators, extension cords and cables.

It is important to ensure that:

- electrical leads do not create trip hazards. NO cables are to lie on the ground unless adequately protected as they can present a serious hazard
- lead joints and connections are not to be accessible to the public or exposed to damp conditions
- temporary electrical leads must be flexible cables
- double adaptors and piggy-back plugs are not to be used.
- All leads and equipment is 'tested and tagged' (if not this may affect your insurance liability)

### 7.2 Water

Water will most likely be required for catering, entertainment and/or cleaning purposes before, during and after the event.

All taps located on and/or within your selected venue should be checked to ensure they are in good working order prior to the event. Where any deficiencies are located in Council owned facilities, they are to be reported to the Council at the earliest possibility to enable the problem to be repaired prior to your event.

### 7.3 Toilets & Showers

It is the responsibility of the Event manager to ensure adequate sanitary facilities are made available for participants/patrons. This may require hire of portable toilets.

Points for consideration:

- the number of toilets to be provided will depend on a number of factors including:
  - anticipated crowd numbers
  - the sex of patrons (women require more facilities than men)
  - if alcohol will be available
  - the duration of the event.
- where will toilets be located or will you be using public toilet facilities
- are the toilets accessible to people with limited mobility and parents with small children
- draw up a cleaning and supply roster to ensure toilet supplies are restocked and the toilets are inspected for safety and cleanliness regularly
- will showers be required for a multi-day event
- how will the wastewater from portable toilets/showers be disposed/managed
- will you have availability of a plumber throughout the event for repairs and blockages.

#### **Sanitary Facilities & Toilet Ratio Guide**

Sanitary facilities for personal hygiene must be provided in a convenient location associated with the structure, to the degree necessary, appropriate to:

- (a) the function or use of the structure; and
- (b) the number and gender of the occupants; and
- (c) the disability or other particular needs of the occupants.

This must be achieved by either:

(a) compliance with the following deemed to satisfy solution – sanitary facilities must be provided within a 50 metre distance from a place of assembly according to the numbers set out in the table below; or

(b) compliance with an alternative solution.

To determine the number of toilet facilities your event may require please refer to the toilet ratio guide below:

Toilets				Urinals			Washbasins		
Sanitary facilities to be provided	1	2	Each extra	1	2	Each extra	1	2	Each Extra
Number of males	100	300	200	20	100	50*	50	200	200
Number of Females	25	50	50**	-	-	-	50	150	200
A minimum of 1 disabled toilet should be provided for patrons. The above figures may be reduced for short events as follows:									
Duration of the Event				Quantity required					
8 hours plus				100%					
6-8 hours				80%					
4-6 hours				75%					
Less than 4 hours				70%					
*Portable toilets, where the event is longer than four hours, must be located so they can be pumped out during the event.									
** Where the number of female patrons exceeds 250, not less than 6 closet fixtures must be provided plus 1 additional closet fixture for every 100 females in excess of 250.									

## 7.4 Ground Markings & Placing Stakes or Pickets in the Ground

You will need to advise Council if you intend to erect a marquee, tent or any other structure on Council owned land which will require pegs or posts to be driven into the ground.

Any ground line markings used on Council owned land must be with water based paint only.

Any stakes or pickets must have appropriate end coverings.

**Note: If you are responsible for damaging any underground reticulation or electrical systems you will be liable for the cost of repairing the damage.**

## 7.5 Amusement Rides & Structures

Amusement rides and structures will require a Temporary Occupancy Permit. Please advise us if you are having amusement rides as part of your event.

It is essential that all operators participating in an event have their ride(s) registered with Workplace Safe Tasmania.

It is the responsibility of the event manager to ensure that:

- each operator has their ride(s) registered with WorkSafe Tasmania
- each operator has provided you with a copy of their current Public Liability insurance and Registration Certificate
- each operator has an up-to-date logbook for their ride(s), showing details of yearly inspections and regular maintenance.
- You advise your insurer of any amusement rides or structures

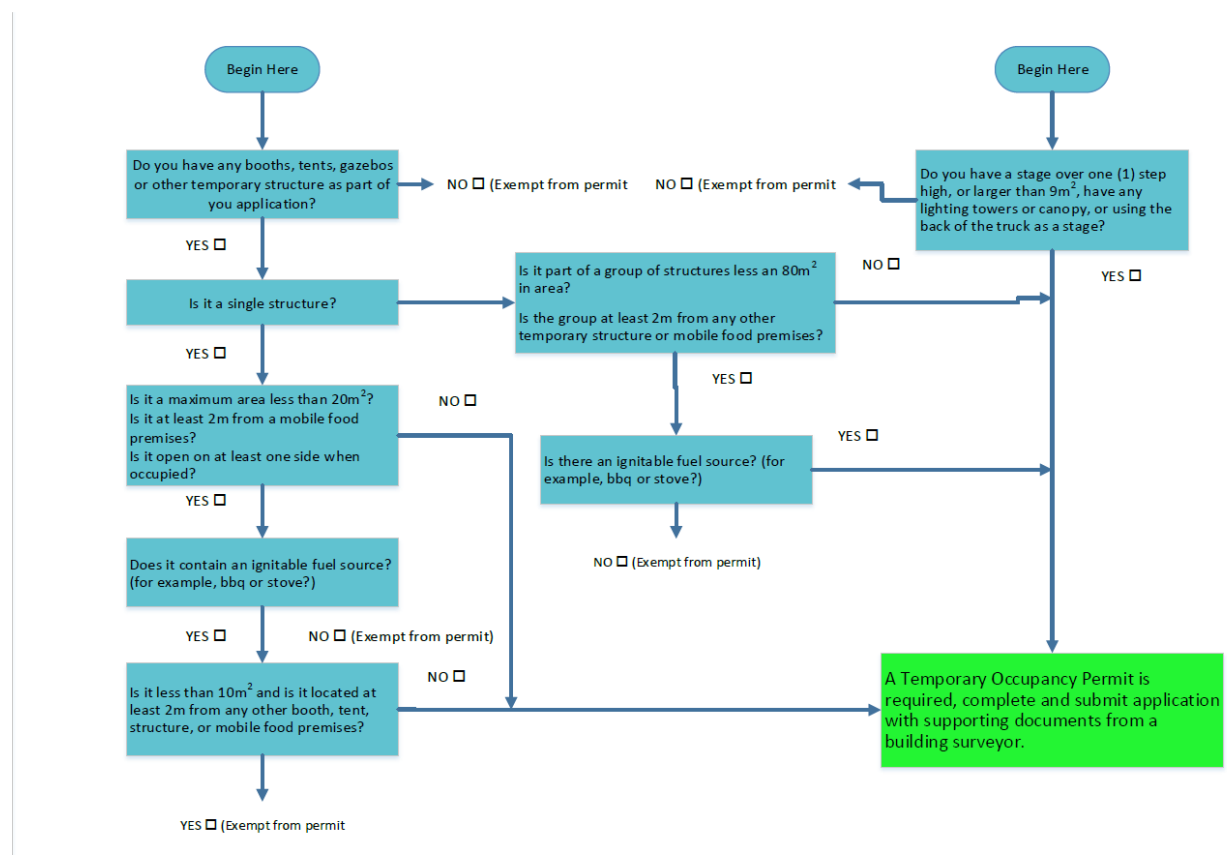
Refer to WorkSafe Tasmania on 1300 366 322 or visit <http://www.worksafe.tas.gov.au>

## 7.6 Temporary Structures & Staging

A **Temporary Occupancy Permit** is a permit issued under the *Building Act 2016* allowing the use of a building or structure for a particular short term activity. A Temporary Occupancy Permit is required where a person intends to:

1. temporarily use an existing building for a use which is not the normal use permitted for that building. An example is holding a market in a warehouse; the normal use of the warehouse is goods storage whereas the temporary use is a public market;
2. operate an event or function where temporary structures may be erected such as booths, tents, marquees, seating or stages;
3. erect a temporary building or a temporary structure on private property such as for a temporary boat or vehicle shelter, a temporary radio mast, for a wedding or for a party.

The flow chart below will assist in informing you whether the event will need a Temporary Occupancy Permit.



## 7.7 Shelter & Shade

Shelter and shaded areas should be available wherever patrons, staff and volunteers (including First Aiders) may be located for an extended period of time and where weather conditions dictate it is required.

## 7.8 Temporary On-Site Living (camping/caravans)

If temporary on-site living (camping or caravans) is required for an event on private or Council land, approval will be required from the Council.

The following details will be requested by the Council:

- required dates, times and locations of proposed camping
- numbers of campers, tents and caravans expected

- site plan of proposed sites
- details of arrangements for waste water, toilets, showers, disposal of rubbish, potable water access

## 8. Public Safety & Security

### 8.1 Work Health & Safety

The event manager has an obligation to provide a safe environment for the public and to ensure appropriate care, safety and any training requirements are provided for staff and volunteers and others involved in running the event.

*For specific information relating to Work Health and Safety requirements refer to WorkSafe Tasmania website <http://www.worksafe.tas.gov.au>*

### 8.2 Event Risk Assessment & Management

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 public expectation being to be able to enjoy your event in safe and secure surrounds. It is a responsibility of the event manager to identify and address any potential hazards.

Points for consideration would include:

- do you have public liability insurance
- is your property and equipment insured
- do you have a contact list of all stakeholders
- do you have an alternate plan in case of inclement weather
- does the location provide safe access for vehicles and pedestrians
- does the location provide adequate shade
- are there any exposed power lines that may provide a technical hazard
- are there any chemicals or potentially dangerous materials stored on the site or nearby
- is the area subject to high winds - will marquees and stalls be safe
- have you checked to ensure that operators of amusement rides and attractions are qualified and licenced.
- Your insurer may require a risk assessment and event plan for insurances purposes
- **Is our event is being held at a Council facility? Council will require a risk assessment and event plan**
- **Council may be able to supply you with a template for a risk assessment and event plan**

### 8.3 Smoke-Free Public Events

In the Derwent Valley the following events are declared Smoke-free public events:

- Autumn Festival
- Gatherings held to sing Christmas Carols (Carols by Candlelight)
- Agricultural Shows, whether independently organised or organised by any of the Affiliated Societies of the Agricultural Show Council of Tasmania.
- The Museum of Old and New Art's Festival of Music and Arts (ie MONA FOMA, MOFO) and Dark Festival of Music and Arts (ie DARK MOFO)



A guide has been developed by the Department of Health and Human Services. This guide contains general information and aims to assist event organisers when planning events. The hide Smoke Free Public Events is available from [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

#### 8.4 Incident Report

An Incident Report Register should be kept to document the details of any incident that occurs during or in conjunction with the event. Recording incidents that occur is one important way of identifying issues that need to be considered prior to the running of a possible subsequent event.

Particular attention should be paid to any incident that may occur around the following issues:

- illness and accident
- intoxication, including refusal of entry and/or service
- behaviour, including refusal of entry and/or service
- any behaviour of an anti-social or criminal nature.

The incident report should cover the details of the incident (who, where, when and what happened) and what actions were taken (i.e. medical attention given, police called, etc.).

#### 8.5 First Aid

Regardless of the size of an event, it is necessary to provide a level of first aid. Whether you will need a first aid station staffed by a qualified certificate holder, or paramedic and medical facilities, this will be determined by the type of event, the number of patrons expected to attend and any perceived risks.

*If staging a major event consider requesting St John Ambulance to provide first aid. This can be done by phoning 1300 360 455 or email [tasmania@stjohn.tas.org.au](mailto:tasmania@stjohn.tas.org.au)*

#### 8.6 Medical Emergency

It is important that the event manager ensures adequate plans are put in place to cater for medical emergencies that may occur at public events.

**Note: emergency vehicle access to your venue or site must be available at all times during the staging of the event.**

#### 8.7 Emergency Plan

The aim of an Emergency Plan is to minimise the threat to life and damage to property.

**Emergency access to site** - locate this on your site map. Consider roadways, ground surface, gates and parking. Ensure all event attendees know to keep this access free.

**Emergency procedures** - these can be introduced if you have an Event Program leaflet to distribute to all event attendees.

Areas of information you could include:

- location of first aid station
- where the food, beverage, shower, toilet and parking facilities are located
- where to assemble in case of emergency

**Evacuation** - you must have an evacuation procedure as part of your Emergency Plan. If using a Council owned hall the building should already have an evacuation procedure in place. If unsure, check with Council.

**Communication** - consider how your staff/volunteers will need to communicate in an emergency and the importance of adhering to the chains of command you have established. Determine if communication will be by two-way radios and/or phones/mobiles.

**You must provide Council with a copy of all emergency procedures if you are using a Council facility.**

### 8.8 Security & Crowd Control

The security requirements required to ensure the safety of the public will differ according to the type of event you are holding. The event manager needs to examine the possible risks involved with the event, i.e. "What could happen?" or "What if?" The answers will determine the type or combination of security that you may require. Consider contacting your local Police who can advise you on this issue. Consideration should be given to:

- you may want to advise your insurance provider of any arrangements
- what, if any, security arrangements need to be made
- are barriers required, and if so, where
- how many staff are required for security - what are their roles and responsibilities
- where will these staff be located
- what hours will they be available
- what will their role be in the event of an emergency
- how will you store and safeguard money collected
- have you made arrangements for lost or stolen property or lost children.

### 8.9 Disability Access

A challenge for event managers is planning events so the needs of all groups are considered. All arrangements made, including emergency procedures, should meet the needs of people with disabilities.

### 8.10 Lost & Stolen Property/Lost Children

It is advisable to have a location for the receipt of lost or stolen property and lost children. Show this location on your site plan.

### 8.11 Fire Safety

In regards to fire safety controls at your event there are a number of things to be considered, including:

- is there likely to be a Total Fire Ban in place at the time of the event
- is the area subject to bushfire
- are barbecues, heaters and electrical items in good repair
- is the power supply to the event safe
- has everything been installed by suitably qualified technicians
- are gas cylinders secured correctly
- are hydrants or suitable water available in the event of a fire
- do you have access to fire extinguishers - ensure they have been checked/serviced recently and are located in appropriate locations and adequately signposted
- **does your event include the use of fire? e.g. fire pots, performers, if so the Council and your insurer must be notified**
- develop procedures to follow in case of a fire.

Consider discussing your arrangements for fire prevention, detection and control with the Tasmania Fire Service.

Refer to Tasmania Fire Service website [www.fire.tas.gov.au](http://www.fire.tas.gov.au) for further information and contact details.

## 8.12 Gas

At many events portable pressurised gas cylinders are used to inflate children's balloons, carbonate beverages, provide cooking fuel, etc. These cylinders should be checked and approved by Workplace Safe Tasmania prior to use or installation.

Refer to Workplace Safe Tasmania on 1300 366 322 or visit [www.wst.tas.gov.au](http://www.wst.tas.gov.au)

## 8.13 Fireworks & Pyrotechnics

If fireworks or pyrotechnics are planned for the event and no licence 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.

**Council's Building Surveyor and Tasmania Fire Services are to be notified of an event involving pyrotechnics or Chinese fire crackers. Council will also need to be a signatory to the initial permit application if the event is to be held on Council owned land.**

Pyrotechnics must not be used on dates of Total Fire Ban.

## 8.14 Police

The local 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 the Police would include:

- date and timing of your event
- type of event you are holding
- if alcohol is to be available
- the expected number of attendees
- security measures you will have in place
- road closures

# 9. Insurance

## 9.1 Insurance Requirements

It is important that all appropriate insurances are obtained for your event. The event manager should investigate and arrange the appropriate insurances required for the event. It is essential to understand exactly what each insurance covers and what is excluded under each policy.

### Public Liability Insurance

The event manager must investigate and arrange sufficient Public Liability insurance to cover the event.

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 any risks involved.

**A copy of your insurance Certificate of Currency must be supplied to Derwent Valley Council during the event approval process.**

### General Insurances

Examples of general insurances that may need to be provided in addition to public liability cover are:

- workers compensation - may be required by law to cover staff and volunteers at the event

- property and equipment - may be appropriate if technical equipment is to be used
- loss of profits or business interruption or consequential loss
- other - including professional indemnity, motor vehicle and accident, weather.

It is recommended that event managers seek professional advice on insurance needs that are specific to their event.

**No events will be held at Council facilities without confirmation of appropriate insurance.**



## 10. Public Health

### 10.1 Temporary Food Stalls

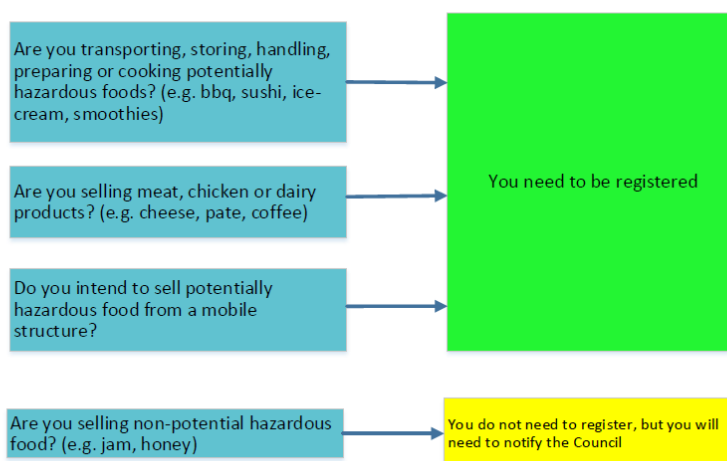
A temporary food stall is a temporary arrangement of equipment and appliances from which food is sold or served. It includes booths, tents, vans, marquees and other temporary equipment and appliances such as trestle tables and barbecues. It also includes fundraising barbecues and stalls that operate from existing buildings such as community centres and halls.

The above definition only applies to stalls that are set up for a specific occasional event lasting no more than ten (10) days, regardless of whether funds raised are for a community, charity or not-for-profit organisation.

Temporary food businesses include sausage sizzles and cake stalls as well as food given away or provided at no cost.

Any person or group wanting to provide or prepare food for any market, show or event in the municipality will be required to obtain from Council an Application for a **Temporary Food Permit**.

Temporary Food Businesses must be conducted in accordance with the Local Government Guidelines for Temporary Food Stalls. The following flow chart will assist your event in determining whether a stall needs to be a registered Temporary Food Business.



If your event is being held at a Council facility you will be required to provide copies of all food licences to Council.

*Contact Council's Environmental Health Officer on 03 6261 8500 if you have any queries regarding food at events.*

### 10.2 List of Food Stall Holders

A list of all food stall holders, their names and contacts must be supplied to Council during the event application process. This can be done by completing the Register of Stall Holders/Businesses.

**Note: Stall holders are not permitted to operate at an event without approval from Council. It is the event manager's responsibility to notify Council of all food stalls/vans to be used at their event. The event manager will be held liable for all unapproved food stalls.**



### 10.3 Drinking Water

Your event will need to have a sufficient supply of freely available potable water and clear directional signage to water. As the event manager you will need to consider how water will be provided, i.e. bottled water, tanks provided by a water carter or other organisation.

Outdoor events that expose participants and patrons to the elements must take due care for their health and comfort. Consideration should be given to factors such as hot weather, large crowds, participants walking a long distance (i.e. a parade) and any other considerations that might cause people to become dehydrated or to overheat.

### 10.4 Waste Management & Recycling

The Event manager is responsible for all the cleaning arrangements, both during and after the event. All premises used for events are to be left completely free of rubbish and debris.

It is your responsibility to ensure there are sufficient waste receptacles provided so that all waste generated by the event is disposed of properly. Consult with Council whether extra bins are required at a Council owned facility.

Well planned recycling and waste management at events has proven to reduce litter and cut the clean-up time in half.

### 10.5 Noise

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. Noise from any event must comply with the *Environmental Management and Pollution Control Act 1994*.

Things to consider would include:

- if using any amplified equipment such as stereos, musical instruments, PA systems or similar, locate the equipment to minimise disturbance to nearby residents
- are the noise levels appropriate given the location and time of the event

- nearby residents and businesses should be notified at least a week before the event. This notification might be in the form of a door knock, letter or mail drop, although Council may make a mail drop mandatory as part of the event approval conditions. When notifying residents ensure that a contact number is provided so any noise complaints can be brought immediately to the Event Manager's attention
- what protocols and procedures are in place for you to handle noise complaints.

## 10.6 Alcohol

If you intend selling or supplying alcohol at the event a Liquor Licence will need to be obtained from the Licensing Commission.

If alcohol is BYO to the event a liquor permit will likely not be required, however the written consent of local authorities such as Derwent Valley Council and the Police will need to be obtained.

Factors to be considered if alcohol will be served at your event:

- know and apply the rules prohibiting the serving of alcohol to minors and to persons who are already intoxicated
- all staff serving alcohol should be trained and accredited
- if possible, toilet facilities should be provided near an alcohol consumption area.

A copy of your Liquor Licence and RSA certification for servers must be supplied to Council if a Council facility is being used.

A Liquor Licensing application form can be downloaded from [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

## 11. Communication

### 11.1 Before, During & After

A major factor in determining how successful your event is managed is by the efficiency of your communication before, during and after the event.

Communication is essential:

- with Council to ensure all approvals have been met for you to hold a safe and successful event
- with key stakeholders, staff and volunteers in the planning stages to ensure the event on the day runs smoothly
- with staff, volunteers and attendees during the event to ensure that attendees are happy and safe throughout the event.

A clearly marked and centrally located information centre is a good management tool for large events as it provides a single location for all public enquiries, lost and found children and property, and the supply and distribution of any hard copy marketing or promotional material.

### 11.2 Adjoining Owners

As a courtesy and in the interests of amenability with adjoining residents and businesses who will be affected by the staging of your event, it is appropriate to inform them of the proposed event and associated activities.

This notification might be in the form of a door knock, letter or mail drop, although Council may make a mail drop mandatory as part of the event approval conditions. When notifying residents ensure that a contact number is provided so any concerns can be brought immediately to the event manager's attention.

## 12. After the Event

### 12.1 Demobilisation

The event manager must make sure that all event participants and stall holders know the process and what is required of them with regard to packing up once the event has ended. By managing this demobilisation effectively the event will be concluded in an orderly manner and the venue cleared satisfactorily and safely.

### 12.2 Cleaning

The event venue must be tidied and cleaned at the end of your event. The event manager will need to coordinate the necessary person power to ensure that staff/volunteers and stall holders properly clean their sites and/or allocated areas.

### 12.3 Removal of Temporary Signage

As soon as possible after the event all advertising and directional signs that were erected as part of the event are to be removed.

To ensure no signage is missed and not collected it is recommended that locations where a sign has been placed be recorded at the time of placement.

### 12.4 Post Event Debrief & Evaluation

It is recommended that immediately after the event has finished the Event manager should arrange to conduct a post event debrief and evaluation to get feedback and to thank any staff, volunteers, sponsors and key stakeholders for their involvement.

## 13. Document Checklist

Below is a list of the documented that the Council may require

Document	Supplied
Event Notification Form	
Casual Use of Recreation Grounds and Facilities	
Event Management Plan	
Risk Assessment	
Road Closure Application (Local Roads Only)	
Traffic Management Plan	
Site Plan	
Public Liability Insurance	
Temporary Occupancy Permit	
List of all Food/Stall holders for the event	
Food Licence	
Liquor Licence	
RSA Certificates	

## 14. Useful Contacts & References

### **Derwent Valley Council**

**Hours** 8:15am – 5:00pm

**Phone** 03 6261 8500

**Email** [dvcouncil@dvc.tas.gov.au](mailto:dvcouncil@dvc.tas.gov.au)

**Website** [www.derwentvalley.tas.gov.au](http://www.derwentvalley.tas.gov.au)

**Street Address** Circle Street, New Norfolk, TAS,  
7140

**Postal Address** PO Box 595, New Norfolk, TAS,  
7140

### **Department of State Growth**

Road closure of State Road/Highway

**Phone** 1300 135 513

**Website** [www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au)

### **Department of Treasury & Finance**

Liquor Licensing Application Form

**Phone** 03 6336 2261

**Website** [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

### **Events Tasmania**

Government Events Advisory Organisation

**Website** [www.eventstasmania.com](http://www.eventstasmania.com)

### **MAST (Marine & Safety Tasmania)**

**Phone** 03 6235 8888

**Website** [www.mast.tas.gov.au](http://www.mast.tas.gov.au)

### **Police Emergency Triple Zero 000**

(police, fire, ambulance)

**Police Assistance Line** 131 444

(general enquiries)

**Website** [www.police.tas.gov.au](http://www.police.tas.gov.au)

### **St John Ambulance**

**Phone** 1300 360 455

**Email** [tasmania@stjohn.tas.org.au](mailto:tasmania@stjohn.tas.org.au)

**Website** [www.stjohn.org.au](http://www.stjohn.org.au)

### **Tasmania Fire Service**

**Website** [www.fire.tas.gov.au](http://www.fire.tas.gov.au)

### **Work Place Standards of Tasmania**

Health & Safety Requirements, Fireworks  
Permit, Amusement Rides & Structures

**Phone** 1300 366 322

**Website** [www.wst.tas.gov.au](http://www.wst.tas.gov.au)